

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**  
October 28, 2019

The Litchfield Township Board of Trustees met in regular session on Monday, October 28, 2019, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. Chairman Pope called the meeting to order at 6:00 p.m. with Trustees Horvath and Reynolds present. There was an audience of 7. All stood to recite the Pledge of Allegiance. Trustee Reynolds made a motion to approve the minutes from the Sept. 23<sup>rd</sup> regular meeting as written; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath stated that the trustees and the zoning boards have discussed hiring a professional to look over the township zoning book. Trustee Horvath introduced Mark Majewski, President of Northstar Planning and Design, LLC, to help with this process. Mark stated that he has worked with zoning matters for 40 years and has recently worked with Hudson and Westfield Township on their zoning issues. Mark stated that he has looked at our zoning book and he thinks it presents very professionally and has good organization. Mark stated that the work needed, in his opinion, would be: cleaning up the language in Article II, the section dealing with fences, the Home Occ section, some definitions and consistency issues in Article III, a few issues in Article IV, use variance conflicts in Article VII with other sections, and work in the definitions section. Mark stated that he would give a report documenting where work is needed and his recommendations on where larger changes are needed. Mark stated that he would work with the trustees, the zoning boards and the MC Planning Commission. The trustees asked Mark's cost estimate. Mark stated that his charge would be approximately \$7,000 – \$8,000 which would include as many meetings as he felt were necessary and updating the zoning book with the changes. Mark stated that he also charges \$400-\$500 for any additional meetings. Trustee Horvath asked how soon Mark would be able to start and Mark stated that he is ready now. Trustee Pope stated that he would like to have the zoning book streamlined eliminating repetition and redundancy to make the book easier to read. Mark agreed with this and said that sometimes tables can be eliminated if they are saying the same thing as the text. ZI Noderer asked Mark if he kept up on case law and Mark stated that he did. Mark stated that he would mail a proposal to the trustees. The trustees thanked Mark for his presentation.

After Mark left, Trustee Horvath stated that the trustees should come to the next meeting prepared to select a company to begin working on the zoning book.

**Fire and Rescue:** Chief Davis' report: from 9/20 – 10/25 there were 30 medical emergency calls and 6 fire calls. We received no mutual aid. We gave mutual aid five times to Erhart for EMS calls, once to Grafton for an EMS call and three times to Spencer. President Doluhy held the Fire Association Meeting on Sept. 26<sup>th</sup> and Oct. 24<sup>th</sup>. After the Oct. meeting, the Association began setting up for the pancake breakfast. Capt. Yorko held fire training on Oct. 3<sup>rd</sup> at the Litchfield Ballpark where the department

