

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**  
December 27, 2018

The Litchfield Township Board of Trustees met in regular session on Thursday, December 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 8. All stood to recite the Pledge of Allegiance. Trustee Horvath made a motion to approve the minutes from the Nov. 28<sup>th</sup> regular meeting as corrected; second by Reynolds. Voting yes: Reynolds and Horvath. Abstaining: Pope. Motion carried. Erica Graffein, from the auditor's office, was present. Erica stated that dog licenses cost \$14 for 1 year and \$42 for 3 years and are non-transferable. Erica stated that rates for the 2018 tax year have been certified.

**Fire and Rescue:** Chief Davis' report: from 11/23 – 12/26 there were 18 medical emergency calls and 3 fire calls. We received mutual aid once from Grafton for an EMS. We gave no mutual aid. There was no Fire Association meeting due to Thanksgiving Day. Capt. Yorke held fire training on Dec. 6<sup>th</sup> on SCBA drills and donning and doffing of gear. Chief Davis attended the AHAC committee meeting on Dec. 11<sup>th</sup>. Work night was held on Dec. 13<sup>th</sup> where building and truck maintenance were performed. Chief Davis attended the county chiefs' meeting and dinner on Dec. 14<sup>th</sup>. Chief Davis met with a gentleman from the BWC PERRP on Dec. 18<sup>th</sup> to go over the station and do an evaluation since the fire department now falls under PERRP. Gruber Rescue brought out their Homaltro battery powered tools to demo on Dec. 20<sup>th</sup>. Capt. Kean and Lt. Comuzie held EMS training on Dec. 20<sup>th</sup> on using all manual techniques for vitals and equipment. On Dec. 21<sup>st</sup>, Chief Davis, Lt. Butcher, FF Frigy, FF Porter and Trustee Pope (as Santa) dropped presents off at 27 different houses in Litchfield. Chief Davis stated that the Fire Association also donated \$250.00 and sponsored a needy family in Litchfield. Chief Davis thanked Trustee Pope for his participation. There was no training on Dec. 27<sup>th</sup> due to the Christmas and New Year's holidays. The department has been cleaning and organizing around the station; a new shelving unit and bins were purchased for sorting and neatly placing things. 41-1 was out of service for a short while as the batteries had died; Capt. Yorke purchased 4 new batteries, placed them in the truck today and it is working fine. The cot battery in 47-2 died and was causing the cot to make a noise so Stryker came out to check on it; they sent out a battery and the cot is working fine. Chief Davis stated that the department received a \$10,000 check from Nexus for the grant that was written. Nexus is being contacted to see what the guidelines are for spending the money. FF Keck has passed the EMT-Basic course and is scheduled to take the national registry test. FF/EMT Frigy passed his medic course and his protocol adding another medic to the department. Fiscal Officer Shaw reminded Chief Davis that the inventory is due soon. The annual appointments to the Fire Fighter Dependent Board were chosen. Don Rupanovic asked Chief Davis which type of radio did the department prefer. Chief

Davis stated that the MC Sheriff Department had picked out their radio so the departments went with that one which is a tri-band system – 400 MHz, 800 MHz, UHF. Anne Seitz asked the ISO rating for the township. Chief Davis stated that it depended on one's location but he believes it is either 5 or 6. Chief Davis stated that one should check with their personal insurance company.

