

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
August 27, 2018

The Litchfield Township Board of Trustees met in regular session on Monday, August 27, 2018, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Horvath called the meeting to order at 6:00 p.m. with Trustees Pope and Reynolds present. There was an audience of 7. All stood to recite the Pledge of Allegiance. Trustee Pope made a motion to approve the minutes from the July 23rd regular meeting as written; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Erica Graffein, from the auditor's office, was present. Erica stated that 2 groups are still out in the township doing farm checks or reappraisals; a tag will be left on the residence's doorknob if they are not home when the representative was there. Erica stated that residents should be aware of a current phone scam. The call comes from California and the resident is asked to send money for a copy of their deed. Erica stated that a resident can get a free copy of their deed through the auditor's office. ZI Noderer asked if the satellite photos of properties will be up-dated since the current ones are from 2011. Erica stated that she heard the engineer's office is planning on up-dating the photos soon.

Fire and Rescue: Chief Davis' report: from 7/21 – 8/24 there were 17 medical emergency calls and 7 fire calls. We received no mutual aid. We gave mutual aid to Chatham 3 times for MVCs and to Erhart for an EMS call and for a MVC. On Aug. 3rd, the department provided protection for the Demo Derby at the MC Fair. The department participated in a joint training on extrication with Erhart Fire Department at Hook and Haul on Aug. 6th. Chief Davis attended the Fire Chiefs' Association Meeting on August 8th. Hose testing was continued on August 9th and 16th; the tested is now completed. Chief Davis held the officers' meeting on August 13th. On August 15th, Chief Davis attended a joint meeting between the fire chiefs and the police chiefs at Montville Township regarding the Medina County radio system. Vendors were there with radios for those present to see. Chief Davis attended the all-hazard team committee meeting at the EMA office on Aug. 16th. Capt. Yorko and Lt. Yorko conducted water rescue training on August 23rd at our pond. Firefighter Keck is beginning his basic EMT training which will continue until Dec. Once FF Keck passes the class, the department will have 16 EMTs. The department received the order for the 2 Harris multiband P25 radios from Cleveland Communication; one of the radios was purchased with money from the LMRE People Fund grant. Chief Davis stated that our department members like the new radios and are planning on getting on the bands for Lorain County Fire Departments and Buckeye School District. Chief Davis stated that the county fire/police chiefs are working on a joint purchase to help lower the cost on the radios. Chief Davis stated that the department received an EMS grant for \$5509.00 from the state for equipment. The equipment needs to be purchased first and then the invoice submitted

for reimbursement. Chief Davis stated that so far 2 new vacuum mattresses and new tablets to replace the ones in the squads were purchased and there is still some funds remaining. Some of the older Scott equipment was sold to the MCCC for their fire safety service for \$5500. Chief Davis stated that they would like to change out the scene lights on 41-2 to 12VDC LED lights like on 41-1 providing a much safer work environment and allowing the department to not use a generator. The lights would run off of the truck and will be able to be deployed from the cab. This will allow the generator to be taken off of the truck freeing up space for other equipment. Trustee Pope stated that this would be a good idea since the same lights on the other truck work well. Trustee Horvath made a motion to approve \$5502.27 for new lights with an additional \$1800 in case a light pole assembly needs replacing; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that lock boxes have been ordered from Ready Rack to be placed in department members' lockers to store their personal gear. Chief Davis is obtaining a quote from Albright for keyed padlocks for the boxes. Chief Davis stated that they would like to sell the old Holmatro power unit along with the older cutter, spreader and lines and replace it with a new electric set of tools that are battery powered. The department is writing a grant to try to obtain some of the money to offset the cost and would use the money from the sale of the old one towards it also. Trustee Reynolds stated that the department is looking into purchasing a new fire truck. Trustee Horvath stated that if the department needs the equipment it would mean less money that is available for the purchase of the new truck. Chief Davis stated that the new truck may not be ordered until after January so there will be additional money in the Fire/EMS Fund. Trustee Horvath made a motion to authorize the selling of the Homatro power equipment on E-Bay for a minimum bid of \$10,000; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that the officers would like to add another Lieutenant to the department. The job would be posted using the lieutenant job description and then there would be a series of interviews both inside our department along with with officers from other departments. Chief Davis would take the input from all the interviews and if needed be the tie breaking decision; he would bring the final decision to the trustees for their approval. Trustee Reynolds asked what would be the responsibilities for the lieutenant. Chief Davis stated that there is a list of jobs that are divided between the officers. The trustees thought it is a good idea to establish the interview process. Trustee Pope asked if Trustee Reynolds has the 700 level of NIMS training. Trustee Reynolds stated that he did have the training. Chief Davis stated that the department will be providing coverage at the Sept. 7th, Sept. 21st, and Oct. 19th BHS football games.