simulated setting up for a house fire using all the trucks. On Oct. 8<sup>th</sup>, Chief Davis, Capt. Kean and Lt. Yorke met with Dr. Meyers, the department's med control physician, and Mike Savetski from Medina Hospital to go over changes in the pre-hospital care. Capt. Yorke and Lt. Yorke held work night where building and truck maintenance was performed on Oct. 10<sup>th</sup>. Capt. Kean, FF Campbell and FF Smith attended the fire prevention program at Buckeye Elementary School on Oct. 16<sup>th</sup>. On Oct. 17<sup>th</sup>, Capt. Kean held EMS training where the department members took the new Cleveland Clinic protocol test. Chief Davis held a truck committee meeting on Oct. 21<sup>st</sup> where the trustees were invited to hear from the committee on the new tender/pumper they are considering. The department provided EMS coverage at Buckeye's football games on Oct. 4<sup>th</sup> and 18<sup>th</sup>. The Stryker bariatric wings and mattresses were installed on the cots; the State EMS grant was used to pay for a portion of the cost. The annual fire inspection was conducted at the fire station; there were some exit light issues which have been resolved. Next year is the fire department's 75<sup>th</sup> year of service and the Fire Association is in the planning stages of events to celebrate the occasion. Chief Davis showed the new patch which was designed by FF Smith in honor of the department's 75 years of service. The Fire Association will be hosting a trunk-or-treat this year at the circle on Oct. 31<sup>st</sup>. The semi-annual pancake breakfast/blood drive will be on Nov. 3<sup>rd</sup>; as in the past, blood donors will receive a free breakfast. The station's air compressor motor went out; a new one will be arriving on Wednesday. The old refrigerator in the kitchen quit working so the Fire Association voted to purchase a new one which is already installed. Chief Davis stated that there are 4 new applicants to the department who are in various stages of the hiring process. Chief Davis stated that the State Fire Marshall grant for the MARCS radio system has opened and we will be submitting as an entire county for the grant and should know if it is successful by the end of the year. Trustee Horvath made a motion to approve the township applying for the grant with the rest of the county for the MARCS radio system; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis asked the trustees' thoughts about the new tender/pumper. Trustee Horvath stated that after seeing what is wrong with the current truck, seeing the available funds and knowing it would take a year to complete the truck, he would like to hear a final price for it. Chief Davis stated that per Rosenbauer their truck is at state bid price at \$377,761.00. Trustee Reynolds stated that he is still undecided on the purchase of the truck. Trustee Pope stated that the committee has been looking into this for 3 years doing their due diligence and that by purchasing a new truck it would be keeping the fire equipment on its fleet replacement rotation. Trustee Pope stated that this new truck would be a 3,000 gallon tanker replacing the current 1850 gallon one. Trustee Horvath asked Chief Davis to bring a quote to the November's meeting. Chief Davis stated that the truck which would be replaced is a 1996 truck which Litchfield purchased used from Medina Township. Trustee Reynolds stated that after thinking it over, he was good with the department going ahead with the purchase of the new truck.

**Roads:** Trustee Pope read the road report from 9/23 – 10/25: berming completed so berming machine removed from the red International truck; aerated and seeded the circle

park, fire station, Crow and Rt. 18 cemeteries and historical building; temporarily secured the hand rail on the gazebo but the rail will need to be replaced; road crew did some work at the historical building; working on condensing the dirt piles and cleaning up behind the salt barn; finishing up on road ditch mowing and trimming around signs; working on preparing the trucks and equipment for snow plowing season; road flags taken down; sprayed salt guard on the front of the annex building bricks as suggested by the mason who tuck pointed the town hall. Trustee Pope stated that the 2008 red International truck was taken to Jarrett Fleet Services in Seville for a quote on repairs; the quote was for \$14,000+ (\$8700+ for mechanical and \$5200+ for sandblasting and painting). Trustee Pope stated that this would extend the life of the truck for 8+ years and that a new truck would cost approximately \$145,000. Trustee Horvath thought that it would be a good idea to take care of the truck and extend the truck's life by 8-10 years. Trustee Reynolds asked if the plan was to keep the truck for that long. Trustee Pope stated that there are not a lot of miles on it so yes he would like to keep it. Trustee Horvath agreed that the township should keep the truck. Trustee Pope made a motion to hire Jarrett Fleet Services to do mechanical repairs and paint the 2008 International truck for a price not to exceed \$14,500; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that Jack Ringstmeier submitted his letter of resignation as of Oct. 25<sup>th</sup> but would like to come back to work in the spring. Trustee Pope made a motion to accept Jack Ringstmeier's resignation as of Oct. 25<sup>th</sup>; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Reynolds asked the status on hooking up the pressure washer in the annex bays. Trustee Pope stated that he is working on this.

**Safety:** ZI Noderer attended the MC Safety Council meeting on Oct 17<sup>th</sup> which was on fire safety. ZI Noderer stated that there should be fire evacuation plans for each of the township building. Trustee Horvath stated that he would speak with Chief Davis about this. ZI Noderer stated that there is a program in Ohio which gives free fire detectors to residents. Trustee Horvath stated that he would check on this also.

**Police:** For the month of September: days worked: 17; hours worked: 83; miles driven: 863; calls/complaints investigated: 10; police/fire personnel assisted: 4/1; citizens assisted: 37; suspicious people/vehicles checked: 2/2; business checks: 136; traffic stops: 4; traffic citations issued: 0; warning issued: 4; arrests: 0. Traffic warning: speed: 1; yield: 1; equipment violations: 2. Trustee Reynolds stated that he spoke with Deputy Snider about providing an additional deputy for trunk-or-treat but he wondered if this would be necessary if it rains as predicted. Trustee Pope stated that he thinks it would be a good idea if someone is available to do it. Trustee Pope thanked the deputies for their patrolling during the Fall Foliage Tour.

