

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Minutes

1/03/2022

Fiscal Officer Tracy Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at 7:00 on 1/03/22 at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

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

The following persons were present: ALAN KOHTA, TROY VANEK, KEN KISTER, TRACY KOHTA, MARK DEGAN, CLAUDE KOBERNIK, JASON COY, MONROE TWP. TRUSTEES: JOHN GRIGGS, ROBERT PIXLEY and ROGER SHERMAN.

Tracy Kohta opened the floor with accepting nominations for chairman. Troy Vanek nominated Alan Kohta for chairman, Ken 2nd the motion. All in favor. Tracy moved that the nominations for chairman be closed. All in Favor. Resolution #1

Tracy Kohta opened the floor with accepting nominations for vice-chairman. Alan Kohta nominated Ken Kister for vice-chairman, Troy Vanek 2nd the motion. All in favor. Tracy moved that the nominations for vice-chairman be closed. All in favor. Resolution #2

Alan made a motion to approve the 12/20/2021 meeting minutes with the correction of the spelling of the word in under Resolution #97. Troy 2nd, Both in Favor. Abstain: Ken Kister

Warrants #5873-5904 paid in the amount of \$22,683.73.

December Monthly EFT payroll \$4,192.92, \$2,719.53, \$2,791.96, \$1,550.83
December Monthly receipts \$19,539.68

December Monthly Online Payments

IRS \$824.36 OH Treasurer \$193.20 OPERS \$2,114.08 Windstream \$201.15
Illuminating Co. \$752.94 Waste Mgmt. \$118.97 Aqua \$10.54 Zito \$85.22

I. OPEN BUSINESS

- 1. ARPA Funding**
- 2. Monroe Fire Venture**

II. DISCUSSION

- a) Tracy discussed the temporary revenue and appropriation budgets.
Ken made a motion to approve the appropriation status of the temporary budget as written. Troy 2nd. All in Favor. Resolution #3
- b) Mark Degan (Road Dept. & Zoning) – Mark back dragged & worked on the potholes. Mark and Alan drove the roads and stopped at the house on Sheffield Rd. to discuss issues of cleaning up the garbage. They have moved a little of the garbage around. **Ken made a motion to appropriation \$6,000 for stone out of 2031 – Operating Supplies – stone. Alan 2nd. All in Favor. Resolution #4** Mark issued one zoning permit for a garage on Pine Ridge. Mark had a full burial today.

John Griggs drove the little excavator down to cemetery and did a nice job digging. The backhoe would tore up the ground. Alan spoke to Mr. Czup at the funeral about the payment for Mr. Turner's burial and received the payment. There has been one complaint on South Benetka about the potholes from a resident.

- c) Claude Kobernik (Fire Chief) – Claude passed out paperwork and discussed how the joint venture is progressing. Claude has been working with Chip Comstock on employee policy and handbook. Chip suggested to get rid of the point system for meetings and the dept. should receive a stipend for trainings. Twp. received an invoice from Chip Comstock and it is to be split by Sheffield and Monroe. Discussed options of increasing hours and a membership drive with Monroe Trustees that were present. **Ken made a motion to increase the run rate to \$12 for all calls. Troy 2nd. All in favor. Resolution #5** Claude is working on the FEMA Grant to spend all the money for the air compressor. He also reapplied for the FEMA Grant for the \$60,000 packs. Claude submitted a grant for MARCs pagers for Sheffield and Monroe together. Sheffield and Monroe will split the end costs. There has been a couple dispatching issues and toning over each other. Claude is getting prices from the Conneaut and the county to dispatch together as a unit. The shower and gear racks have been installed. The mirror on #379 was broken by Claude. Alan asked if trucks being rotated. Claude said he would make sure they are rotated. Tomorrow night is the first joint training night. Claude also mentioned that he is having the drains looked at with a camera.
- d) Troy Vanek (Trustee) – Nothing
- e) Ken Kister (Trustee) – Ken salted Dibble & Benekta Rd. on Sunday. Kingsville had not been out. Alan spoke to Mike Cliff about plowing & salting Dibble to pay off hours owed. Kingsville will meet Wednesday to see if they agree to 4 years to pay off debt. Ken spoke to Dave Thomas about using ARPA funds for fire payroll. He believes it's a stretch because you have to prove an increased need from COVID.
- f) Alan Kohta (Trustee) – Alan discussed a few road items with Mark. Alan attended a zoning meeting. Stan Williams resigned in November from the zoning board and a replacement will be needed. Ken will text Robert Kister to see if he will stay on the board of zoning appeals. Mike Kelly will need to take the first 3 months off due to a change in his work schedule.

Alan made a motion to name the Star Beacon as the newspaper of record for the purpose of official meeting notifications. Ken 2nd, All in favor. Resolution# 6

Alan made a motion to set meeting dates and times as the first and third Monday of each month at 7:00 p.m. unless the Monday falls on a holiday. Then it will be the Tuesday immediately following the holiday. Troy 2nd, All in favor. Resolution #7

Alan made a motion for the trustees to remain on salary basis for the year 2022. Troy 2nd, All in favor. Resolution #8

Ken made a motion to approved \$1,000 misc. items from the county highway dept. from the 2031 – Other Expense. Troy 2nd, All in Favor. Resolution #9

Alan made a motion to approve purchase orders 1-2022 to 25-2022 except for 7,11,21 for general utilities: electric, phone, office supplies, waste management, repairs & maintenance for road & fire depts., general expense, tower rental, pump testing, hose & ladder testing & FEMA – matching funds. Ken 2nd, All in Favor. Resolution #10

- g) Tracy Kohta (Fiscal Officer) – Passed paycheck and purchase orders to sign.

ADJOURNMENT

Troy made motion to adjourn the meeting, Ken 2nd, All in Favor, 8:28 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: Alan Kohta