

LITCHFIELD BOARD OF TRUSTEES
REGULAR MEETING
February 22, 2021

The Litchfield Township Board of Trustees met in regular session on Monday, February 22, 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 6:00 p.m. with Trustees Pope and Reynolds present. There was an audience of 4. All stood to recite the Pledge of Allegiance. Trustee Reynolds made a motion to approve the minutes from the January 25th regular meeting and the February 5th special meeting as written; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Fire and Rescue: Chief Davis' report: from 1/21 – 2/20 there were 15 medical emergency calls and 5 fire calls. We gave mutual aid twice to Erhart and three times to Chatham for EMS and once to Wellington for a structure fire. We received mutual aid from Grafton and Erhart for a structure fire. On Jan. 28th, President Frigy held the bi-monthly Fire Association Meeting. Chief Davis held fire training on Feb. 4th where he went over 46-1 which has the snow plow and 46-2 which has the ice rescue equipment. On Feb. 9th, Chief Davis attended a special AHAC meeting and on Feb. 10th the regular AHAC meeting and the MC County Chief's meeting; all meetings were via Zoom. On Feb. 11th, Medina Hospital did a power point on the protocol test that the county conducted and went over the most missed questions. On Feb. 18th, Capt. Yoroko and Lt. Yoroko held the monthly work night where apparatus and building maintenance was performed. Chief Davis stated that ISO had contacted the department and they will begin their review process April 1st. Chief Davis stated that there has not been any significant changes to the department since the last review so he does not anticipate a change in our classification. ESO had been contacted and they began the setup of switching over to their software. Chief Davis stated that our EMS Medical Director from Medina Hospital sent a letter of commendation for a job well done by our EMS crew who responded to a recent call. In the letter, Dr. Derrick stated that the “crew did an exemplary job managing ... the patient” allowing her to “tell the family members that everything possible had been done...”. Chief Davis showed pictures of the new 42-1 that will be done at the end of March or beginning of April. Chief Davis stated that some department members will need to go to South Dakota and inspect the truck before taking possession of it. Chief Davis stated that the plow on 46-1 has been a huge help this winter allowing the squads (6 times so far) access to driveways that otherwise would have been inaccessible. Chief Davis stated that they are looking into replacing all the remaining fluorescent lights at the station to LED lights. They have received one quote but are waiting on a few more quotes before deciding. Chuck's Custom quoted a price of \$600 for a power jack on the trailer including installation. Chief Davis stated that the repeaters which were purchased using CARES Act funds were installed today on 41-1 and 46. There will be a Red Cross blood drive at the station on April 11th from 8 – 1:30 but there will not be a pancake breakfast. Trustee Horvath asked the status of a fire

inspection for the Blueberry Farm location. Chief Davis stated that he would need to check with Fire Inspector Kean. (Later in the meeting, Chief Davis stated that FI Kean responded to a text stating that she is still checking on the procedure and whether legal steps may need to be taken.)

Roads: Trustee Pope read the road report from 1/23 – 2/19: plowed and salted the roads as needed; performed maintenance and washed all trucks and backhoe; removed a large tree branch from Erhart Rd.; received and stacked 100 ton of salt; repaired the snow blower which needed a new belt and cable; towed the red International plow truck to General Maintenance which replaced the main computer. Trustee Pope stated that the trustees interviewed John Martin before the meeting to be a plow driver for the township. Trustee Pope stated that John does have a CDL. Trustee Pope made a motion to hire John Martin at \$14/hr. for part-time work as a snow plow driver on an as-needed basis with no benefits; second by Horvath. Voting yes: Reynolds, Horvath, Pope. Motion carried. Trustee Pope stated that he did the annual driver's license check for the road crew and he would like to add Sexton Marco to the insurance list of township drivers.

Safety: No report.

Police: For the month of January: days worked: 18; hours worked: 78; miles driven: 958; calls/complaints investigated: 6; police/fire personnel assisted: 5/2; citizens assisted: 27; suspicious people/vehicles checked: 0/0; business checks: 126; traffic stops: 3; traffic citations issued: 1; traffic warnings issued: 3; arrests: 0. Traffic citation: failure to control: 1. Traffic warning: speed: 2; stop sign: 1. Fines received for Dec. were \$25. Trustee Reynolds stated that Deputy Snider texted him that the spray sanitizer used by the deputies for their car is not working.

