

LITCHFIELD BOARD OF TRUSTEES
SPECIAL MEETING
JAN. 4, 2021

The Litchfield Township Board of Trustees met in Special Session on Monday, Jan. 4, 2021, at the Litchfield Town Hall after the requirements of the Sunshine Law were met by notification and posting. The purpose of the meeting was for the annual organization and appropriations. The meeting was called to order by Fiscal Officer Shaw at 6:10 p.m. with Trustees Horvath, Pope and Reynolds present. There was an audience of 2. All stood to recite the Pledge of Allegiance.

Fiscal Officer Shaw stated that the first order of business was to appoint a chairman.

CHAIRMAN: Trustee Pope made a motion to nominate Dennis Horvath as chairman for 2021; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to nominate Michael Pope as vice-chairman for 2021; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

DESIGNATION OF SUBJECT AREA MANAGEMENT: The trustees looked over the list of management areas and stated that they would like to keep the same areas as 2020. Trustee Horvath made a motion to keep the designation of subject areas as – Reynolds: town hall and police; Horvath: fire and rescue, liaison between hospital and township, and zoning; Pope: roads, cemeteries and park, prevailing wage coordinator, and insurance, OSHA, ADA, and CDL alcohol and drug testing – the trustee is in charge of the day-to-day operation of their area including oversight and discipline; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

BUSINESS MEETINGS AND SCHEDULE OF PUBLIC MEETINGS: The resolution is the scheduling and posting policy for regular, special and emergency meetings. Trustee Horvath made a motion to adopt Resolution 01-21 Schedule of Public Meetings; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

PERSONNEL APPOINTMENTS AND SALARIES:

ROAD SUPERINTENDENT: Trustee Pope stated that he would like to be road superintendent and would like approval for the road superintendent to spend up to \$5000 on road emergencies without board approval. Trustee Horvath made a motion to adopt Resolution 02-21 designating Trustee Pope as road superintendent and to continue the policy allowing the road superintendent to spend up to \$3000 on roads without board approval; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

SEXTON: Trustee Pope stated that he thinks the trustees should increase either the sexton's monthly pay or her hourly pay rate. Trustee Pope made a motion for the sexton's pay rate increase from \$160/month to \$170/month, \$40/lot sold and \$9/hr. for hourly work; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

TOWN HALL MANAGER: Trustee Reynolds stated that Patti does a great job as town hall manager and he would like to give her a raise. Trustee Reynolds made a motion to approve a raise for Patti DiStaulo from \$15/hr to \$16/hour; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

PERSONNEL POLICY: Trustee Horvath made a motion to keep the personnel policy: hire part-time general labor averaging thirty-two hours per week or less, holidays – New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve (starting at 6 p.m.), Christmas Day, New Year's Eve (starting at 6 p.m.) - paid at time and a half and that no vacation, bonus, sick leave, insurance or any other benefit be paid; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

ROAD CREW: Trustee Pope stated that he would like the trustees to consider a pay raise of \$.50/hour for the members of the road crew. Trustee Pope made a motion to raise John Kollar from \$13.50/hr. to \$14/hr; Brandon Tompkins from \$14/hr. To \$14.50/hr.; Dan Dangelo from \$14.50/hr. to \$15/hr.; and Jim Hubbard from \$12/hr. To \$12.50/hr.; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Pope stated that the pay rate for the snow plow drivers will remain at \$15/hr.

ZONING: Trustee Horvath made a motion to keep the zoning inspector pay at \$800/month; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Eric Noderer sent a letter of intent to remain as zoning inspector.

Trustee Horvath made a motion to keep the zoning secretary at the pay rate of \$400/month + \$200/additional monthly meeting whether zoning board or BZA and \$50/BZA organization meeting; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to retain compensation of zoning board and BZA members and the alternates to the boards at \$30/meeting/workshop/work session and \$35/meeting/work shop/work session for the board chairs, \$20/training class attended and \$10 for attending the meeting of the other Litchfield zoning board (zoning commission to BZA or BZA to zoning commission) or zoning/BZA meetings of other townships to be paid annually in Dec.; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to require new members to the zoning commission and the BZA to attend 8 hours of continuing ed and current members to attend 4 hours of continuing ed per year; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to appoint Eric Noderer as zoning inspector for 2021; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath made a motion to appoint Christina Fozio as zoning secretary for 2021; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

ZONING COMMISSION AND APPEALS BOARD MEMBER APPOINTMENTS

Trustee Horvath stated that Andrew Comuzie's term is up on the zoning commission and Robert Reusch's term is up on the BZA; both boards also need alternates. Trustee Horvath stated that although the township website and the letter board have a notice asking for letters of interest for positions on the zoning board and the BZA, no one has expressed an interest.