Roads: Trustee Pope read the road report from 7/23 – 8/24: inspected fire extinguishers; started ditch mowing; trimmed grass around signs; maintenance done on all mowers; garage and historical building passed fire inspections; replaced and painted 2 man doors at the garage; trimmed trees on Yost Rd. to clear line of sight for stop ahead and stop signs; edged sidewalks in circle park, triangles and historical building; 48” mower repaired at Medina Tractor; broken throttle return spring replaced on the

backhoe; trimmed branches that were hanging over the fence by the historical building; cleaned up a small oil spill on Stone Rd; repaired the overhead garage door at the garage; filled core holes at the fire station parking lot. Trustee Pope stated that on Aug. 10th, Erhart Rd. (between Rt. 18 & Stone Rd.) was closed due to a large tree hanging over the road and resting on electrical lines. LMRE was contacted. They took down the tree and our road crew cleaned up the ditch and cut back the tree. Trustee Horvath asked Trustee Pope to look at Stone Rd. between Rt. 83 and Bryenton since there is a big dip in the road that should be repaired. Trustee Pope stated that the base may be bad and that spot may need to be dug out as happened on Jones Rd. Trustee Pope stated that Melway Paving will be asked to look at the township roads and note if there are dips in other roads. Trustee Pope stated that this year's chip and seal paving work came in under budget. Trustee Pope stated that Erhart Rd. was striped by mistake. Trustee Reynolds asked for an up-date on repairing the fire station parking lot. Trustee Pope stated that the last time he spoke with Fred Boreman he was told that they are still working on a bid packet.

Safety: Trustee Pope attended the Safety Council Meeting on Aug. 21st with a presentation from BWC on the most dangerous jobs in the state.

Police: For the month of July: days worked: 16; hours worked: 81; miles driven: 932; calls/complaints investigated: 5; police/fire personnel assisted: 1/1; citizens assisted: 28; suspicious people/vehicles checked: 0/1; business checks: 130; traffic stops: 4; traffic citations issued: 2; warning citations issued: 3; arrests: 1. Traffic citations: failure to dim headlights: 1; assured clear distance: 1. Traffic warning: speed: 1; marked lane: 1; headlights required: 1. Arrest: warrant to arrest in reference to the cemetery break-ins. Trustee Reynolds stated that someone is dumping old tires; there were 20 tires left at the flea market lot.

Town Hall: Trustee Reynolds read the August report: the town hall was used for 3 meetings and 5x by groups; there were 2 rentals - one for \$100 and one at no charge and 3 table/chair rentals for \$184; 2 ice cream socials; set up for events, general cleaning after events; watering of plants; cleaned rental tables; met with the fire inspectors to check the buildings; batteries for 2 exit signs were ordered and picked up from Home Depot; total hours: 28.25.

Cemetery and Park: Trustee Pope read the Aug. report: there were 5 lots sold: 1 ash burial; 11 footers poured, most monuments set; pegboard hung in the cemetery building for organizing tools; leveled 50 headstones using the new jack system; 5 headstones straightened; epoxy ordered for repairing the headstones; using the new little tractor top soil was spread to level low spots and for planting grass seed. Trustee Horvath stated that the cemetery looks nice now that the headstones have been straightened and leveled. Trustee Reynolds stated that people may not realize the amount of time and work that is involved with straightening and leveling the headstones. Fiscal Officer Shaw stated that a resident expressed concern that the headstones were being set too high above ground level. Trustee Pope stated that this way the mowers will scrap against the footer and not the headstone. The trustees signed 3 deeds.