**Roads:** Trustee Pope read the road report from 11/26 – 12/23: Kish Fire Equipment inspected, repaired or replaced all township fire extinguishers as needed; replaced broken brake light and bad wiring on the red International plow truck; ordered 50 tons of road salt with 560.5 tons available to order; stacked salt in the salt barn which is over ½ full; gate on trailer repaired and strengthened; leaves vacuumed in the park and the cemetery; spoke with Dan Becker from the MC Highway Engineers regarding next year's road work; backhoe transported to Southeastern Equipment for diagnosis and possible repairs; salted roads as needed; washed and prepared all trucks for service. Trustee Pope stated that he had a resolution from the MC Highway Department dealing with the Erhart Rd. project with York Township. Trustee Pope made a motion to adopt Resolution 27-18 Agreement to Cooperate with York Township for Engineering and Contract Administration for Ohio Public Works Commission Project; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that Gross, Kennedy, Indian Creek and Erhart Roads were not paved this year due to the Nexus pipeline so roadwork bids should be sought for these roads this year. Trustee Pope stated that Stone Rd. between Rt. 83 and Bryenton Rd. needs to be sealed also. Trustee Pope made a motion to ask the engineer's office to put Gross, Kennedy, Indian Creek and Stone Rd. between Rt. 83 and Bryenton Rd. out for bids for road work; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that there was a problem with the backhoe so Archer Trucking transported it to Southeastern. They found many things wrong with it, the repair estimate was \$10,000. It is a 1991 backhoe. Trustee Pope stated that he has looked at new equipment at the OTA Conference in Columbus so he asked Southeastern and Caterpillar for quotes for a new backhoe. Non-state bid price would be \$120,000 - \$130,000. Southeastern gave a trade-in price of \$8,000 for our backhoe and Caterpillar gave a trade-in price of \$9,000. A new Case backhoe from Southeastern would be \$82,973.53 with our trade-in and a new backhoe from Caterpillar would be \$82,753,00 with our trade-in. Trustee Pope stated that both of these prices are state-bid. The trustees discussed the differences in the equipment and the possibility of a lease to own contract. Mitch Hook asked how many hours were on our backhoe and Trustee Pope stated that he was not sure since he did not know if the hour meter worked. Mitch suggested purchasing a mini-excavator with a loader. Trustee Pope stated that a wheel loader and a mini-excavator would be ideal. Trustee Reynolds stated that he was not sure which way to go with the purchase of new equipment. Trustee Pope stated that Southeastern said our backhoe had a hole in it so if something major happens to it the trade-in price would go way down. Chief Davis stated that if a wheel loader would be the way to go, maybe the trustees should buy a wheel loader and fix the backhoe. Mitch stated that he was not sure about the diagnosis of a

hole in the head because that would keep the backhoe from running and he suggested taking the backhoe to Ohio Machinery on Rt. 21 for them to check it. Trustee Reynolds asked what the warranty would be on the new backhoe. Trustee Pope stated that he was not sure but it is usually 1 – 3 years on new machines. Trustee Reynolds stated that he personally prefers Caterpillars so for a new backhoe for the township he would choose a Caterpillar with a 2 year lease. Trustee Pope stated that he agrees with this and would also suggest putting money down on it. Trustee Pope made a motion to purchase a Caterpillar backhoe loader from Ohio Caterpillar for a lease program of 2 years, with a purchase price of \$82,753 with 1/3 down; purchase price includes the trade-in and is a state bid price; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

**Safety:** Trustee Pope attended the MC Safety Council meeting on 12/18 where there was a motivational speaker.

**Police:** For the month of November: days worked: 19; hours worked: 100; miles driven: 1154; calls/complaints investigated: 7; police/fire personnel assisted: 4/2; citizens assisted: 36; suspicious people/vehicles checked: 0; business checks: 174; traffic stops: 5; traffic citations issued: 2; warning issued: 3; arrests: 0. Traffic citations: speed: 2. Traffic warning: speed:1; improper passing:1; parking on the roadway:1. Fiscal Officer Shaw stated that the trustees received a copy of the contract with the sheriff department for extra patrol. Trustee Reynolds read the letter again 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 Reynolds stated that other townships offer an uniform allowance and that 3 out of the 4 deputies who are on the extra patrol list live in Litchfield. Trustee Pope stated that after reading the contract he would suggest \$1/hour pay raise. Trustee Horvath stated the other townships have more money in their funds. Trustee Reynolds stated that the deputies could be working other details where they would be paid \$35/hour. Trustee Reynolds made a motion to give the deputies a raise from \$23/hour to \$24/hr; second by Pope. Voting yes:Reynolds, Pope, Horvath. Motion carried. Trustee Reynolds made a motion to accept the contract between the township and the MC Sheriff Department for 1/1/19 – 12/31/19 with an \$1/hour pay raise; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that the trustees may want to consider adding to the 1982 continuing police levy to bring in more money to the police fund.

