

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**  
November 28, 2018

The Litchfield Township Board of Trustees met in regular session on Wednesday, November 28, 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 Trustee Reynolds present and Trustee Pope absent. There was an audience of 12. All stood to recite the Pledge of Allegiance. Trustee Horvath made a motion to approve the minutes from the Oct. 22<sup>nd</sup> regular meeting and the Nov. 5<sup>th</sup> special meeting as written; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried.

MaryBeth Guenther, from the auditor's office, was present. MaryBeth stated that dog licenses will be on sale from Dec. 1<sup>st</sup> to Dec. 31<sup>st</sup> at a cost of \$14.

Trustee Horvath stated that Zoning Board member Dave Borling was present to discuss a new zoning form from the zoning commission. The form, a site plan check list, was a collaborative effort between the zoning commission and the zoning inspector. The site plan check list will be beneficial for applicants by preventing delays in their approval due to missing and/or incomplete information. ZB Borling stated that the site plan check list will also help the zoning board and the zoning inspector and that other townships have a similar type of check lists. Trustee Horvath stated that he thought the form was a good idea and asked if the zoning commission and the zoning inspector were on board with this. ZB Borling stated that the form was discussed over 3 zoning meetings. ZI Noderer stated that it was a good idea and will be a good aid. BZA member Mitch Hook stated that the check list applies to BZA for new constructions also. ZI Noderer stated that some of the list might not apply for existing structures. Trustee Horvath made a motion to approve the new site plan review list; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried. ZI Noderer asked if this site plan check list could be posted on the township website. Trustee Horvath stated that he take care of this.

Fire Chief Davis stated that the department was down one officer and 2 people applied for the position. The officers chose Andrew Comuzie and the trustees approved the appointment at the Oct. trustee meeting. Chief Davis swore in and pinned Andrew Comuzie as a lieutenant on the fire department. Trustee Horvath made a motion to take a 15 minute break at 6:10 to enjoy cake; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried. Trustee Horvath made a motion to reconvene the meeting at 6:30; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried.

**Fire and Rescue:** Chief Davis' report: from 10/19 – 11/23 there were 13 medical emergency calls and 2 fire calls. We received mutual aid once from Chatham for an EMS. We gave mutual aid to Erhart once for EMS and Chatham once for EMS. Vice President Comuzie held the monthly Fire Association meeting on Oct. 25<sup>th</sup> where plans were made for the Nov. 4<sup>th</sup> pancake breakfast. On Oct. 31<sup>st</sup>, the department provided

traffic control and handed out candy for Halloween. Work night was held on Nov. 1<sup>st</sup> where the department cleaned and set up for the pancake breakfast which was held on Nov. 4<sup>th</sup>; the Red Cross was present for their blood drive. Department members performed duties while manning the station on Nov. 6<sup>th</sup> for Election Day. A walk-through was conducted on Nov. 8<sup>th</sup> at Parkin Industries on Rt. 18 so the department could have a preplan in case there ever was an emergency at their facility. Chief Davis attended the Chiefs' Meeting at Sharon Township on Nov. 14<sup>th</sup>. EMS training on Nov. 15<sup>th</sup> was conducted by Capt. Kean and was on using different scenarios to test the crews. Chief Davis attended the AHAC meeting on Nov. 20<sup>th</sup> at the county EMA office. Breathing Air came to the station to service the SCBA compressor on Nov. 21<sup>st</sup>. There was no training on Nov. 22<sup>nd</sup>, Thanksgiving Day. Nexus has requested a W9 from the department which hopefully means they will be awarding the department some grant money to use towards assisting the township to move to the 800MHZ radio system that the sheriff office has installed. Chief Davis stated that there was a call for an active shooter at Medina Hospital that luckily was a hoax. There were issues pointed out that the county has with communication and preparedness for such an event. The MC Chief's Association has been working on a collective purchase for ballistic gear for our squad if there was a need to reply to such a call. Chief Davis asked the trustees to consider allowing our department to get in on the process to try and save money in the long run. Chief Davis stated to outfit both squads would cost about \$7000 - \$1145/set with 3 sets/squad for 2 squads – but hopefully would be less if a better price was offered for buying in bulk at the county level. Trustee Horvath stated that he is concerned about the fire department's safety and wondered why the department would go into this type of situation unprepared. Chief Davis stated that the department just had an active duty shooter training at Valley City's department's. The plan is that 2 EMTs would go into the situation with a sheriff deputy to triage the wounded. Trustee Reynolds stated that this has changed since he was on the fire department and agrees that the trustees should consider the gear if the department were to go into an active shooter situation but he would like to think about it before deciding. Chief Davis asked the trustees if he could speak with EMA Director Fozio to at least be included in the process to obtain pricing on the gear. Trustee Horvath stated that Chief Davis could ask to be included. Trustee Horvath stated that he did not realize that the new protocol was to send fire department members in to an active shooter situation. Trustee Reynolds asked the life span of the vests. Chief Davis stated that as long as the plates pass the x-rays the vest are good for 5 years. Chief Davis stated that when Andrew Comuzie was appointed as a lieutenant, his monthly pay was \$85/month but Art Butcher is paid \$125/month as a lieutenant. Trustee Horvath made a motion to raise Andrew Comuzie from \$85/month to \$125/month; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried.

