

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Minutes

11/02/2020

Chairman Ken Kister called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at 7:00 on 11/02/2020 at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

The following persons were present: **KEN KISTER, ALAN KOHTA, TROY VANEK, TRACY KOHTA, MARK DEGAN, ROB OCASIO** and **STAN WILLIAMS**.

Ken stated our meetings are audio recorded and copies of the minutes are available.

Alan made a motion to approve the 10/19/2020 minutes with the correction of rear passenger inter tire not front. Troy 2nd, All in Favor.

Warrants #5608-5613 paid in the amount of \$3,226.48.

October Monthly EFT payroll \$2022.58, \$4,191.32 & \$1,635.58
October Monthly receipts \$74,936.33

October Monthly Online Payments

IRS \$1,078.06 OH Treasurer \$264.42 OPERS \$2,202.61 Windstream \$219.33
Illuminating Co. \$577.44 Waste Mgmt. \$109.52 Aqua \$10.36 Zito \$85.52

I. OPEN BUSINESS

1. CARES ACT

II. DISCUSSION

- a) Stan Williams – nothing.
- b) Rob Ocasio (Fire & Road Dept) – Took squad to Firestone and it only needed a valve stems both replaced – cost \$63. Discussion on quotes got Claude sent for Cares Act items. Two vacuum mattresses and two flexible stretchers for \$2,310, automatic toilets & faucets plus installation for \$2,946 and two iPads for \$2,099.98 plus cases. **Ken made a motion to buy the two Verizon 124 GB iPads & Toughbook cases from the CARES Act fund for \$2,700.00. Troy 2nd, All in Favor. Resolution #93**
Ken made a motion to purchase from Source Products the two vacuum mattresses & two flexible stretchers from the CARES Act fund for \$2,310. Troy 2nd, All in Favor. Resolution #94 Trustees decided not to purchase the toilets and faucets. Discussed items Mark would need to protect himself from the Cares Act. **Alan made a motion to purchase two new jackets, gloves, hand sanitizer, masks, reflective sweatshirts, coveralls and other safety related items for the road dept. from the CARES Act fund for up to \$2,500. Troy 2nd, All in Favor. Resolution #95**
- c) Mark Degan (Road & Zoning) Mark stated the plow & sander are on the truck & ready for winter. The gas line project on Peebles road was canceled because of weather. Simak delivering the 411 on Dewey Road. There was a driveway that was messed up from all the rain on Dewey Road. Mark dug it up and Simak put gravel around it. Mark suggested to get sign delineators to put on the soft edges of Dewey Road. Suggested we purchase more Limestone Sand from Nelson's. **Ken made a motion to purchase another 600 ton of Limestone Sand from Nelson's at \$12.00/ton for roughly \$7,200.00 from the 2021 Other Expense. Alan 2nd, All in Favor. Resolution #96** Mark is having the water shut-off at the cemetery since all the footers are done.

Zoning – Mark enforcing residents moving campaign signs from the right of way. Resident was inquiring about zoning changing property to commercial for storage units. Mark will open up the fire hall for voting in the morning.

d) Troy Vanek (Trustee) – nothing.

e) Alan Kohta (Trustee) – Checking in with the Sloan's on Lillie Rd. Ken offered to go with Mark. Asked Mark to get the maintainer back to the shop before dark. Benetka & Wright St. are the worse roads for potholes. Dewey Rd. there was some banking that collapsed & might have to reseed & clean up in the spring. Mark is going to pick up and couple bags of grass seed.

f) Ken Kister (Trustee) – Ken suggested road & fire depts. purchase a couple gallons of ethanol free gas & stabilizer for the small equipment & lawn mower. Zoning board asked if the fire dept. would pick up after themselves and throw trash away. The board has had to clean the tables before their meetings.

g) Tracy Kohta (Fiscal Officer) – Discussed records retention schedule, what items do not apply to the township and items that need changed.

Ken made a motion to adopt the Sheffield Township Acceptable Use Policy as written. Troy 2nd, All in Favor. Resolution #97

Ken made a motion to adopt the Ohio Township Records Manuel as a Sheffield township Records Manuel with discussed changes. Troy 2nd, All in Favor.

Resolution #98 Discussed the trustees salary fund for roads has only \$170 left. This year we used more than normal because of Dewey Road. **Ken made a motion in appropriations 2021 fund to move \$5,000 from machinery & equipment to the trustees salaries. Troy 2nd, All in Favor. Resolution #99** Discussed Dewey Road Project grant paperwork & Simak Trucking bills. Simak would have to register with the OPWC and hold up being paid. We need to have copies of check to turn in to be reimbursed for the project. **Ken made a motion to pay Simak for the OPWC Grant Portion \$79,000 for the Dewey Project out of the 2031-330 that will be reimbursed from the OPWC Grant. Troy 2nd, All in Favor. Resolution #100**

ADJOURNMENT

Ken made motion to adjourn the meeting, Troy 2nd, All in Favor, 8:50 pm
Minutes submitted by Tracy Kohta (fiscal officer), I hereby certify there are sufficient funds in the depository to pay the above warrants.

X

Minutes approved by: Ken Kister