

**LITCHFIELD BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**October 25, 2021**

The Litchfield Township Board of Trustees met in regular session on Monday, October 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 6:00 p.m. with Trustees Pope and Reynolds present. There was an audience of 13. All stood to recite the Pledge of Allegiance. Trustee Pope made a motion to approve the minutes from the September 27<sup>nd</sup> regular meeting as corrected; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Greg Brown, Superintendent of Medina County Home, was present to speak on the upcoming Nov. 2<sup>nd</sup> ballot issue. Greg stated that the home has been operating under the same tax millage since 2002. The levy on the ballot is a 5 year, .2 millage with an increase of .75. The increase would raise one's tax by \$7.77/year/\$100,000 of house evaluation. Greg stated that the levy fills in the gap between what the residents can pay and the expenses. Greg stated that the MC Home is a custodial facility for non-skilled living, there are currently 39 residents with a maximum capacity of 50 residents. Greg stated that they operate on a \$1.1 million budget. Several audience members asked if they could donate to the MC Home and Greg listed the several ways to donate.

**Fire and Rescue:** Chief Davis' report: from 9/24 – 10/22 there were 27 medical emergency calls and 6 fire calls. We gave mutual aid once to Chatham for EMS and once for a MVC and once to Lodi for a house fire. On Oct. 7<sup>th</sup>, Lt. Yorko held extrication skills training with both use of extrication tools and use along with EMS care of a patient involved in a MVC. Chief Davis attended the MC Chiefs' Meeting on Oct. 13<sup>th</sup> and the AHAC meeting at the EMA on Oct. 14<sup>th</sup>. On Oct. 14<sup>th</sup>, Lt. Yorko held extrication training which was scenario based with 3 different vehicles with multiple patients. On Oct. 21<sup>st</sup>, Chief Davis held the monthly work night where apparatus and building maintenance was performed. Chief Davis stated that the Fire Association purchased the yellow emergency phone located on the front of the station; the speaker is not working; the Fire Association will pay for the repairs.

Brian Roman has taken his EVOC course so he is able to drive the squad for EMS calls. Brian is looking for a FF course which works with his schedule. Chief Davis stated that the fire department continues to receive false fire alarms on Brooker Street having received the 4<sup>th</sup> and 5<sup>th</sup> one this year so they need to be billed. Chief Davis stated that this needs to be handled by the township with either the trustees or the fiscal officer

sending out an invoice. Trustee Horvath stated that he would check with Assistant Prosecutor Karris regarding this. Trustee Horvath stated that the board needs to decide what to assess; he did not think the 1<sup>st</sup> invoice should be for \$300. Trustee Pope stated that \$300 is a good amount for the 1<sup>st</sup> invoice since there is cost involved when the department responds. Trustee Reynolds stated that \$300 would be a good place to start since this has been an issue for a while and the owners haven't taken care of the problem. Chief Davis stated that the fire department has tried working with the owners even suggesting a battery back-up for the alarm system.

Chief Davis stated that the department received the Binder Lifts, devices to wrap around a fallen person giving the responders handles to lift the patient. The binders were purchased with State EMS grant monies.

The fire department provided EMS coverage for the Oct. 1<sup>st</sup> and Oct. 22<sup>nd</sup> Buckeye Football games and participated in the BHS Homecoming Parade. Chief Davis stated that the old radios were sold to All Season Distribution for \$845.

Serve-Pro is scheduled to spray/sanitize the meeting room before and after Nov. 2<sup>nd</sup>. The Fire Association is holding their semi-annual pancake breakfast on Sunday, Nov. 7<sup>th</sup>; the Red Cross will conduct a blood drive at the same time.

Chief Davis stated that the new ambulance is on the production line and it will hopefully be delivered around February or March. New filters from Air Vac, which were approved at the last meeting, have been ordered. Chief Davis stated that there are 3 applicants going through the hiring process.

Chief Davis stated that the department will provide coverage for Trick-or-Treat night and will staff the station on Nov. 2<sup>nd</sup>. Chief Davis stated that the department would like to use Brindlee Fire Apparatus to try to sell the 1996 Selmco tender 42-1. Trustee Horvath made a motion to approve Brindlee Fire Apparatus for the sale of 42-1; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried. The trustees signed the contract.

