

**SHEFFIELD TOWNSHIP BOARD OF TRUSTEES**  
**Regular Meeting Minutes**  
**2/18/2025**

**Chairman, Alan Kohta** called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at 7:00 pm on 2/18/25 at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance. Alan stated meetings are audio recorded & copies of the minutes are available.

The following persons were present: ALAN KOHTA, KIRK WHITE, TROY VANEK, ROB OCASIO, JOE ALLEN, RON LICATA, SANDY BORING, LESLIE CLARK & TRACY KOHTA.

Kirk made a motion to approve the 2/3/2025 meeting minutes with the removal of extra word will. Troy 2<sup>nd</sup>. All in Favor.

Warrants #6622-6625 were paid in the amount of \$4,953.37

**OPEN BUSINESS**

- 1. Fire/EMS Contracting**
- 2. Northeast Fire District disbandment**
- 3. Re-establishing Sheffield Volunteer Fire Dept.**

**I. DISCUSSION:**

- a) Joe Allen (Resident) – Mr. Allen asked what is going on with the fire dept.? Alan, Kirk, Ron and Rob explained about the district dissolving, re-establishing the fire dept. and contracting with another township. Mr. Allen also commented on what a great job Mark is doing on the roads. He asked about Maple Rd. upgrade status. Alan called the county. Justin Kline said the county is waiting for the snow to melt to complete the bid package.
- b) Sandy Boring (Resident) – Sandy is happy on the way the fire dept. is heading. She said Hines Rd. is looking good. Alan warned that in month when it thaws the roads will be in bad shape.
- c) Ron Licata (Resident) – Ron is here to lend his support for whatever decisions are made. He commented on the great job Mark is doing and appreciates positive posts from Kirk on Facebook.
- d) Leslie Clark (Fire Dept.) – Nothing.
- e) Rob Ocasio (Fire Chief) – Unit #361 batteries did not cost anything since they were installed in December and only had to pay for checking and installation. The white pick-up needed 2 batteries for \$439.90. The batteries were installed in 2018 and needed replaced. Rob submitted paperwork for 2-year drug license that expires at the end of March at a cost of \$440. He is working on dispatching from the county and the EMS grant paperwork. The dept. had a work night. Trustees agreed for Rob to have the charging system disconnected from UTV for \$90. He stated the pump testing was completed on the trucks by Countryside. The hose and ladder testing needs completed.
- f) Troy Vanek (Trustee) – Troy took Mark down to Ag-Pro to get oil & filters. He met with Andy from OTARMA. Mark sat in the meeting and was a big help since he knows about the fire equipment. They didn't change much on the policy – reduced the older fire truck amounts and looking at raising the deductibles. Troy and Kirk signed the mileage forms at the county.
- g) Kirk White (Trustee) – Kirk spoke to Kingsville about the changes in the contract and agreed with them. He thanked Kingsville, Plymouth, Monroe and Jefferson on responding to the fire in Sheffield. There is an ice rink in front of the house where the fire was. He will ask Mark to get a hold of the county to put sand down to help with the ice.
- h) Alan Kohta (Trustees) – Alan drove roads on Sunday and they had a little snow. By evening, there were complaints about the roads not being plowed. Alan took responsibility because when he was out, the roads were in decent shape. Roger from Monroe and Alan had a meeting with Chip Comstock on items that need resolved for the district. One is the distribution of funds and agreed they will be split based on the percentage of the amount of funds paid in. The district will be having a meeting soon. Alan discussed the County Highway Use Manuel. **Alan made a motion to adopt the County Highway Use Manuel. Kirk 2<sup>nd</sup>. All in Favor. Resolution #20**  
**Alan made a motion that Rob can spend up to \$500 a month on items that need repaired and general maintenance items without Trustees approval. Kirk 2<sup>nd</sup>. All in Favor. Resolution #21**
- i) Tracy Kohta (Fiscal Officer) – Tracy presented the year end paperwork after closing the year 2024. **Alan made a motion to approve the Certificate of Total Amounts from All Sources available for Expenditures and Balances. Kirk 2<sup>nd</sup>. All in Favor. Resolution #22**

Alan Made a motion to go into executive session for discussion on contracts from Plymouth and Kingsville. Kirk 2<sup>nd</sup>. All in Favor. Roll call: Troy – Yes Kirk – Yes Alan – Yes  
Mr. Allen asked if it was legal to go into executive session for contract review. Trustees discussed and had no objection to not go into executive session.

Alan made a motion to rescind the previous motion to go into executive session. Kirk 2<sup>nd</sup>. All in favor. Roll Call: Kirk – Yes Troy - Yes Alan – Yes

Trustees discussed both contracts from Kingsville and Plymouth.

Alan feels both townships would provide a quality service to the residents. He feels Kingsville is more in line to go to a district even though they were the first to withdraw. Kingsville had insight on some employees of the district. He feels over the years, Plymouth has wanted to do things their way and burnt us. Kingsville is in a better position to add a third shift.

Troy feels Plymouth is the better choice. Kingsville runs 200 more calls to the county home. Plymouth is way ahead with training and their building. Troy has heard that Kingsville is having Conneaut covering calls when needed.

Kirk said these are two good fire depts. with quality service and can't lose with either. He feels geographically Kingsville makes more sense with who would get there quicker. Plymouth has the train tracks that could slow response time down.

**Alan made a motion that Sheffield Township contracts services with Kingsville for fire and EMS services per the contract submitted by Kingsville. Kirk 2<sup>nd</sup>. Both in Favor. Opposed - Troy. Resolution #23**

Tracy stated both townships submitted contracts with hold harmless clauses. OTARMA had explained that govt. entities can not hold other entities liable. The clause will be removed. The prosecutor also agreed. The contract will reflect the change. Tracy passed checks to sign.

j) ADJOURNMENT

Troy made a motion to adjourn the meeting at 8:33 p.m. Kirk 2<sup>nd</sup>. 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

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Minutes approved by: Alan Kohta