**Town Hall:** Trustee Reynolds read the December report: town hall used 3x for meetings and 6x for groups; 1 rental at no charge; decorated for holidays; set up/break down for meetings; cleaned after events; replaced burnt out light bulbs in town hall and annex; met with garage repairman for annex; met with Deck Rescue for circle decorating; exterminated 2 mice; purchased supplies at Dollar General; total hours: 23.75. Trustee Reynolds stated that Action Door checked the annex door and determined that an electrician is needed so he will contact one. Trustee Reynolds stated that at the Nov. meeting he read the quote from Ohio Tuck Pointing for the repair of the town hall. The quote was for \$48,000 to tuck point the entire building, replace the missing bricks,

seal it, color match the bricks, repair the leaning and the front steps. The entire job would take 3 weeks. Trustee Horvath stated that he would check with the prosecutors to see if there is a dollar limit for repairs. Trustee Reynolds stated that the crack in the vestibule wall is probably due to the outside bricks needing tuck pointing. Trustee Horvath stated that the decorations in the circle look great. Trustee Pope thanked Patti for the decorating inside and outside of the town hall and around the circle.

**Cemetery and Park:** Trustee Pope read the Dec. report: 1 burial; 1 inquiry. Trustee Pope turned in the inventory for the cemetery building.

**Zoning:** ZI Noderer's report for November: site visits: 3; meetings attended: 5; miles driven: 88; zoning certificate issued: 0. Ag statements: 1. Zoning violations: 8109 Branch Rd. Blueberry Barn – Case #15CIV0677; #16CA0083, awaiting decision of the Medina Appeals Ct.; 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.; 8663/8665 Norwalk – refuse accumulation on property – referred to the prosecutors. ZI Noderer presented the annual zoning report for 2018: house: 17; house additions: 5; accessory buildings: 7; accessory/garage additions: 3; decks/porch: 4; fence: 4; swimming pool: 4; ponds: 3; commercial building: 1; business occupancy: 1; total fees: \$8755.00. Trustee Reynolds stated that since the zoning inspector drives to residents' properties, he feels that he should have a sign for his car. Trustees Pope and Horvath agreed with him. Fiscal Officer Shaw stated that the trustees need to advertise for letters of intent for the zoning board/BZA seats.

**Trustees:** Trustee Reynolds stated that he attended the MC All-Hazard Mitigation Plan meeting and the township needs to up-date its mitigation plan. Trustee Horvath stated that this should be handled at a special meeting. Trustee Pope made a motion for a special meeting to be held on Saturday, Jan. 5<sup>th</sup> at 10:00 a.m. at the town hall to review and up-date our MC All Hazard Mitigation Plan; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

**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 Organization/Appropriation Meeting will be on Thursday, Jan. 3<sup>rd</sup>. Information will need to be sent to the county commissioners for the Directory of Public Officials. Fiscal Officer Shaw stated that last year she listed the township P.O. box as the address for the zoning board/BZA members and the township phone number as their contact number. Several people commented afterwards that the individuals' addresses and phone numbers should have been listed as in the past. Fiscal Officer Shaw stated that she did not think that township mail should be sent to individual's homes but stated that the trustees should make the decision this year. After some discussion, the trustees stated that it would be a good idea keeping all the addresses as the P.O. box and the phone numbers as the township number.

**Old Business:** Trustee Horvath stated that the (4) bike 3' right-of-way signs are here.

**New Business:** There was no new business.

**Correspondence and Communications:** A thank you note with a \$25 donation was received from Litchfield Friendly Workers 4-H for the use of the town hall for their meetings.

**Public Comment:** Chief Davis asked if the trustees would consider selling the backhoe for the trade-in value. Trustee Pope stated that he would check into this but believed they would need to advertise for bids since the price is over \$2500. Trustee Pope stated that he would like to just get the deal done and trade the backhoe in so that it doesn't break down and lose any trade-in value. ZI Noderer stated that the MC Auditor sends out a weekly email that lists local events, job postings, etc. The trustees might want to use this to advertise for the zoning seats. Trustee Horvath stated that he would check on this on Friday. Fiscal Officer Shaw stated that a resident asked about a township shredding day. Trustee Horvath stated that this may be something to consider during township clean-up days. Mitch Hook asked if the trustees would consider auctioning the backhoe but Trustee Pope stated that he would like to just use it as a trade-in. Trustee Horvath made a motion to adopt Resolution 26-18 to amend appropriations; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to approve Purchase Order 45-18 and Blanket Certificates 85-18 & 86-18 and authorize payment of vouchers 26175-26259; 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 8:10 p.m.