

**LITCHFIELD BOARD OF TRUSTEES  
REGULAR MEETING**

January 25, 2021

The Litchfield Township Board of Trustees met in regular session on Monday, January 25, 2021, 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 6:05 p.m. with Trustees Pope and Reynolds present. There was an audience of 6. All stood to recite the Pledge of Allegiance. Trustee Reynolds made a motion to approve the minutes from the December 28<sup>th</sup> regular meeting and the Jan. 4<sup>th</sup> special meetings as written; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath welcomed newly-elected Sheriff Terry Grice and Capt. Chris Collins. Sheriff Grice stated that prior to his election he had been Montville Township's police chief and that he plans on attending some of the townships' meetings in order to keep in touch. Sheriff Grice also stated that he is looking into bringing back the litter control program along with other programs. Sheriff Grice stated that the sheriff department will be working in partnership with our fire department. Chief Davis stated that he appreciates the communication and the co-operation between the fire department and the sheriff department when dealing with the new radio system. EMS Capt. Kean stated that the EMS squads appreciate the sheriff department responding to their calls.

**Fire and Rescue:** Chief Davis' report: from 12/24 – 1/21 there were 21 medical emergency calls and 1 fire call. We gave mutual aid once to Erhart and once to Chatham for EMS. We received no mutual aid. Capt. Yoroko held fire training on Jan. 7<sup>th</sup> on NIFRS reporting and on ESO, the new software for EMS reporting that Medina Hospital will be using. On Jan. 14<sup>th</sup>, FF Simon held EMS training on stroke recognition and treatment. On Jan. 14<sup>th</sup> Chief Davis attended the AHAC meeting via Zoom and on Jan. 13<sup>th</sup> the MC Chiefs' meeting via Zoom. On Jan. 21<sup>st</sup>, Capt. Yoroko and Lt. Yoroko held the monthly work night where apparatus and building maintenance was performed. The new electronic sign installation is completed. Most of our department personnel have received their 2<sup>nd</sup> Covid vaccination. A new set of irons and a NY hook have been purchased for 41-1. Chief Davis stated that all the MDT units are in the apparatus and will be going live next month. Litchfield is the 1<sup>st</sup> department in the county to be doing this. Chief Davis stated that ISO has contacted the department and they will begin their review process in late winter or early spring. Chief Davis stated that Lt. Butcher had his 30<sup>th</sup> year anniversary and FF Krugge had his 60<sup>th</sup> year anniversary last year. Tim Keck passed his paramedic test; there are now 5 paramedics on the department. Chief Davis stated that Medina Hospital signed a 5 year contract with ESO so we need to decide whether to move from EMS Charts to this new system. Chief Davis stated that ESO is tablet friendly and Medina Hospital would be covering the cost for the software. Capt. Kean stated that as long as Cleveland Clinic exists there would be no cost to our department. Capt. Kean stated that using this system would allow the department members to complete the run reports quicker. It now takes 1 – 1 ½ hours to complete the

EMS run documentation. Capt. Kean stated that they are checking to see if this system could be used to complete fire reports and fire inspection reports. The contract for this service is a 5 year contract. Trustee Horvath stated that he wanted to show the contract to Asst. Prosecutor Karris. Trustee Pope stated that this new software would be a great idea if it makes the department members' job more efficient and simpler. Trustee Horvath made a motion to approve signing the ESO contract pending the Medina County Prosecutor's approval; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. The trustees and Chief Davis chose the members for the Volunteer Firefighter Dependent Fund.

**Roads:** Trustee Pope read the road report from 12/26 – 1/22: plowed and salted the roads as needed; performed maintenance on all trucks and backhoe; spray/sanitize vehicles after use; replaced a new sign which was “run over” on Yost Rd. curve; repaired lights on trailer; replaced rear bumper on 2006 pick-up truck; sent the John Deere road mower to Pollen Implement for 2,000 hour service; fixed plow road markers on Indian Creek Rd.; removed down tree from Stone Rd.; filled pot holes at the garage; the trustees signed the contract for the gas line disconnection at the garage and the check was received. Trustee Pope made a motion to accept the OPWC grant money and work with the MC Engineers on the Shank Rd. culvert project; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope made a motion to allow the MC Highway Engineers to put the Shank Rd. culvert project out for bid; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Pope stated that he will check to see if the engineers can use the prevailing wage packet from the road bids or will need a new one. Trustee Pope stated that Trustee Horvath had information regarding more signs for bike riders. Trustee Horvath stated that he had been contact by Elizabeth Schnabel about having 13 more “stay 3' from bike rider” signs placed. Trustee Pope stated that when the road crew replaced and added signs obtained from the ODOT sign grant, some residents didn't want the signs placed on “their” property even though the signs were placed on the township right-of-way. Trustee Reynolds stated that there are a number of those signs on township roads. Trustee Pope stated that drivers are pretty respectful of bike riders. Trustee Horvath stated that the issue will be tabled at this time. Trustee Pope stated that when it is time to hook up the new gas line to the garage, a contract will need to be signed. Trustee Horvath stated that the contract will need to be approved by the prosecutors first. Trustee Reynolds asked if the section of Yost Rd. passed the curve is Litchfield's section of road. Trustee Pope stated that he believes it is but he will check with a Grafton Township trustee.

