

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Meeting Minutes

08/04/2014

CHAIRMAN Alan Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7PM** on **08/04/2014** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

The following persons were present: ALAN KOHTA, TROY VANEK, KEN KISTER, BARB & DAVE KRAY, BRUCE TURNER, JOE JANSON, MARK DEGAN, MIKE KELLY, DALE HAYES, NATALIE SHAUBERGER, CAROL STYZY, ROGER SHERMAN & DAWN DIETZ

Alan stated our meetings are audio recorded.

Ken made a motion to accept minutes as written. Troy 2nd all in favor.

Warrants 4107-4109 voided 4110-4115 in the amount of \$793.60 paid.
Receipts in the amount of \$102342.50 were deposited.
EFT payroll amounts for \$4563.11 were paid

I. OPEN BUSINESS

1. **Waterline tap in fee.**
2. **Volunteer Fire Dept. Pay**

III OPEN ISSUES

- a) Roger Sherman (Monroe Twp. Trustee) states he has been working with Mark splitting time between townships. Ken suggested having sheets signed every week or every other with hours used between townships. Kenny also said there is a sheet that explains the fair usage of time between townships per equipment/man hour that is set by the state. Roger also commented on coming to meeting where there were compliments to the road dept. from the residents. He also thanked the trustees for letting him attend the meeting and would like to continue working with us. He stated Mark is a good guy and a go getter.
- b) Dale Hayes (resident) complimented our roads compared to other townships they are in good shape. **Kenny made a resolution for Dale Hayes to use the township electronic records and maps to update the cemetery records, Troy 2nd all in favor. Resolution # 59**. Dale said website is up to date for the minutes and Mark's cell phone need to be changed his area code is 216.
- c) Joe (fire dept.) stated the produce give away should start the 3rd Saturday in September. He is waiting for the Cleveland Food Bank to approve the hall. He has 1 year to two years' worth of donation lined up. This is available to families in need. This can eventually open the door for a food pantry.
- d) Bruce (fire dept.) wanted to know if we could write one check for EMT training. The state would like to see one check for grant reimbursement. Alan suggested the EMTS pay the \$100.00 before taking the training. Bruce asked if we could call the county to clean up the area for visibility where the accident was. Alan said he received an email from Stephanie Stroud requesting a light or 4-way stop at this intersection. Alan told her this is a county road and stated road and he will forward the information to them.
- e) Mike (zoning) complimented the roads. Mike gave information for HUD and Ag permits. He thanked the trustees for allowing him to go to the zoning workshop.
- f) Mark (road dept.) had washouts due to rain on Saturday. Mark would like to post on Pebbles Rd. and Hines Rd. 35mph speed limit signs. **Kenny made a resolution to make all dirt roads 35mph in Sheffield Twp. Troy 2nd. All in favor Resolution # 60.** Mark said working with other townships gets the work done quicker. They have equipment we don't have and we have equipment they don't have.

- g) Carol (resident) stated the garage at the end of Sheffield Rd. it is hard to see at the intersection. Mark will stop and talk to resident.
- h) Dave (fire dept.) stated (2) EMTS taking the course Sarah Perkins and Joe Janson. Dave said with new regulations we need a new window cutter cost is \$699.00. **Ken made a resolution for a Rhino window cutter kit due to new regulations for \$699.00 + freight and tax, Troy 2nd all in favor. Resolution #61.** Dave also suggested additional equipment that is needed. **Troy made a resolution for Dave to purchase (22) pair of extraction gloves, (6) spanner wrenches, (6) leds lights and id tags for all the units, (6) rip away vest for fire and (6) ems. Ken 2nd all in favor. Resolution #62.** Unit 361 has a charger meter not working. Dave said the lights outside the hall, not working – Kenny to replace bulbs. Dave to get pricing on road closed signs.
- i) Barb (fire dept.) asked are the background checks required. Trustee said it is state required.
- j) Troy (trustee) drove roads look good. No complaints.
- k) Ken (trustee) gave zip drive for cemetery maps to Dawn. Dale is in the process of updating cemetery maps. He suggested putting a map down at the cemetery for residents to be able to cross reference where the grave are located. Kenny said he received a call from resident on Sheffield Rd. water from across the road from corn field went into his pond, Kenny stopped and met with him, and he told him that is a county road and contact the county. Kenny discussed health insurance, the insurance company said an employee needs to work a minimum of 100 hours per month to be covered. Kenny submitted grant to Otarma. Kenny discussed the meeting with the prosecutor that he and Dawn went to regarding the waterline. There is no original contract available for the waterline. Kenny also stated we need to hire the fire dept. personnel tonight or get another dept. to run for us. The prosecutor suggested getting Ashtabula Township Fire Dept. personnel policy for us to view. Kenny said that the prosecutor said we need to appoint someone to the zoning position and then advertise for the position.
Alan recommended appointing Mike Kelly for the temporary zoning position, Ken 2nd. All in favor Resolution #63. The prosecutor said in the meeting that the trustees cannot influence or interpret the zoning law for the zoning inspector. She suggested if Mike needs guidance he should speak with the prosecutor and he can involve multiple agencies if needed for a zoning issue.
Dawn to advertise for zoning position, applications by Sept. 1.
- l) Alan (chairman) stated he will get with Mike regarding zoning permits. Alan gave new zoning certificate. Dawn to take to office max to get numbered and a carbon copy certificate. Alan has been reading the Asht. Township Manual.

Ken made a motion to go into executive session for employee applications and background checks @ 8:25, Troy 2nd all in favor. Resolution #64.

Ken made a motion to return regular session @ 9:20, Troy 2nd. All in favor Resolution #65.

Ken made a motion to hire all completed applications to Sheffield Fire Dept., Troy 2nd. All in favor. Resolution #66.

The trustees agreed that anyone that is not signed up cannot run a call.

Alan set the date for the next work session, Monday August 11 @ 6:30pm to go over fire personnel and policies.

- m) Dawn (fiscal officer) gave trustees checks and correspondence and Mark's employee manual and background checks.

II. ADJOURNMENT

Ken made motion to adjourn the meeting, Troy 2nd all in favor, 9:41 pm.

Minutes submitted by Dawn Dietz (fiscal officer), I hereby certify there are sufficient funds in the depository to pay the above warrants.

X

Minutes approved by: Alan Kohta