

**LITCHFIELD BOARD OF TRUSTEES
SPECIAL MEETING
JAN. 3, 2022**

The Litchfield Township Board of Trustees met in Special Session on Monday, Jan. 3, 2022, 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 6:00 p.m. There was an audience of 26. All stood to recite the Pledge of Allegiance. Trustee Pope swore in Trustee Horvath and Trustee Seifert.

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

CHAIRMAN: Trustee Horvath made a motion to nominate Michael Pope as chairman for 2022; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Pope made a motion to nominate Joe Seifert as vice-chairman for 2022; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried. Chief Davis stated that there is a new member to the department. Chief Davis swore in Tom Kus. Chief Davis stated that Tom is a FF2 and a paramedic. Trustee Horvath made a motion to accept Tom Kus as a member of the Litchfield Fire/Rescue Department; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Pope made a motion to suspend the meeting for 15 mins. for cake; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried. Meeting suspended at 6:05 p.m. Trustee Pope made a motion to call the meeting back to order; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried. Meeting resumed at 6:20 p.m.

DESIGNATION OF SUBJECT AREA MANAGEMENT: Trustee Horvath stated that they should keep the same areas as 2021 with Trustee Seifert taking the areas covered by Trustee Reynolds. Trustee Seifert stated that he was fine with that. Trustee Pope stated that he would take roads for 1 more year. Trustee Pope made a motion to keep the designation of subject areas as – Seifert: 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 Horvath. Voting yes: Seifert, 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 Seifert stated that he received feedback that the meetings should start later. Trustee Horvath suggested beginning the meetings at 6:30 p.m. Trustee Seifert made a motion to adopt Resolution 01-22 Schedule of Public Meetings; second by Pope. Voting yes:

Seifert, Pope, Horvath. Motion carried. Fiscal Officer Shaw reminded Trustee Seifert to tell Patti and Trustee Horvath to tell Regina of the time change.

PERSONNEL APPOINTMENTS AND SALARIES:

ROAD SUPERINTENDENT: Trustee Horvath made a motion to adopt Resolution 02-22 designating Trustee Pope as road superintendent; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

SEXTON: Trustee Pope stated that he thinks the trustees should increase the sexton's hourly pay rate. Trustee Pope made a motion for the sexton's pay rate increase from \$9/hr. to \$12/hr. for hourly work. The trustees discussed raising Sue's monthly pay rate also. The motion died for a lack of a second. Trustee Pope made a motion for the sexton's pay rate increase from \$200/month to \$225/month, \$40/lot sold and from \$9/hr. to \$12/hr. for hourly work; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried.

TOWN HALL MANAGER: Trustee Pope made a motion to approve a raise for Patti DiStaulo from \$16/hr to \$16.50/hour; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

PERSONNEL POLICY: Trustee Pope 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 Horvath. Voting yes: Seifert, 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 \$14.00/hr. to \$14.50/hr; Brandon Tompkins from \$14.50/hr. to \$15.00/hr.; Dan Dangelo from \$15.00/hr. to \$15.50/hr.; Dave Johnson from \$14/hr to \$15/hr; Jack Ringstmeir from \$16/hr to \$16.50/hr. and Jim Hubbard from \$12.50/hr. to \$13.00/hr.; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

ZONING: Trustee Horvath stated that Eric Noderer sent a letter of intent to remain as zoning inspector. Trustee Horvath made a motion to approve Eric Noderer as zoning inspector for 2022; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Horvath stated that Eric has requested a pay raise. Trustee Seifert stated that he would support a raise. Trustee Horvath made a motion to approve a pay raise for ZI Noderer from \$800/month to \$825/month; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

Fiscal Officer Shaw stated that she would like to suggest a pay raise for Zoning Secretary Fozio since she has been at the same rate for many years and the position is very time consuming. Trustee Horvath made a motion to raise the zoning secretary's pay rate from \$400/month to \$500/month + \$200/additional monthly meeting whether zoning board or BZA and \$50/BZA organization meeting; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

Trustee Horvath stated that he thought the zoning board member compensation should remain the same. Trustee Pope stated that the pay rate should be bumped up \$10 since the board members spend a lot of time for little money. Fiscal Officer Shaw wondered if attending other zoning or BZA meetings should be considered and paid as training. Trustee Pope made a motion to raise compensation of zoning board and BZA members and the alternates to the boards from \$30/meeting/workshop/work session to \$35 and for the board chairs from \$35/meeting/work shop/work session to \$40; \$20/training class attended or 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 Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried.

