

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Minutes

1/2/2024

Fiscal Officer Tracy Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7:00** on **1/2/24** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance. Tracy stated our meetings are audio recorded & copies of the minutes are available

The following persons were present: **ALAN KOHTA, TROY VANEK, KIRK WHITE, JASON COY & TRACY KOHTA.**

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

Alan made a motion to approve 12/18/2023 meeting minutes. Troy 2nd. All in Favor.

Warrants #6402-6411 paid in the amount of \$2,836.23.

December Monthly EFT payroll \$4,338.81, \$1,903.10, \$1,697.52, Fire Dept. Runs \$1,607.54,
Fire Dept – Ambulance Transportation Program Grant. \$12,419.80
December Monthly receipts \$19,123.26

December Monthly Online Payments

IRS \$1,218.19 OH Treasurer \$202.18 OPERS \$2,255.61 Zito \$91.39 Windstream \$218.44
Illuminating Co. \$737.13 Waste Mgmt. \$164.88 Aqua \$13.00

Alan made a motion that Sheffield Township add newly elected trustee, Kirk White to sign on our checking and savings accounts at Andover Bank, Key Bank and Huntingtin Bank. In addition, we will remove signer Kenneth Kister, previous trustee. Troy 2nd, All in Favor. Resolution #3

Alan made a motion to reappoint Darrell Maines to the Zoning Commission for a five-year term ending December 31, 2028. Kirk 2nd, All in favor. Resolution #4

Alan made a motion to reappoint Ed Harriman to the Zoning Board of Appeals for a five-year term ending December 31, 2028. Kirk 2nd, All in favor. Resolution #5

Alan made a motion to name the Gazette as the newspaper of record for the purpose of official meeting notifications. Kirk 2nd, All in favor. Resolution #6

Alan 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. Kirk 2nd, All in favor. Resolution #7

Alan made a motion for the trustees to remain on salary for the year 2024, at a rate set by the State of Ohio out of the General Fund after the 14th of the month. Kirk 2nd, All in favor. Resolution #8

Alan made a motion to approved a \$1,000 blanket PO for misc. items from the Ashtabula County Highway Dept. for 2024 from the 2031 – Other Expense. Kirk 2nd, All in Favor. Resolution #9

Alan made a motion to approve super blanket purchase orders #1-29 for 2024 and listed the purchase orders by number. Kirk 2nd. All in Favor. Resolution #10

OPEN BUSINESS

1. Northeast fire district

I. DISCUSSION:

- a) Jason Coy (Fire Dept.) – Jason stated the district is working to have the wording ready to advertise the positions of Fire Chief and Fiscal Officer this week. Last year they ran 555 calls. Jason will contact the county concerning renewing the dispatch contract asking to be billed month to month. Shift calendar is filled and working with Kingsville to have full coverage. Jason had Medicount transferred. Jason would like trustees to reach out or tell the duty crew if they see something that needs done. Jason asked which trustee will be on the fire district. Alan agreed to attend the fire district meetings.
- b) Kirk White (Trustee) – Kirk thanked the trustees for welcoming him and making the transition easy. He is monitoring social media and saw a post from a Hines Rd. resident. Kirk felt Hines was not bad but Fink Rd. needs attention.
- c) Alan Kohta (Trustee) – Alan had a complaint on Maple between Sheffield and Gageville. Since then Mark has added stone and looks good. At the cemetery, Mark had filled in the hole at the recent burial. There must be a void in there since the hole is back.
- d) Troy Vanek (Trustee) – Troy stated that Mark talked to the county about using the boom mower to cut brush back on Fink, Hines and Pebbles for \$130/hour for the operator and mower. **Troy made a motion to approve the county for up to 5 days mowing \$5,500 at \$130/hour for the operator and machine out of 2011-330-599-0000 other expense. Alan 2nd. All in Favor. Resolution #11** Troy drove roads – the apron from the paved road to the dirt road is really bad between Maple & Griggs. he will talk to Mark in the morning.
- e) Tracy Kohta (Fiscal Officer) – Tracy passed purchase orders and checks to sign.

II. ADJOURNMENT

Alan make a motion to adjourn the meeting at 7:58 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: Troy Vanek