**Roads:** Trustee Pope sent in the road report from 10/22 – 11/23: removed a dead tree from Yost Rd. Thanks to Chief Davis for pulling the tree off to the side of the road; removed small tree off of Spieth Rd.; refilled the culvert cut on Erhart Rd.; repaired and prepped snow blower; put up high water signs on Yost Rd.; Melway Paving repaired

Stone Rd. between Rt. 83 and Bryenton, Stone Rd. just east of Beat and 4 bad spots on Yost Rd. and paved over the culvert cut on Erhart Rd.; we will be receiving the grant money for Erhart Rd.; emergency repairs were made on the salt spreader on the white truck – the salt slinger pumper was stalling out so it was replaced and the the auger pump was leaking oil excessively; the red plow truck was taken to General Maintenance to repair the ABS light which stayed on and to replace the back-up alarm; received a total of 195 ton of salt which was stacked in the barn; called about a tree on Richman Rd. which was broken about 6' up and leaning precariously on another tree hanging toward the road. Trustee Pope notified Trustees Horvath and Reynolds and Dan Dangelo. Trustee Reynolds came and helped with traffic control. Medina Tree Maintenance came out and cut down the tree. We removed the tree and cleaned up the road. Trustee Reynolds stated that the tree was about 30' tall; leaves have been removed from the cemetery and the circle; salt trucks have gone out 8 times so far since there has been a lot of freezing rain and cold temperatures. Trustee Reynolds stated that Trustee Pope asked him to discuss the hiring of David Johnson as a part-time plow driver. Trustee Reynolds stated that David had been a driver for Archer's Trucking. Trustee Horvath thought that would be a good idea. Trustee Reynolds made a motion to hire David Johnson as a part-time, as needed, with no benefits, plow driver at \$14/hour; second by Horvath. Voting yes: Reynolds and Horvath. Motion carried.

**Police:** For the month of October: days worked: 20; hours worked: 100; miles driven: 1202; calls/complaints investigated: 6; police/fire personnel assisted: 1/4; citizens assisted: 39; suspicious people/vehicles checked: 1/1; business checks: 161; traffic stops: 4; traffic citations issued: 4; warning issued: 2; arrests: 1. Traffic citations: speed: 2; driving under suspension: 1; seat belt: 1; providing false information to peace officer: 1. Traffic warning: speed: 1; head lights required: 1. Arrest: summons for drug abuse instruments. Trustee Reynolds stated that the cruiser was taken to Grizzly Auto for a low tire and to replace the wiper clips. Trustee Reynolds read a letter from Deputy Snider requesting a pay raise for the deputies patrolling the township since they have not had a raise since 2015 and surrounding townships have a higher pay rate. Trustee Horvath stated that the township is working on a limited budget and the other townships have more money in their funds. Trustee Horvath stated that he wanted to wait until the next meeting when Trustee Pope is present for further discussion.