**Town Hall:** Trustee Reynolds read the October report: town hall used 4x for meetings and 8x for groups; 3 town hall rentals - 1 for \$100 and 2 at no charge; 1 table/chair rental at no charge; set up and break down for meetings; general cleaning after events; picked up cornstalks at Gunkleman Farms for Fall Foliage Tour; fall cleaning of town hall and annex; cleaned, scraped front entrance to paint ceiling and door trim; weeded,

watered at the town hall, circle and annex; serviced the vacuum cleaner; met with Kenny Zuber to finish the plastering; ordered and dropped off Christmas decorations; went to Home Depot for painting supplies; total hours: 34.25. Trustee Horvath stated that the town hall looks nice and Patti is doing a great job.

**Historical Building/Museum:** There was no report.

**Cemetery and Park:** Trustee Pope read the report for Oct.: 0 burials, 0 lot sales, and 1 inquiry; sexton removed spring and summer flowers; stained wooden bench by the receiving building; formed and made 3 new bases for tablet headstones; Jack repaired the last 3 broken tablet headstones in the main cemetery. Trustee Pope stated that Jack will work on the tablets in Crow's Corner Cemetery in the spring. Trustee Pope stated that Jack has done a great job repairing the headstones. Anne Seitz stated that the cemetery looks great.

**Zoning:** ZI Noderer's report for Sept.: site visits: 8; meetings attended: 2; miles driven: 125; zoning certificates issued: house addition: 2; accessory building: 2; garage: 1; site plan: 1. AG Structures: cat socialization shelter: 1; hay barn: 1. Lot splits: 10563 Norwalk a 44.3603 acre split into 7.0632 acre buildable and 37.2971 acre non-buildable lots. Zoning violations: 8109 Branch Rd. Blueberry Barn – Case #15CIV0677; #18CA0023-M, monitor for agricultural compliance, awaiting Ohio Supreme Court decision; 9696/9706 Crow Rd. - zoning certificates pending MCE ECSW permit; monitor use status of building south of the creek; motion to show cause case #09 CIV 2309. ZI Noderer stated that he received information at the Oct. 1<sup>st</sup> class at the building department that dealt with ORC 505.86 the removal, repair or securance of unsafe building/structures (which would deal with the property on Vandemark Rd. by Crow Rd.), fire safety at Agritourism facilities and a water voltage safety test. ZI Noderer suggested placing the water voltage test on the website. ZI Noderer signed his bond.

**Trustees:** The trustees had no report.

**Fiscal Officer:** Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Trustee Horvath made a motion to adopt Resolution 19-19 accepting the amounts and rates of the budget commission; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope made a motion to adopt Resolution 20-19 the purchase agreement between the township and MC Engineers; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Fiscal Officer Shaw stated that the township received a new printer from the State UAN program. Trustee Pope stated that the garage could use the old printer.

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

**New Business:** Trustee Horvath stated that Regina Bell, the township webmaster, does a great job maintaining the website. Fiscal Officer Shaw stated that Regina does extra work for the township in addition to up-dating the website. Trustee Horvath made a motion to raise Regina's monthly pay from \$100 to \$125 making it retroactive to last month; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that the salt barn was placed behind the fire station for possibly building a

new garage on the same property. Trustee Pope stated that he looked at Pittsfield's new garage and thinks it would be something to think about.

**Public Comment:** ZI Noderer asked the status of the gate by the driveway back past the salt barn. Trustee Pope stated that it is on the to-do list. Chief Davis stated that Columbia Gas was contacted 2 years ago and they said all they would need is a key to the locked gate; he has been trying to contact them again.

Trustee Pope made a motion to adopt Resolution 21-19 to amend appropriations; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Pope made a motion to approve Purchase Orders 47-19 to 49-19 and Blanket Certificates 66-19 to 71-19 and authorize payment of vouchers 26918-26997; 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 8:20 p.m.