Trustee Pope 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 Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

ZONING COMMISSION AND APPEALS BOARD MEMBER APPOINTMENTS

Trustee Horvath stated that Jason Davis and Dan Ankney would like to be reappointed. Trustee Horvath made a motion to appoint Jason Davis to the zoning commission for a 5 year term; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Horvath made a motion to appoint Dan Ankney to the BZA for a 5 year term; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried. Fiscal Officer Shaw asked there were any alternates to either board and Trustee Horvath stated that no one applied.

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 2022; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Pope asked if Chief Davis' pay will remain at \$1300/month. Trustee Horvath stated that he does not know what other fire chiefs are paid. Trustee Horvath made a motion to raise Chief Davis' pay from \$1300/month to \$1350/month; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried.

Chief Davis stated that the officers remain the same. Trustee Pope made a motion to

approve the officers as: EMS Captain Pam Kean, Fire Captain Dave Yorke, Lieutenant Art Butcher, Lieutenant Andrew Comuzie and Lieutenant Deb Yorke; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. Chief Davis stated that he would like to see the EMS Captain's pay raised to \$325 which is the same as the Fire Captain's and then rename both positions as Captains. Trustee Pope made a motion to raise the EMS Captain's pay from \$225/month to \$325/month and keep the other officers pay the same – Captain (Kean and Yorke): \$325/month, Lieutenant (Butcher and Comuzie): \$125/month, and Lieutenant (Yorke): \$200/month; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried. Chief Davis stated that he would like to suggest a raise in the EMS run pay rate. Trustee Horvath made a motion to set the EMS run pay rate at: driver = from \$20/run to \$25/run, 1st Responder = from \$25/run to \$30/run, EMT= from \$30/run to \$40/run and EMT–P = \$50/run; second by Pope. Voting yes: Seifert, Pope, Horvath. Motion carried. Chief Davis stated that the pay for on-call has been the same for many years. On-call requires the department member to be available from 9 p.m. - 5 a.m. during the week they are scheduled. Trustee Pope made a motion to raise the on-call pay from \$50/week/squad member to \$100/week/squad member with the squad on-call from 9 p.m. until 5 a.m.; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried. Chief Davis suggested raising the hourly rate from \$11/hr. to \$12/hr. Trustee Pope made a motion to raise the hourly rate from \$11/hr. to \$12/hr.; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Horvath made a motion to keep: 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.); 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 Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried.

ZONING FEES: ZI Noderer proposed changes to the zoning fee schedule. Trustee Pope made a motion to delete “...residential accessory building & additions” from #3 on the fee schedule with no change in fee; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried.

Trustee Horvath made a motion for the following zoning permit fee schedule for 2022:

1. Single Family Residence (Principal Residential Dwelling) - \$350
2. House Addition (less than 200sf Floor Area) - \$100
3. House Addition (200 sf Floor Area or greater) - \$200
4. Residential Accessory Building (less than 200sf) – No Fee

5. Residential Accessory Building (200sf to less than 400sf) - \$75
6. Residential Accessory Building (400sf or greater) - \$150
7. Addition to Residential Accessory Building (less than 200sf) – 50
8. Addition to Residential Accessory Building (200sf or greater) - 100
9. Residential Deck, Porch, Patio & Other Misc. Structures (less than 200sf) –
No fee
10. Residential Deck, Porch, Patio & Other Misc. Structures (200sf or greater) -
\$75
11. Residential Above Ground Pool (greater than 3 foot sidewall) - \$25
12. Residential In-Ground Pool (including fence) - \$75
13. Fence/Gate - \$25
14. Pond/Lake - \$50
15. Site Plan Review Application (Zoning Certificate not included) - \$400
16. Modification Existing Site Plan (Zoning Certificate not included) - \$100
17. Principal Commercial, Industrial, or Conditional USE Building - \$350
18. Accessory Commercial, Industrial or Conditional USE Building/Accessory
Dwelling Unit - \$250

