

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Meeting Minutes

05/01/2017

CHAIRMAN KEN KISTER called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7PM** on **05/01/2017** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

The following persons were present: ALAN KOHTA, KEN KISTER, TROY VANEK, NATALIE SHAUBERGER, CLAUDE KOBERNIK, MARK DEGAN, & DAWN DIETZ

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

Alan made a motion to accept the minutes TROY 2nd Ken abstained – absent

Checks 4835-4845 in the amount of \$4840.72 were paid.

I. OPEN BUSINESS

1. Upcoming levies

II. OPEN ISSUES

- a) Natalie Shauburger (zoning and fire) nothing
- b) Claude Kobernik (fire chief) gave quote for roof from Ralston Roofing for \$15,500. Claude discussed Unit 376 was in an accident with Plymouth Twp. Claude discussed since it was two govt entities involved we are responsible for our own cost of repairs. Total is \$1550.00. Unit 369 getting repaired – warranty issue repairs will be made at Myers equipment. Claude discussed getting 4 pagers cost is \$395.00 per pager. **Troy made a motion for Claude to purchase 4 new pagers for \$395.00 each. Alan 2nd all in favor Resolution #31.** Claude said monthly reporting is up to date. **Alan made a motion to hire for Ralston Roofing \$15,500 to work on the roof per quote given, Troy 2nd all in favor Resolution #32**. We will review funds before starting the roof. Claude also inquired about sending 3 employees to the 36hr fire class; cost is \$500.00 per employee and 150.00 for books each person. Claude also stated the work Mark did in the parking lot looks great.
- c) Mark Degan (road superintendent) stated he purchased the bucket from Myers Equipment. He also has been maintaining roads. Mark said Denmark Twp. received all of the grinding from the airport, Mark said Denmark was able to put some on East Maple. Mark said he ordered two loads of screened topsoil for the cemetery. He also brought in 2 loads of grindings from Nelson Sand and gravel for the fire dept. Mark also requested to go into executive session for personnel policy and procedures. Mark also said the election board will be here tomorrow. Mark also said today is cutoff for footers for the cemetery.
- d) Mark Degan (zoning) stated on 3391 Fink Road someone sprayed graffiti on a trailer. Mark also got a permit for installing solar panels on a resident's house. Mark also said he sent a violation to the resident on Plymouth Gageville Rd. and it looks like they are cleaning it up. Mark said the new company mowed the cemetery and the bridge on April 24. Mark also said the port a potty is at the cemetery. Ken stated he gave the go ahead for the prior company to mow because it needed it. Ken to take care of the bill.
- e) Troy (trustee) nothing- already has been discussed earlier
- f) Alan (trustee) stated he received the letter from the prosecutor's office regarding the misalignment of the burials. Alan read this letters. Ken suggested we reserve 2 new plots in the walkway, make notation of 2 plots not 4 on their existing deed and make them sign the deed. Alan also discussed the

reasons for disinterment discussed in letter. Alan gave contact information for Memorial Day. He also has been working on Memorial Day for this year. Alan discussed the firefighter that passed away in Austinburg that was hit on the road. Alan told Claude to make sure our reflective gear is being worn. He said we want to make sure everyone is safe.

- g) Ken (chairman) discussed briefly the concerns from a gentleman regarding Van Slyke Rd. Ken directed this gentleman to apply for a permit from Mark. Ken discussed the stone bids his recommendation is - with Pick-up from Nelson Sand and Gravel, Benson Trucking & Simak Trucking – and to keep open and cinders from Arms Trucking. Trustees agreed also to keep the bids open as needed. Penn Ohio will be used for clean-up day.
- h) Dawn (fiscal officer) gave correspondence, po's, minutes and checks to sign. Dawn brought in Amerisearch contract for background checks. Ken okayed Dawn to sign contract. Dawn also said we are getting audited.

Ken made a motion to give Claude Koberik a 10% raise starting in May 2017 for the fire chief position, Troy 2nd all in favor Resolution # 33

Ken made a motion to go into executive session @ 8:30 pm. regarding Marks requesting session for personnel policy and procedures. Resolution #34

Roll call - Alan yes Troy yes Ken yes

Ken made a motion to go into regular session@ 9:00pm, Alan 2nd. All in favor resolution #35

Roll call- Alan yes Troy yes Ken yes

Ken stated they discussed personnel issues and a zoning position raise. They stated Mark is doing a good job in the zoning position.

Ken made a motion to give Mark Degan (zoning) a 10% raise for the zoning position starting in May 2017, Troy 2nd all in favor Resolution #36.

Ken Made a motion to approve the basic 36 hr. fire class for (3) employees for a cost up to \$2000.00, Alan 2nd all in favor Resolution #37

III. ADJOURNMENT

Troy made motion to adjourn the meeting,
Ken 2nd all in favor, **9:04**

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: Ken Kister