The Fire Association would like to sponsor the Santa delivering gifts fund raiser again this year. Trustee Horvath made a motion to approve Santa delivering gifts using the fire trucks on Dec. 18<sup>th</sup>; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Chief Davis stated that the old vac splints for 47-2 that are missing straps that are not replaceable and the old Stryker cot mattress and rails which were upgraded with the bariatric wings need to be discarded. Trustee Horvath made a motion to declare the old

vac splints and the Stryker cot mattress and rails as junk to be disposed; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

**Roads:** Trustee Pope read the road report from 9/24 – 10/22: mowed and trimmed all township properties as needed; Dobson Excavating replaced road culvert #63 on Richman Rd. on Oct. 8<sup>th</sup>. The culvert was up-sized from 12” to 18” and the ditch cleaned on the west side of the road to help drainage; working on 4<sup>th</sup> and final round of road ditch mowing; began leaf removal in the circle and the cemeteries; prepping the trucks and equipment for winter use; started to clean and prep trailer for painting; cleaned up trees and branches off roads after storm; F-250 was taken to Harrison Ford for windshield repair recall. It is time to hire snow plow drivers. Trustee Pope made a motion to hire Dave Johnson, Chris Shaw, Art Butcher and John Martin as seasonal plow drivers at \$15/hour on an as-needed basis with no benefits; second by Reynolds. Voting yes: Reynolds, Pope, Horvath. Motion carried.

**Police:** For the month of September: days worked: 21; hours worked: 77.5; miles driven: 1017; calls/complaints investigated: 13; police/fire personnel assisted: 2/1; citizens assisted: 31; suspicious people/vehicles checked: 5/3; business checks: 90; traffic stops: 2; traffic citations issued: 0; traffic warnings issued: 2; arrests: 0. Traffic warnings: expired license plate: 1 equipment warning: 1. Trustee Reynolds stated that Deputy Snider took the police cruiser in for a recall repair. The deputies will be watching the side roads for speeders. The deputies' cruiser will be stored in the back building for the winter. Trustee Reynolds stated that the sheriff department mounted units will be in the township for Trick-or-Treat night.

**Town Hall:** Patti's report for October: town hall used for 2 meetings and 6 times by groups; there was 1 table/chair rental for \$95; setting up and cleaning for events; met fire inspector for inspection of town hall, annex, and barn – buildings passed inspection; ordered foliage for outside; planting, decorated inside/outside for fall; removed dead summer foliage and planted mums; traveled to Home Depot, Reinhardt's, Walmart, ABC

Supply for materials; installed new batteries in CO detector in annex; installed hose reels in annex; did monthly annex generator test; prepped the septic fencing for painting; cleaned annex windows and screens; placed information on letter board; directed phone calls to appropriate departments; total hours: 36.

Patti stated that the fence around the septic tank is rotted and needs to be replaced and the fence and the foundation is bowing in and the GFI needs to be replaced. Patti stated

that Christmas decorating will begin after Thanksgiving. Patti stated that she found the book for the lock on the annex door so she can change the pass code if the trustees want. The trustees stated that the pass code has been in use for many years so it would be a good idea to change the number and give the number only to the trustees, fiscal officer and township employees.

Patti stated that Randall Reese will do some repair work at the annex and will be the township “go-to guy” for small repairs. Fiscal Officer Shaw asked if Randall will be a township employee. Patti stated that he is an independent contractor.

Trustee Reynolds stated that 2 gas line pipes have been placed alongside the generator in the back of the annex to prevent anyone from hitting it. Trustee Pope stated that the white fence in the back parking lot has been repaired. Patti thanked Dan, Brandon and Jim for doing the repairs. Trustee Reynolds stated that a fence should only be placed in front of the septic system not all around it. Patti thanked Shane Geringer for the gazebo railing work.

**Historical Building/Museum:** Trustee Horvath stated that Yoder Barns has ordered the roof for the museum and they stated that they would do the work even in the winter. Trustee Pope stated that soffit work could be done at any time. Trustee Reynolds stated that Celia Kruggel asked that the trustees look at the gazebo railing work before the Historical Society sends their check. The trustees stated that the work looks good.

**Cemetery and Park:** Trustee Pope read the report for 9/24 to 10/22: 0 funerals; 0 lots sold; 0 inquiries; located, measured and laid out footer locations; poured 5 new footers – last pour for the season; leveled and seeded gravesite; added top soil to others; working at Crow Cemetery – straightened and leveled 6 monuments and poured and set new bases for tablet headstones; trimmed tree branches at Crow Cemetery; cleaned up tools and building, moved the epoxy to the annex building, unplugged and cleaned the small refrigerator; aerated township properties; mounted a new hook on cemetery tractor bucket.

Trustee Pope stated that Jack Ringstmeier submitted a letter of resignation with his last day being Oct. 22<sup>nd</sup>. Trustee Pope made a motion to accept Jack letter of resignation; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Trustee Reynolds stated that Jack repaired the tops of some of the large monuments by drilling and pinning. Joe Seifert stated that our cemeteries are the best looking ones around; the trustees agreed. Trustee Pope stated that he will be meeting with Dave Hydock to discuss this year's Christmas lights in the circle.

