

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES
Regular Meeting Minutes
5/19/2025

Chairman, Alan Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at 7:00 pm on 5/19/2025 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, MARK DEGAN, ZACHARY KEMP, RON LICATE, ROB OCASIO, PHIL LEHMANN, JOHN HELFER & TRACY KOHTA.

Kirk made the motion to approve the 5/5/2025 meeting minutes with the addition of the word is under section C. Alan 2nd. All in Favor.

Warrants #6673-6678 were paid in the amount of \$21,210.58.

April Monthly Online Payments: IRS \$1,272.49 OH Treasurer \$200.83 OPERS \$2,271.57
Windstream \$188.76 Zito 277.17 Illuminating Co. \$693.75 Aqua \$14.92

April Monthly EFT Payroll: \$1,586.42, \$4,305.08, \$1,586.42
April Monthly Receipts: \$243,566.55

OPEN BUSINESS

- 1. Northeast Fire District disbandment**
- 2. Re-establishing Sheffield Volunteer Fire Dept.**

I. DISCUSSION:

- a) Zachary Kemp (Resident) – Zachary asked if the Sheffield Twp. was still taking mowing bids. Trustees explained that the cemetery and Benetka Rd. mowing has been awarded. Trustees discussed possible contract for mowing around the fire hall. They decided it might be more economical to put it out for bid than purchasing a new mower and would free up time for Mark to work on the roads.
- b) Ron Licata (Resident) – Ron commented that the township is still working on getting things straightened out and getting the funds distributed. He asked about the internet at the fire hall. Ron described the issues he has had with Windstream and was thinking about switching to Zito. The fire dept. has just switched from Zito to Windstream. It seems like the internet is hit & miss around the area. Ron comment that Evergreen Dr. looks good with the grindings down. Alan thanked Ron again for the donuts he dropped off at clean-up day.
- c) Troy Vanek (Trustee) – Troy called Chief Strubbe about getting grindings again from the state project on Rt. 193. He was checking into it and Troy will contact him again if he doesn't hear anything.
- d) Kirk White (Trustee) – Kirk would like to create a digital flyer about what is happening with the Maple Rd. Project. Alan would like to wait until the bid package is received. Alan asked the county about including Phase I & II in the bid. The county did mention that it could possibly be 2 different companies since it will consist of excavating and paving. Phase I will be setting the ditches back and putting base material down. Phase II is the paving. Kirk will wait until bid package is received.
- e) Rob Ocasio – (Fire Chief) – Rob discussed that one of the fire dept. members is qualified to inspect the businesses that need completed. The Rt. 193 business passed re-inspection. Rob purchased the oil & filters for Unit #363's oil change that Phil's Garage will complete. There is no update on tones from the Sheriff's Dept. and they are waiting on MARCs. The dept. has responded on 3 calls. Countryside sent an estimate: Unit #369 could need liquid springs, service conversion kit, wiring harness, height sensor kit, steering service kit with labor, parts and pick up & delivery for \$4,556.53. They won't know if all will need fixed/changed until they get in there. Phil checked the batteries and fuses and all were good. The dept. had 6 members attend the candle light vigil for the family members lost in the house fire in Kingsville Twp. Four members of the dept. attended the rope rescue joint training with Kingsville and Plymouth at the Smolen Gulf Bridge training. The wifi has been changed over to Windstream. Hudson Communications needs to come in and reset the

computer. Rob spoke to Northeast Communications about the base radio. Portable radios do not have enough audio to drive the public address system and are able to be left on in the charger. A base radio is designed to drive an external speaker or public address system and cannot be left on in the charger. Alan mentioned that all volunteers have phones with I Am Responding with our calls and with the MARCs radios they can receive the calls. Rob is trying to hold off spending money unless mandated by the state. Later on, down the road, he would like to purchase a new base radio.