**Safety:** No report.

**Police:** For the month of December: days worked: 17; hours worked: 87.5; miles driven: 946; calls/complaints investigated: 6; police/fire personnel assisted: 1/1; citizens assisted: 30; suspicious people/vehicles checked: 1/1; business checks: 134; traffic stops: 0; traffic citations issued: 0; traffic warnings issued: 0; arrests: 0.

**Town Hall:** Trustee Reynolds read Patti's January report: town hall used for 4 meetings and 5 times by groups; there was 1 town hall rental for \$100; cleaning of tables and

chairs after events, light switches, door handles, cleaning of buildings; removed and stored Christmas decorations; monthly generator check; placed information on the letter board; met with Trustee Pope concerning new tables and chairs; put the new AED in the box; purchased and put cover on the kitchen sink; removed the towel dispenser, plastered and sanded; total hours: 28.5. Trustee Pope stated that the town hall thermostat needs to be checked. Fiscal Officer Shaw asked if the toilet in the annex men's room had been repaired. Trustee Reynolds stated that it has been fixed. Fiscal Officer Shaw asked if the town band has been practicing in anticipation of ice cream socials. Trustees Pope and Horvath stated that they have not heard anything from Cindy Bennet, the band leader. Fiscal Officer Shaw asked if the Litchfield Town Band was not planning on playing at ice cream socials, assuming ice cream socials will begin again this year, could a group ask other bands to play. The trustees stated that this would be okay.

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

**Cemetery and Park:** Trustee Pope read the report for 12/26 to 1/22: 2 funerals, 1 disinterment/relocation; 0 lots sold, 1 inquiry; added soil to level newer grave sites; picked up branches at Crow Cemetery; performed 200 hour service on the Yanmar tractor; replaced a leaky hydraulic line on the mower; received shipment of the new park benches and began to assemble them; removed the Christmas tree from the gazebo and placed in storage. Trustee Reynolds stated that the band wagon should be moved from the back building to the garage which would make room to store tables and chairs there. Trustee Pope stated that he would speak with the band director to see about moving the band wagon somewhere else. The trustees signed a cemetery deed.

**Zoning:** ZI Noderer's report for December: site visits: 5; meetings attended: 3; miles driven: 131; zoning certificates issued: temporary trailer: 1; house addition: 1; pond: 1; deck: 1. Lot split: 8060 Norwalk Rd. 3.4146 acre lot split from 18.4171 acre parcel, 15.0024 acre remainder. Zoning violations: 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, awaiting prosecutor disposition; 8676 Norwalk Rd. - case #18CIV0710 contempt of stipulated and agreed journal entry, 6/2/2019 in violation of paragraph 6b for failure to maintain fence enclosure structure; 8921 Crow Rd. - failure to obtain zoning certificate for construction of a pond – complied on 12/18/20. ZI Noderer stated that a permit had been obtained from the county but the resident had not obtained a zoning permit. ZI Noderer had some revisions to the zoning fee schedule approved at the Jan. 4<sup>th</sup> meeting. The changes were:

**ADD:** Residential Accessory Building (less than 200sf) No Fee

Residential Accessory Building (200sf to less than 400sf) \$75

Residential Accessory Building (400 sf or greater) \$150

Trustee Horvath made a motion to approve the changes to the zoning fee schedule as proposed by ZI Noderer; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. ZI Noderer stated that he will send the information to Regina to up-date the website. Trustee Horvath made a motion to appoint Chris Barnes to the 5-year term on the zoning board; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion

carried. Fiscal Officer Shaw checked the list of zoning members and discovered that Chris is already on the zoning board as a seated member and not an alternate. Trustee Horvath made a motion to rescind the previous motion; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. The trustees will continue to look for a resident to serve on the board.

**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. Fiscal Officer stated that the monthly reports are the fund status report, the appropriation status report, the bank reconciliation and the payment register.

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

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

**Public Comment:** There were no public comments.

Trustee Horvath made a motion to approve Purchase Orders 1-21 to 5-21 and Blanket Certificates 1-21 to 37-21 and authorize payment of vouchers 28091-28159; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Reynolds made a motion to adjourn; second by Pope. Voting yes: Reynolds,

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