Town Hall: Trustee Reynolds read Patti's February report: town hall used for 2 meetings and 4 times by groups; there were 2 town hall rentals – one at no charge and one for \$100; cleaning of buildings after events and sanitizing tables, chairs, light switches, door handles, and rest rooms; contacted Alpine Industries for a defective hand sanitizer – it was replaced at no charge; shoveling and salting of walkways; monthly generator test; went to Home Depot for paint and painted the town hall kitchen; total hours: 36.75.

Historical Building/Museum: Trustee Horvath stated that he received a text that the furnace in the building stopped working. Patti received 3 quotes for a new furnace. Trustee Pope stated that the previous Thursday the road crew was shoveling the walk at the museum and noticed that the furnace was not working so he contacted Gene's Heating. Trustee Pope stated that the service man said the main gas valve needed to be replaced at a cost of \$600 but the furnace was 17 years old. Trustee Pope stated that he could not make the decision to replace the furnace without a board vote but he did go to TSC and purchased 2 little heaters. Trustee Pope stated that he also purchased RV anti-freeze, poured it in the water drain lines, turned off the water inside the building and then contacted RLCWA and had them turn off the water at the meter. Trustee Horvath stated that the board can discuss purchasing a new furnace at the next meeting. Trustee Pope stated that a shelf fell off the wall in the kitchen.

Cemetery and Park: Trustee Pope read the report for 1/25 to 2/19: 2 funerals; 0 lots sold; 4 inquiries for lot sales; 3 inquiries for other issues.

Zoning: ZI Noderer's report for January: site visits: 3; meetings attended: 2; miles driven: 91; zoning certificates issued: fence: 1; accessory building: 1; business occupancy: 1. 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; 4590 Beat Rd. - failure to obtain zoning certificate for privacy fence which was settled on 1/15/21. ZI Noderer asked if the trustees want to involve the prosecutor to enforce the violation at 8676 Norwalk Rd. Trustee Horvath stated that the trustees should discuss this at the next meeting. Trustee Pope stated that if the fence enclosure is part of the site plan then it should be enforced. Trustee Reynolds agreed with this.

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 trustees received a copy of the permanent appropriations. Trustee Horvath made a motion to adopt Resolution 7-21 for permanent appropriations; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried. Fiscal Officer Shaw stated that Joel Bender, from Whitaker Myers, will be attending the March meeting so she asked the trustees to look over the insurance paperwork and drivers' list she gave them for any up-dates. Fiscal Officer Shaw stated that the contracts for the copiers will be expiring and she would like to replace them with new ones from Comdoc. Fiscal Officer Shaw stated that she met with representatives from Comdoc and had an agreement to be signed. Trustee Pope made a motion to switch the 2 township copiers to ones from Comdoc; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Horvath signed the new agreement.

Old Business: Trustee Horvath stated that there was a house fire on Spieth Rd. and their insurance company contacted the township and sent a check for the township to hold in escrow until the house was either rebuilt or removed. The trustees had passed a resolution in 2020 (Resolution 10-20) dealing with this issue. Trustee Horvath stated that he had asked Asst. Prosecutor Karris who would be responsible for determining when the check would be reissued to the home owner but did not receive a definitive answer. The trustees discussed different possible scenarios that could be found at a property that would need to be dealt with before a check was sent to the property owner. Trustee Horvath stated that Trustees Pope and Reynolds should go look at the Speith Rd. property before the trustees made any decision. Fiscal Officer Shaw stated that she would make a copy of Resolution 10-20 for the trustees to use as a reference.

New Business: Trustee Horvath stated that the 2 doors at the annex building are beginning to rust on the bottom. Trustee Reynolds stated that he would check on them.

Public Comment: ZI Noderer asked if there were any plans to hold clean-up days this year. Trustee Pope stated that they would be held probably in the summer. Trustee Reynolds stated that he spoke with Sheriff Grice who said he is thinking of beginning the inmate workers program again.

Trustee Horvath made a motion to approve Purchase Orders 6-21 to 9-21 and Blanket Certificates 38-21 to 42-21 and authorize payment of vouchers 28160-28223; 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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