- f) Mark Degan (Road, Zoning & Cemetery) – Mark has been putting the grindings down, maintaining and picked up tires dumped on Fink Rd. He has one footer to complete at the cemetery. There's a branch high up in a tree that broke in the old section. Mark will try to clean it up but may need Randolph Tree Service to take care of it. He spoke to the people on Fink Rd. and stopped a trailer from going in there. He called the Highway Patrol about the skid steer stuck in the ditch on Fink that's in the road right of way that needs removed. Mark received a good address for the property owner on Griggs Rd. that needs cleaned up. The garbage is blowing into the road and he will start fining the landowner if they don't start cleaning up by June 1st. He received a bid from Orion Equipment for grader blades and a Scarfier blade with carbide bits for \$7,775.95. Mark got 2 quotes for an insulated garage door for the shop from Northeast Overhead Door Co. and Diamond Doors. The township applied for the NOPEC Energized Grants totaling \$5,610 and hopes to use the money for the doors.

Troy made a motion to have Northeast Overhead Door Co. install the overhead door with opener for \$5,725 using the NOPEC Grant funds. Kirk 2nd. All in Favor. Resolution #45

Mark wants to clean up the washout on Benetka Hill.

- g) Alan Kohta (Trustee) – Alan received a call from a Van Slyke resident that said some big pieces needs worked in from the grindings. Alan said the approach on Fink Rd. looks really nice that Mark finished. Alan called the county about the bid package for Maple Rd. They will have it completed in about a week or week and a half. The county asked if the township would complete the 4 crossover pipes and Mark said he could. The county asked where the catch basin was by 2860 Maple. Mark will check. There is a lot of trees on Maple Rd. Alan told the county to only include the trees in the bid package that have to be taken down. The township was awarded the OPWC Grant for Phase II paving of Maple Rd. Alan asked about the cylinders on the grader. Mark stated they are not as bad as he thought and they have been like this since he has been at the township and could wait until winter. Mike Kelly gave a phone number for a guy in Plymouth Ttownship that could look at it. We received a couple prices for a Scagg mower for \$10,334 and a Van Guard for \$10,762. Both mowers are zero turn & 61" cut professional grade. Trustees discussed having someone come in and take care of the mowing. Mark said he needs something bigger to knock down the taller grass out back and nothing fancy. Trustees will put it out for bid and see what we get. Alan went to Kingsville's meeting and spoke to Dave West. He said everything is going well for the fire coverage. Alan said the cub scouts, band members, Neal Post, the pastor and the speaker Rob are set up for Memorial Day. Alan brought up the spending limit for the fire and road depts. is \$500 per month without trustee approval not \$500 per occurrence. He also reminded all departments need prior approval with a resolution before giving the ok for work to be completed or purchases.

Alan made a motion to purchase blades and bits for grader and maintainer from Orion Equipment for \$7,800 out of 2011-330-599-0000 MLV tax - other expense. Kirk 2nd. All in Favor. Resolution #46

- h) Tracy Kohta (Fiscal Officer) – The auditor is finishing up with a couple things and then will need reviewed. The auditor has brought up a couple things already that she has found. The township should never pay tax on purchases. Tracy has previously given Mark and Rob tax exempt forms. OTARMA has suggested that Mark needs his driver's license and drug testing reviewed annually. Tracy gave Mark a release to sign and will set him up for his testing. Tracy is working on getting access to the Federal & Ohio payroll accounts and remaining items for the district.

Alan made a motion to go into executive session for employee review. Kirk 2nd.

Roll call: Troy – yes Kirk – yes Alan - yes

Alan made a motion to return from executive session. Kirk 2nd.

Roll call: Troy – yes Kirk – yes Alan – yes

Trustees discussed employee evaluations.

Troy made a motion to give Mark a \$1.00 raise. Kirk 2nd. All in Favor. Resolution # 47

There was one new fire application and trustees approved. Alan said we received an invoice from Northeast Communications to upgrade the MARCs radios that needed updated by July 1st. The upgrade and authentication were for the truck radios, mobile units and portable radios.

Alan made a motion to pay Northeast Communications \$2,000 for the MARCs radio upgrade out of 2191-220-360-0000. Kirk 2nd. All in Favor. Resolution #48

Mark asked about raising the fines from \$200 to \$500 for zoning. He will check with DeFazio with Kingsville Twp. about getting a copy of the paperwork they use. Alan will check if a public meeting need held to make the changes of the zoning text.

i) **ADJOURNMENT**

Troy made a motion to adjourn the meeting at 9:06 p.m. Kirk 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: Alan Kohta