FIRE AND RESCUE DEPARTMENT PERSONNEL AND COMPENSATION

Trustee Horvath stated that Jason Davis submitted a letter of intent for the position of fire chief. Trustee Horvath made a motion to reappoint Jason Davis as fire chief for 2021 keeping his pay rate at \$1300/month; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Chief Davis stated that there are no changes to the officers and their pay rate. Chief Davis stated that he would like to see the hourly pay rate for extra work (manning the station during elections, etc.) done at the station from \$9/hr to \$11/hr. Trustee Horvath made a motion to increase the hourly pay rate from \$9/hr to \$11/hr; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath made a motion to accept the following for fire and rescue department personnel and compensation: Fire Chief – Jason Davis at \$1300/month; EMS Captain – Pam Kean at \$225/month; Fire Captain – Dave Yorko at \$325/month; Lieutenant – Art Butcher and Andrew Comuzie at \$125/month; Lieutenant - Deb Yorko at \$200/month; EMS run pay rate at: driver = \$20/run, 1st Responder = \$25/run, EMT= \$30/run, EMT-I = \$40/run and EMT-P = \$50/run; holiday pay at 3 on call at \$150/person for: New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve (from 5 a.m. - 5 a.m.); on-call pay: \$50/week/squad member with the squad on call from 9 p.m. until 5 a.m.; annual reimbursement at \$25/meeting or class for all types of approved training, whether in-house or elsewhere to be paid annually for active members of the department with the definition of active to be a member who attends 75% of fire training depending on certification, 75% of EMS training depending on certification and 75% of work sessions and is active on a minimum number of 10 fire or rescue calls per year; a stipend given to department members based on the total number of EMS runs at a rate of \$100/20 runs to be paid at the time of the department's annual pay; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

ZONING FEES: ZI Noderer proposed changes to zoning fee schedule.

Trustee Horvath made a motion for the following zoning permit fee schedule:

1. Single Family Residence (Principal Residential Building) - \$350
2. House Addition (less than 200 sf) - \$100
3. House Addition, Residential Accessory Buildings & Additions (200 sf or greater) - \$200
4. Residential Deck, Porch, Patio & Other Misc. Structures (less than 200 sf) – No fee
5. Residential Deck, Porch, Patio & Other Misc. Structures (200 sf or greater) - \$75
6. Residential Above Ground Pool (greater than 3 foot sidewall) - \$25
7. Residential In-Ground Pool (including fence) - \$75
8. Fence/Gate - \$25
9. Pond/Lake - \$50
10. Site Plan Review Application (Zoning Certificate not included) - \$400
11. Modification Existing Site Plan - \$100
12. Principal Commercial, Industrial, or Conditional Use Building - \$350
13. Accessory Commercial, Industrial or Conditional use Building/Accessory

