

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Minutes

1/3/2023

Fiscal Officer Tracy Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at 7:00 on 1/3/23 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: **KEN KISTER, ALAN KOHTA, TROY VANEK, MARK DEGAN, CLAUDE KOBERNIK, ROBIN PARSONS & TRACY KOHTA.**

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

Troy made a motion to approve 12/19/2022 meeting minutes. Alan 2nd. Both in Favor.
Ken Kister - Abstained

Warrants #6134-6141 paid in the amount of \$23,784.50.

December Monthly EFT payroll \$1,579.17, \$4,327.05, \$3,037.46, \$1,647.83
December Monthly receipts \$21,729.79

December Monthly Online Payments

IRS \$1,068.45 OH Treasurer \$221.32 OPERS \$3,536.77 BWC \$2,622.00 Zito \$91.39
Windstream \$197.36 Illuminating Co. \$711.61 Waste Mgmt. \$138.73 Aqua \$13.00

Alan made a motion to appoint Mike Kelly to the Zoning Commission for a five-year term ending December 31, 2027. Ken 2nd, All in favor. Resolution #3

Alan made a motion to name the Gazette as the newspaper of record for the purpose of official meeting notifications. Troy 2nd, All in favor. Resolution #4

Ken 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 #5

Alan made a motion for the trustees to remain on salary for the year 2023 and will come out of the General Fund. Troy 2nd, All in favor. Resolution #6

Alan made a motion to approved a \$1,000 blanket PO for misc. items from the Ashtabula County Highway Dept. for 2023 from the 2031 – Other Expense. Troy 2nd, All in Favor. Resolution #7

OPEN BUSINESS

- 1. Employee Reviews**
- 2. Review guidelines for grave purchases**

I. DISCUSSION:

- a) Robin Parsons (Resident) – Nothing.
- b) Mark Degan (Road Dept.) – Mark had a full burial last week. Township will expect calls since the roads are in bad shape after the freezing, thawing and rain. Mark received calls for zoning concerning tiny houses and using shipping containers as a house. Zoning Commission will need to address the issue.
- c) Claude Kobernik (Fire Chief) – Claude scheduled a work session with Sheffield and Monroe Twp. trustees and fire chiefs for January 31st to review past year and a look into a future. Fire Dept. received a grant from The Division of Forestry for wireless headsets for all engines with Monroe. The Association will pay the 50/50 split. The pipes froze in the boiler room and cracked a water line. Claude does have two new doors to put on.

- d) Troy Vanek (Trustee) – Nothing.
- e) Alan Kohta (Trustee) – Alan mentioned we need to complete Claude’s review and discuss the holiday Juneteenth for Mark. **Alan made a motion to add Juneteenth to the list of Mark’s holidays for the year. Troy 2nd. All in Favor. Resolution #8**
 Alan discussed needing the bid package for Dewey road to get ahead of it. Ken will call the county for bid package. **Alan made a motion to appropriate \$10,000 for stone out of 2021 – operating supplies (stone). Troy 2nd. All in Favor. Resolution #9**
- f) Ken Kister (Trustee) – Nothing.
- g) Tracy Kohta (Fiscal Officer) – Discussed an email received concerning putting a drug addiction website on township website. Trustees feel is someone is looking for help, they will look for a treatment center not at a township website. Tracy received a price increase of \$37 for the bronze plaques from Haines Memorial. **Alan made a motion to raise the plaque charges for the cemetery monument to \$775 plus the \$100 township fee. Troy 2nd. All in Favor. Resolution #10** Tracy discussed that the township did not receive the schedule B from the county to complete the revenue budget. Tracy entered the appropriations discussed at the last meeting that were able to be entered without going over the carryover fund amounts.

Alan made a motion to approve purchase orders blanket purchase orders 1-2023 to 22-2023 for general utilities: electric, phone, office supplies, waste management, repairs & maintenance for road & fire depts., general expense, tower rental, pump testing, hose & ladder testing. Ken 2nd, All in Favor. Resolution #11

Ken made a motion to go into executive session for employee evaluations. Alan 2nd. All in Favor. Alan – yes Troy – yes Ken – yes

Ken made a motion to return from executive session. Alan 2nd. All in Favor. Alan – yes Troy – yes Ken – yes

Discussed employee evaluations with Claude Kobernik and potential raise in executive session.

Ken made a motion to raise the Fire Chief’s pay to \$500 starting in February. Troy 2nd. All in Favor. Resolution #12 Claude thanked the trustees for the raise. He also asked the trustees to all help with the talks with Monroe to continue to move this process forward. Trustees also discussed emergency purchases for fire and road depts. With having open purchase orders for the fire dept., Claude will inform one trustee of the emergency.

II. ADJOURNMENT

Ken make a motion to adjourn the meeting at 8:11 p.m. Alan 2nd, All in Favor.

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