19. Addition to Principal/Accessory USE Bldg (Commercial, Industrial, Conditional)
(less than 200sf) - \$150
20. Addition to Principal/Accessory USE Bldg (Commercial, Industrial,
Conditional) (200sf or greater) - \$300
21. Business Use Occupancy/Commercial, Conditional, Industrial Business Use
of Land Area - \$50
22. Commercial/Industrial/Conditional Sign - Permanent - \$50
23. Commercial/Industrial/Conditional Sign - Temporary (Each 90 day period)
- \$15
24. Temporary Trailer Usage - First 6 Months - \$120
25. Each Additional 3 Month Period up to 1 year - \$60
26. Map/Text Amendment; Use/Area Variance; or Conditional Use Permit
Applications - \$400
27. Administrative Appeal to Board of Zoning Appeals - \$400
28. Home-Based Business Type I – No Fee
29. Home-Based Business Type 2 Conditional Use Review Permit (Zoning
Certificate not included) - \$400
30. Wind Energy Turbine Commercial Use (Free Standing Tower or
Roof/Building Mount) - \$100
31. Wind Energy Turbine Residential Use (Free Standing Tower or Roof /Bldg
Mount) - \$50
32. Solar Photovoltaic System Commercial Use (Free Standing Ground or Roof
Mount) - \$100

33. Solar Photovoltaic System Residential Use (Free Standing Ground or Roof Mount) - \$50
34. Zoning Resolution or Comprehensive Plan Books - \$13
Zoning Certificate issued after work started will be charged a Double Fee

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

TOWN HALL RENTAL: Trustee Pope 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 Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried.

CEMETERY FEES: Trustee Pope stated that he mentioned at a previous meeting that the fee for larger foundations needs to be increased. Trustee Pope made a motion to raise the fee for a foundation between 24x12” to 48x12” to \$400 and larger than 48x12” will be priced at \$.70/sq. inch; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. 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”, \$400 if it doesn't exceed 48x12” and priced at \$.70/sq. inch 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 Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried.

COPIES: Trustee Pope 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 Horvath. Voting yes: Seifert, Pope, Horvath, Motion carried.

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

2022 APPROPRIATIONS: Fiscal Officer Shaw stated that these are temporary appropriations to begin the year. Trustee Pope made a motion to adopt Resolution 3-22 Township Temporary Appropriations; second by Seifert. Voting yes: Seifert, 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 4-22 Township Policies; second by Pope. Trustee Seifert stated that \$30/day for meals seems low. Trustee Horvath stated that he was good with \$30/day for meals. Trustee Seifert stated that food prices have increased so he thinks the reimbursement for meals should be \$50/day. Voting no: Seifert and Pope. Voting yes: Horvath. Motion failed. Trustee Pope made a motion to adopt Resolution 4-22 with an increase from \$30/day to \$50/day for meals reimbursement; second by Seifert. Voting yes: Seifert and Pope. Voting no: Horvath. Motion carried.

Trustee Pope made a motion to go into executive session at 7:25 p.m. to discuss public employee compensation for the zoning inspector and the fire chief; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Pope made a motion at 7:37 to end the executive session and reconvene the regular meeting; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. Trustee Pope stated that no decisions were made. Trustee Pope made a motion to raise the zoning inspector's pay from \$825/month to \$850/month and the fire chief's pay from \$1350/month to \$1400/month; second by Seifert. Trustee Horvath asked the reason behind the motion and Trustee Pope stated that after thinking about it, Eric Noderer and Jason Davis do a good job for the township and he felt they needed a little more money. Voting yes: Seifert, Pope, Horvath. Motion carried.

PUBLIC COMMENT: Melissa Clifford asked in whose subject area the museum fell. Trustee Horvath stated that the museum would be handled by the trustee who is in charge of the town hall. Melissa asked the same thing about the website. Trustee Horvath has always been the liaison for the website. Trustee Pope made a motion to designate Trustee Horvath as liaison for the website and Trustee Seifert for the historical building/museum; second by Seifert. Voting yes: Seifert, Pope, Horvath. Motion carried. Melissa asked if the annual summary of zoning permits and the permanent appropriations could be listed on the website.

ADJOURN: Trustee Pope made a motion to adjourn; second by Horvath. Voting yes: Seifert, Pope, Horvath. Motion carried. Meeting adjourned at 7:46 p.m.

RECORDS COMMISSION ANNUAL MEETING

Jan. 3, 2022

Chairman Pope and Fiscal Officer Shaw met at 7:48 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 7:49 p.m.