Dwelling Unit - \$250

14. Addition to Principal/Accessory Use Bldg (Commercial, Industrial, Conditional) (less than 200 sf) - \$150

15. Addition to Principal/Accessory Use Bldg (Commercial, Industrial, Conditional) (200 sf or greater) - \$300

16. Business Use Occupancy: Commercial/Industrial Business Use of Land Area - \$50

17. Commercial/Industrial/Conditional Sign - Permanent - \$50

18. Commercial/Industrial/Conditional Sign - Temporary (Each 90 day period) - \$15

19. Temporary Trailer Usage - First 6 Months - \$120

20. Each Additional 3 Month Period up to 1 year - \$60

21. Map/Text Amendment; Use/Area Variance; or Conditional Use Permit Applications - \$400

22. Administrative Appeal to the BZA - \$400

23. Home-Based Business Type I – No Fee

24. Home-Based Business Type 2 Conditional Use Review

Permit (Zoning Certificate not included) - \$400

25. Wind Energy Turbine Commercial Use (Free Standing Tower or Roof/Building Mount) - \$100

26. Wind Energy Turbine Residential Use (Free Standing Tower or Roof /Bldg Mount) - \$50

27. Solar Photovoltaic System Commercial Use (Free Standing Ground or Roof Mount) - \$100

28. Solar Photovoltaic System Residential Use (Free Standing Ground or Roof Mount) - \$50

29. Zoning Resolution or Comprehensive Plan Book - \$13

Zoning Certificate issued after work started will be charged a Double Fee

second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

TOWN HALL RENTAL: Trustee Pope wondered if the trustees wanted to raise the rental fees due to the additional time spent cleaning and sanitizing. Trustee Reynolds stated that the fees should be kept as they are now. Trustee Horvath made a motion for the fee schedule to remain the same: charging residents \$100 for the main floor of the town hall and \$50 for the top floor (non-residents are not permitted to rent the town hall) with a refundable deposit of \$100; town hall rest rooms only - \$20 (w/ \$50 deposit), gazebo/rest rooms - \$20 (w/ \$50 deposit), gazebo/town hall - \$50 (w/ \$50 deposit), gazebo only – no charge, annex - \$30/meeting room (w/ \$100 deposit); table/chair rentals to residents only (tables/chairs are not to leave the township) at a rate of \$5/table and \$.50/chair (w/ \$50 deposit); free rental of tables/chairs to residents for after-funeral gatherings (w/ \$50 deposit); township employees rent the town hall and table and chairs at no charge; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

CEMETERY FEES: Trustee Pope stated that Tom Croston will be raising his prices for

grave openings. The trustees discussed whether Tom's fees should be included in the motion since he decides the fees. Fiscal Officer Shaw asked who contacts Tom when a grave needs to be dug and whether someone else is allowed to dig a grave. The trustees stated that the sexton contacts Tom and he is the one who digs all graves. Trustee Horvath stated that Tom has always been the person who digs the graves but he would check with Asst. Prosecutor Karris to see if we need a contract with him. Trustee Pope made a motion for the fee schedule to be: \$300 per single lot for residents or taxpayers; \$800 per single lot for nonresidents non-taxpayers; limit of one four-grave lot per person; foundation fees of \$200 if it doesn't exceed 24x12", \$350 if it doesn't exceed 48x12" and individually priced if larger; grave opening fees: \$250 for ashes in a vault Mon – Fri., \$375 on Sat. and \$500 on Sun., and \$150 for ashes in an urn Mon – Fri., \$225 on Sat., and \$300 on Sun.; continue the burial policy of no burials permitted on Sundays or major holidays except at the discretion of the sexton and then at the fees quoted for the grave opening; no burials permitted outside existing designated cemeteries, and burials in township cemeteries will be limited to human remains; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

COPIES: Trustee Horvath made a motion to keep the policy of charging \$.05/page for copies made on township equipment plus the cost of mailing; an individual will receive 20 pages at no charge per year; if the copies are made on non-township equipment then the cost for the copies will be the amount charged; second by Reynolds. Voting yes: Reynolds, Pope, Horvath, Motion carried.

MILEAGE REIMBURSEMENT: Trustee Horvath made a motion to keep the policy of reimbursing mileage at the current IRS rate; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

2021 APPROPRIATIONS: Fiscal Officer Shaw stated that these are temporary appropriations to begin the year. Trustee Horvath made a motion to adopt Resolution 3-21 Township Temporary Appropriations; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

TOWNSHIP POLICIES: The trustees received the township policies resolution prior to the meeting. Trustee Horvath made a motion to adopt Resolution 4-21 Township Policies; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

TAX ADVANCE REQUEST:

Trustee Horvath made a motion to adopt Resolution 5-21 Request for Tax Advances; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fiscal Officer Shaw stated that the purchase agreement from the county arrived after the December meeting. Trustee Pope made a motion to adopt Resolution 6-21 Purchase Agreement between the MC Engineers and the township; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

PUBLIC COMMENT: There were no public comments.

ADJOURN: Trustee Horvath made a motion to adjourn; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Meeting adjourned at 7:25 p.m.

RECORDS COMMISSION ANNUAL MEETING

Jan. 4, 2021

Chairman Horvath and Fiscal Officer Shaw met at 7:30 p.m. Fiscal Officer Shaw stated that all records are scheduled and there are no changes to the record retention schedule. The meeting was adjourned at 7:35 p.m.