**Town Hall:** Trustee Reynolds read the November report. Trustee Reynolds stated that Pfaff Electric gave a quote to change all the lights in the annex to LED. Trustee Reynolds made a motion to hire Pfaff Electric to change the annex bay lights for \$2850; second by Horvath. Voting yes: Reynolds and Horvath. Motion carried. The trustees discussed the other light fixtures in the annex. Trustee Horvath made a motion to approve up to an additional \$1000 to have Pfaff Electric change the lights in the rest of the annex; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried. Trustee Reynolds stated that he and Patti met with American Tuck Pointing to discuss the town hall walls. American Tuck Pointing was the only company to respond to our request for a quote. Trustee Reynolds had contacted 3 companies and Patti had contacted

3 companies. The quote from American Tuck Pointing was for \$48,000 for the entire town hall. Trustee Horvath stated that he needed time to think about this and wanted to wait until Trustee Pope was present for more discussion. Anne Seitz asked what is known about this company. Trustee Reynolds stated that Patti knew about them.

**Cemetery and Park:** Trustee Pope sent in the Nov. report: 2 burials; 0 inquiries; 0 lots sold; took the mini fridge from the cemetery building to the garage to thaw and clean; installed driveway markers; removed flags; cleaned up grave sites. Christmas decorating has begun on the gazebo, lights up, with more to come.

**Zoning:** ZI Noderer's report for October: site visits: 4; meetings attended: 5; miles driven: 205; 6 zoning certificate issued: house: 4; house addition: 1; variance application: 1. Zoning violations: 8109 Branch Rd. Blueberry Barn – Case #15CIV0677; #16CA0083, awaiting decision of the Medina Appeals Ct. (oral hearing on 11/13); 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; monitor use status of building south of the creek; 8676 Norwalk – outside storage of “portable toilet units” for Type 2 Home Occupation Business, Case #18 CIV 0710 – mediation on 3/19/19 at 9:30 a.m.; 8663/8665 Norwalk – refuse accumulation on property – referred to the prosecutors.

**Trustees:** Trustee Reynolds stated that he attended the MC All-Hazard meeting.

**Fiscal Officer:** Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated that the MC Highway Department sent the annual purchase agreement. Trustee Horvath made a motion to adopt Resolution 23-18 Purchase Agreement with the County; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried. The trustees discussed who would be included on the purchase agreement list. Fiscal Officer Shaw reminded everyone that the December meeting has been rescheduled to Thursday, Dec. 27<sup>th</sup> and the Organization/Appropriation Meeting will be on Thursday, Jan. 3<sup>rd</sup>. Fiscal Officer Shaw stated that the OTA Conference is scheduled for Jan. 30 – February 2. Trustee Horvath made a motion to approve the expenses for the trustees, fiscal officer, zoning inspector, fire chief, ZC and BZA chairs to attend the OTA Conference from Jan. 30 – Feb. 2. Expenses covered are: mileage, registration, hotel, and meals (up to \$30/day with receipts); second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried. Fiscal Officer Shaw stated that she received a quote from Charles Harris Company to prepare the township's end of the year Hinkle report. Trustee Horvath made a motion to approve \$450/year for 3 years to Charles Harris to prepare the annual Hinkle report; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried.

**Old Business:** There was no old business.

**New Business:** Trustee Reynolds stated that he would like Trustee Pope to attend Open Records Training in his place. Trustee Reynolds made a motion to adopt Resolution 25-18 authorizing Michael Pope to represent Charles Reynolds at the Open Records Training at the Ohio Township Conference; second by Horvath. Voting yes: Reynolds and Horvath. Motion carried. Mitch Hook asked if there were job descriptions for the zoning commission and the BZA members in the employee handbook.

**Correspondence and Communications:** There were no correspondence or communications.

**Public Comment:** ZI Noderer asked if the trustees would consider hiring a secretary for the township who would replace the zoning secretary, the website contact person and help the fiscal officer since there is inefficiency with what happens currently. Trustee Reynolds stated that they could be looked into this.

Trustee Horvath made a motion to adopt Resolution 24-18 to amend appropriations; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried.

Trustee Horvath made a motion to approve Purchase Orders 40-18 to 44-18 and Blanket Certificates 81-18 to 84-18 and authorize payment of vouchers 26091-26174; second by Reynolds. Voting yes: Reynolds and Horvath. Motion carried.

Trustee Reynolds made a motion to adjourn; second by Horvath. Voting yes: Reynolds and Horvath. Motion carried. Meeting adjourned at 7:47 p.m.