

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Regular Meeting Minutes

2/5/2024

Chairmen Troy Vanek called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7:00** on **2/5/24** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance. Troy stated our meetings are audio recorded & copies of the minutes are available.

The following persons were present: **ALAN KOHTA, TROY VANEK, KIRK WHITE, MARK DEGAN, JOHN NEWBOLD & TRACY KOHTA.**

Alan made a motion to approve 1/16/2024 meeting minutes. Troy 2nd. All in Favor.

Warrants #6419-6430 paid in the amount of \$17,597.58.

January Monthly EFT payroll \$1,623.07, \$4,429.26, \$1,704.79, \$2,036.22

January Monthly receipts \$23,399.81

January Monthly Online Payments

IRS \$8,759.03 OH Treasurer \$913.61 OPERS \$3,016.77 Zito \$91.39 Windstream \$218.45

Illuminating Co. \$704.27 Waste Mgmt. \$164.88 Aqua \$13.06

OPEN BUSINESS

1. Northeast fire district

I. DISCUSSION:

- a) John Newbold (Resident) – Mr. Newbold discussed his concerns with the event center on Dibble Rd. and does not want the traffic on the road. He is a farmer and it's already hard to get his equipment down the road. No functions have been held to date. Mark dropped off a variance application. He also has concerns with the traffic and safety issues by Brant's Apple Orchard. Mr. Newbold has to avoid Dibble Rd. already. Trustees will touch base with Brant's. Alan and Kirk explained the fire levy which will be on the next ballot.
- b) Mark Degan (Road, Cemetery & Zoning) – Mark started working in stone on the bad roads. The county is coming out tomorrow morning at 8:00 am to continue ditching on Hines and Fink Roads. The loader threw a code and won't go forward or reverse. He would like Southeast from Mentor to come out to look at it. **Alan made a motion to approve Southeast to come out and look at the loader with the repairs to be made out of the open PO from 2031-330-323-0000 if charges are less than \$5,000 to go ahead and get it fixed. Troy 2nd. All in Favor.**
Resolution #17 Mark stated the Mac Truck is back from Phil's Garage and ready for tailgating and ditching. Alan said there was an additional charge for a coil pack.
Alan made a motion to pay Phil's Garage an additional \$748.38 for the black MAC truck out of the open PO from 2031-330-323-0000. Kirk 2nd. Resolution #18
- c) Alan Kohta (Trustee) – Alan said that the stone Mark put in the potholes looks good in the beginning but after the couple days the stone is out and feels like a washboard. Mark has been out with the grader. Alan mention two trustees need to sign mileage at the county meeting on Thursday. Troy and Kirk agreed to go.
- d) Jason Coy (Fire Chief) – Alan received fire dept. report from Jason. The dept. has ran 93 calls to date. Kingsville has both squads down and is using unit #369. They should have one unit back by the end of the week. We are helping Kingsville cover shift when they are short staffed. They have 9 days that need covered and Sheffield/Monroe have 3 days. Alan will check with Jason that Kingsville will be paying for the 9 days. Unit #369 is back from oil change and getting the exhaust tail pipe fixed that was half off. The Kussmaul cover was replaced and needed covered to protect plug from the weather and tires were rotated. Unit #369 has an oil leak behind the brake vacuum pump and they recommended fixing the oil separator and MAP sensor along with the diesel intake system cleaner. The cleaning of the EGR system will improve the idle of the engine. Labor is \$600.90 and parts \$937.50 for a total of \$1,537.40. Jason is getting quotes to repair rear bumper and replacing 2 batteries. District meeting is 2-8-2024. The district interviewed 4 people for chief and 4 people for fiscal officer. The interview panel will make recommendation for both positions then the board will vote. Trustees went into executive session to discuss an employee issue.
Troy did roll call: Kirk White – yes Troy Vanek – yes Alan - yes.

Alan made a motion to return from executive session. Alan Kohta – yes Troy Vanek – yes Kirk White – yes. Discussion was on an employee issue – Fire Chief Jason Coy will handle the issue. **Alan made a motion to get Unit #369 fixed - oil leak from behind the vacuum pump, cleaning EGR system, oil separator and MAP sensor from Countryside from 2281-230-323-0000 open PO up to \$1,600. Troy 2nd. All in Favor. Resolution #19**

- e) Kirk White (Trustee) – Kirk discussed the car in ditch on Forest Ridge and Mark will have sheriff’s dept. look into it. He drove Pebbles and mowing looks good. There’s an old tv in the ditch on N. Pebbles and bedframe on Benetka. Kirk was asked by the resident in Forest Ridge about how Airbnb’s are handled. HOA should meet to review Airbnb’s rules.
- f) Troy Vanek (Trustee) – Troy drove a few roads - some are like railroads beds, some smooth and overall dry. Troy received a call from Dirk Kolasinski. His property is at Plymouth Ridge and Benetka Hill. He said the Amish went out and logged on John Rich’s property and dropped the tops of trees into the river. He is concerned about the erosion and flooding if the tops of the trees go down to the covered bridge. Mr. Kolasinski contacted Ohio Dept. of Natural Resources. Troy will contact the Soil Conservation to see if anything can be done.
- g) Tracy Kohta (Fiscal Officer) – The township received the 2024 NOPEC Community Grant for \$1,662 and has the 2023 Grant of \$2,335 available for a total of \$3,997 to use by the end of 11/2025. Tracy called Waste Management about reducing the cost of the dumpster. They will reduce the cost to \$100 but a new 3-year contract will start and the cost will go up to \$114 next year and \$130 the following year. To buy out the contract, it will be \$1,339. Other local companies are running around \$80/month with only a one-year contracts. Tracy is waiting to hear back from the prosecutor concerning terminating the contract. Tracy received the schedule B from the county for the revenue budget and she completed the certificate for the county. **Alan made a motion to submit the Certificate of Total Amounts from All Sources Available for Expenditures and Balances to the county per report given. Kirk 2nd. All in Favor. Resolution #20.** Tracy passed purchase orders and checks to sign. We received the retirement plaque for Claude but he was not able to attend the meeting tonight. Tracy moved the money to Huntington and closed the Key Bank account.

II. ADJOURNMENT

Troy make a motion to adjourn the meeting at 8:08 p.m. Alan 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.

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Minutes approved by: Troy Vanek