Zoning: ZI Noderer's report for July: site visits: 6; meetings attended: 3; miles driven: 149; 8 zoning certificate issued: house: 1; above ground pool: 2; in ground pool: 1; fence: 1; deck: 1; porch: 1; house addition: 1. Lot split: David/Kimberly Barto Dunham Rd. split 2.9423 acre from 5.9423 acre to create a 3 acre lot and combine the 2.9423 acres with a 12.5144 acre parcel to create a 15.4567 lot; Mary Jane Gerhart Trust Branch Rd. 52.0930 acre parcel split to create a 4 acre lot, a 25.6065 acre lot and a 22.4614 acre lot – the 2 larger lots are non-buildable lots. Zoning violations: 8109 Branch Rd – Case #15CIV0677; #16CA0083, pending appeal; 9696/9706 Crow Rd. - Show Cause Motion set for hearing last week of Sept; monitor use status of building south of creek; 8676 Norwalk – outside storage of “portable toilet units” for Type 2 Home Occupation Business, Case #18 CIV 0710; 8963 Spieth Rd. - Case #16 CIV 0711 – MCHD vs Bates, follow up on permanent injunction compliance; 8663/8665 Norwalk – accumulation of recyclables, refuse, debris Section 216.01.3/216.01.4; slowly making improvement so ZI Noderer extended their deadline to Oct. 1st. ZI Noderer sign his bond. ZI Noderer stated that the MC Township Association Meeting in October will be focusing on AgriTourism so he was wondering if anyone from the zoning boards would be able to attend the MCTA meeting. Trustee Pope stated that he would check on this.

Trustees: Trustee Pope stated that a tree from the Rising property fell on to the Historical Society shed so he cordoned off the parking lot area, contacted the insurance company and TreeMasters who took the tree down. Trustee Pope stated that he took a look at the roof and saw damage to a few of the shingles.

Fiscal Officer: Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated that she will need a count on the number of people who will be attending the Sept. 20th Engineer's Dinner.

Old Business: Trustee Horvath stated that he and Trustee Pope attended the trash consortium meeting. Trustee Horvath stated that he could see the advantage of the consortium if there were a large number of streets in a township. Trustee Horvath stated that a consortium would reduce the cost for garbage pickup however residents would need to purchase trash cans from the company. Trustee Pope stated that the trustees would need to decide what service would be offered and what the trash hauler would provide; this would determine the cost to each property owner. Trustee Pope stated that having only 1 garbage company servicing the entire township would save wear and tear on the township roads. Trustee Horvath stated that if a resident did not pay their trash bill, the township would be responsible for collecting the money or assessing their taxes. Trustee Horvath asked the audience if they would be interested in a consortium. Of the 6 people present, 4 said no and 2 said yes. Chief Davis stated that the township should not be responsible for making sure that the residents pay their bills. Trustee Pope stated that York Township is starting the process for a trash consortium so we can see what they find out about it. Trustee Reynolds stated that he is not in favor of a trash consortium. Trustee Horvath stated that the trustees will wait for now. Mitch Hook asked the status

of the gate for the driveway to the salt bin at the fire station. Trustee Horvath stated that we are waiting for a response from the prosecutors.

New Business: There was no new business.

Correspondence and Communications: There were no correspondence or communications.

Public Comment: ZI Noderer asked about a few of the checks listed on the payment registry. Fiscal Officer Shaw explained the reason for them.

Trustee Horvath made a motion to adopt Resolution 18-18 to amend appropriations; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to approve Purchase Orders 27-18 & 28-18 and Blanket Certificates 67-18 to 71-18 and authorize payment of vouchers 25875-25947; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Reynolds made a motion to adjourn; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Meeting adjourned at 7:49 p.m.