**Zoning:** ZI Noderer was not present but submitted a report for September: site visits: 11; meetings attended: 2 (1 trustee, 1 zoning board) ; miles driven: 149; zoning certificates issued: accessory building: 2. Zoning violations: 8963 Spieth Rd. - 16 CIV 0711, failure to comply w/ Sec 216.01 LTZR, partial compliance completed; 9045 Norwalk Rd - failure to comply with Sec 216.01 LTZR, in compliance; 2835 Avon Lake - failure to comply with Sec 216.01 LTZR, continue observation; 8950 Speith Rd, - failure to comply with Sec 209.01, continue observation. Courtesy letters regarding tall weeds adjoining principle structure sent to: 3233 Vandemark Rd – most weeds removed, 8852 Spieth Rd – weeds not removed; 9031 Norwalk Rd. - failure to comply with Sec 216 tires and trailer – in compliance; 9298 Brooker – encroachment over property line with temporary carport. An audience member asked for an up-date on the Spieth Rd. property. Trustee Horvath stated that the case never went to court because the property owner agreed to the injunction and will be meeting with the MC Health Dept., the prosecutor, and ZI Noderer.

**Fiscal Officer:** Fiscal Officer Shaw stated that the trustees received their monthly reports and signed the bank reconciliation statement. Fiscal Officer Shaw stated that in the past the trustees approved the LMRE check being run for up to \$3000 before a meeting in order to avoid paying late fees. Fiscal Officer Shaw asked the trustees for a new motion raising the limit to \$8000 since the electric bills have gone up over the years. Trustee Horvath made a motion to approve the fiscal officer running the LMRE check for up to \$8000 before the meeting in order to avoid late fees; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

**Old Business:** Trustee Horvath stated that he and Fiscal Officer Shaw went to a meeting at Chatham Township for information regarding the fiber optic network. County Commissioner Steve Hambley organized the meeting with 5 townships and reps from the MC Fiber Optic Network. The county commissioners have set aside \$5.5 million of their ARP funds to help bring fiber optics to the 5 townships. The townships will contribute some of their ARP funds to pay for the cost. Trustee Horvath stated that LMRE would need to approve using their poles for the wires and the prosecutors would need to approve the agreement. Trustee Pope stated that LMRE has already put the information in their magazine. The township will wait for more information from the county commissioners.

Trustee Horvath met with Asst. Pros. Karris regarding looking over the employee handbook for any up-dates. For Section 10.8 Political Activity, Asst. Pros. Karris stated that the trustees could make changes if they wanted. The trustees looked over **Section**

**10.8 Political Activity 10.8.1 Employees May Not.** The trustees agreed to keep A & B but eliminate the other subsections.

Trustee Horvath made a motion for the following changes to **Section 10.8.1** in the employee handbook:

- a. Use official authority or influence for the purpose of interfering with an election or nomination to office or affecting the results thereof (KEEP)
  - b. Directly or indirectly coerce or attempt to coerce, command, or advise any other officer or employee to pay, lend or contribute any part of their salary or compensation or anything of value to any party or committee, organization, agency or person for political purposes (KEEP)
  - c. Become a candidate for any political or appointed office exclusive to the Township (e.g., office of Trustee or Fiscal Officer) (REMOVE)
  - d. Take any action including an active part in a political campaign or an office in a political party that will place the Township in a partisan position and interfere with the employees' ability to perform the duties of their position (REMOVE)
  - e. Circulate official nominating petitions for any candidate (REMOVE)
  - f. Campaign by writing for publications, distributing political material or making speeches on behalf of or against a candidate for elective office (REMOVE)
  - g. Solicit the sale of or sell political party tickets (e.g. raffles or special functions) (REMOVE)
  - h. Include information pertaining to the nomination or election of a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a levy or a bond issue in a Township newsletter (REMOVE)
- with the changes effective Jan. 1, 2022; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Horvath stated that the Scholarship Committee asked to sell their fundraiser items at the fire station during the elections. Trustee Pope stated that he was okay with it as long as the Board of Election was okay with it. Trustee Horvath stated that he would contact Judy Scaife to let her know it was allowed.

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

**Public Comment:** Mike Roth stated that he appreciates all the time and work that the trustees do but he wondered why the trustees would do business with a company that is not conforming to the township zoning laws. Mike stated that he feels that this is morally wrong and he thinks that the trustees should pass a policy that if a company is

not conforming to zoning laws then the trustees will not do business with them. Trustee Pope stated that the seal coat company that the trustees chose for the cemetery drives was \$1500 compared to another company whose quote was \$5000. Trustee Pope stated that the same was true with the portable toilet company at the garage. The township used them as a vendor even while we were in court with them because they were much cheaper than other companies. The portable toilet company is now in compliance.

Trustee Horvath made a motion to approve Purchase Orders 48-21 to 51-21 and Blanket Certificates 64-21 & 65-21 and authorize payment of vouchers 28737-28813; second by Pope. Voting yes: Reynolds, Pope, Horvath. Motion carried.

Trustee Reynolds made a motion to adjourn; second by Horvath. Voting yes: Reynolds, Pope, Horvath. Motion carried. Meeting adjourned at 7:45 p.m.