

# **SHEFFIELD TOWNSHIP BOARD OF TRUSTEES**

## **Meeting Minutes**

06/05/2017

**CHAIRMAN KEN KISTER** called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7PM** on **06/05/2017** 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, DALE HAYES, DAWN DIETZ, LARRY DOUGHERTY, ROB OCASIO & DAWN DIETZ

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

Troy made a motion to accept the minutes with the 3 corrections Alan 2<sup>nd</sup> Ken abstained – absent

Checks 4859-4867 in the amount of \$15367.06 were paid.

### **I. OPEN BUSINESS**

#### **1. Upcoming levies**

### **II. OPEN ISSUES**

- a) Larry Dougherty (resident) states he is interested to carrying on where his mother left off on Dewey Rd. He asked about the grant for Dewey Rd. – Ken stated we are still waiting to hear from the state.
- b) Dale Hayes (resident) benches are in at the cemetery.
- c) Don Dietz (resident) stated he wanted to discuss 2 issues. One issue was a rumor that he (Don Dietz) brought a gun to a meeting and threatened Mark because he was putting too much work on his wife (Dawn Dietz). Don clarified he was not accusing anyone at the meeting of spreading this but wanted it recorded that this did not happen and he has not been to a meeting in a long time. The trustees agreed. Ken did say that after the meeting around 11:30 at night Donnie did come down when he could not get ahold of his wife and was worried and he did see that he had one. Donnie asked the trustees if they do hear this rumor will they please shut the rumor down. The second issue that was discussed was his building on his property that was put up in 2015. This building was an agriculture building that he received a permit from Mike Kelly prior to building going up. Don discussed getting a certified letter from the county to stop all work going forward. Don asked why was the home owner not contacted first prior to this going to the county.
- d) Natalie Shauburger (zoning and fire) nothing
- e) Rob Ocasio (fire dept.) inquired about getting an emergency vehicle no parking sign for the big door. Ken will forward the message to his office to make a sign
- f) Claude Kobernik (fire chief) gave quote for safety vest. \$504 for 30 vests. **Ken made a motion for Ringer Screen printing 30 safety vest for \$504.00, Alan 2<sup>nd</sup> all in favor Resolution #43.** Claude discussed getting a safety bracket for the power squad to lock the squad in. **Alan made a motion to purchase this bracket for \$346.25, Troy 2<sup>nd</sup> all in favor Resolution #44.** Claude also stated they met with Workers Comp for the grant for the power cot. Rob to handle the paperwork for Workers comp. Claude said the floor is done in the kitchen.

- g) Mark Degan (road superintendent) stated Rte. 193 is shut down getting work done. Mark said he started roadside mowing. Mark also said April 1 is the cut off for footers in the cemetery. Mark also said there was another burial.
- h) Mark Degan (zoning) stated he was getting wrong numbers on his phone – so he changed number. Mark also apologized for the zoning issue with Don Dietz and he would like to speak with Donnie on this issue because he works with Dawn. Dawn discussed her concern regarding how this zoning was handled and why the homeowner wasn't contacted regarding the complaint. Dawn said when she called the county regarding the complaint they told her Dale Hayes called the complaint in.
- i) Troy (trustee) stated he had a complaint on Benetka Rd. regarding the dust. Troy also asked about the ad in the Star Beacon for Memorial Day – he said people called looking for it. Dawn said it was sent to the Star Beacon and the Gazette paper.
- j) Alan (trustee) thanked everyone who helped out for the Memorial Day event. Alan stated he would like to get a new speaker system. Alan to get quotes on a new speaker. Alan also discussed letting the Neal Post 743 park closer in the cemetery for Memorial Day. **Alan made a motion to donate \$75.00 to the Neal Post 743 and \$25.00 to the Edgewood Band, Troy 2<sup>nd</sup> all in favor Resolution#45.** Alan also discussed getting a speaker from Gageville Church in the future. Alan also said there was a dust complaint on Benetka Rd. – he asked Mark to call for brine. Ken said he still doesn't agree on salt brine. Dawn said she has literature from ODNR about salt brine. Dawn will forward the literature to the trustees. Alan gave ambulance pay printout.
- k) Ken (chairman) asked Dawn if she called on the propane – Dawn said they (Orwell Oil) own the tanks – the price we paid was from April – Ken said before we fill we should call and check prices. Ken said he is getting it for .92 cents. There was discussion on trustees pay. Dawn gave a letter to the trustees requesting the payroll by the first of the month.
- l) Dawn (fiscal officer) gave correspondence, po's, minutes and checks to sign. **Ken made a motion to pay for the porta potty for the covered bridge festival for \$70.00, Troy 2<sup>nd</sup> all in favor. Resolution#46** Dawn read a letter from Andover Bank for the public funds agreement – our past agreement was 5 yrs./\$1,000,000.00. **Ken made a motion to continue on with Andover Bank for public funds agreement, Alan 2<sup>nd</sup> all in favor Resolution #47.** Dawn gave Mark a new bond for the zoning position. Dawn gave Mark and Claude a letter regarding getting the receipts to the fiscal officer. Dawn discussed some of the audit findings and moving forward how the po's need to be handled. Dawn also stated she spoke with the prosecutor about selling cemetery plots and she said the fiscal officer is not responsible for selling cemetery plots. Dawn said she is recusing herself from this task. The cemetery sexton will be responsible for selling the plots and forwarded the records to the fiscal officer. Dawn asked Claude for a current roster and stated she is sending tax forms to everyone. Dawn asked about the starting pay John Griggs and she stated she sent tax forms to him but has not received them. **Troy made a motion to pay John Griggs (on call/per day) starting pay \$15.00, Alan 2<sup>nd</sup> all in favor Resolution#48** Claude said the two employees that we received background checks are social member and do not get paid. Dawn stated we still need a fraud letter signed. Dawn gave fraud letters to attending employees. Dawn discussed moving the files to offsite storage – Ken donated no-cost storage to the township for the township records. Dawn also asked Natalie Shauberger (zoning) to send her zoning meetings to the Star Beacon. Dawn will send the contact information for the Star Beacon to Natalie.

**Alan made a motion to put on the November ballot the 2.5 mill (increase of 1.0) Road and Bridge levy and to put on the November ballot the 2.0 mill Fire levy. Troy 2<sup>nd</sup> all in favor. Resolution#49**

Dawn asked the trustees about the procedures for complaints. Ken said at the state meeting they stated it needs to be in writing in order to be a true

complaint. Dawn said we have a complaint form on file – but very few are getting forwarded to her.

**Ken made a motion for Mark to purchase \$5000.00 stone out of the road and bridge 2031 fund, Troy 2<sup>nd</sup> all in favor resolution#50**

**Ken made a motion to go into executive session regarding employee related issues and background checks, Troy 2<sup>nd</sup> all in favor Resolution #51**

**Roll call Troy – yes, Alan – yes, Ken – yes**

**Ken made a motion to return from executive session Resolution #52**

**Roll call Alan-yes Troy – yes Ken – yes**

In executive session we went over background checks and legal issues for the fire dept.

### **III. ADJOURNMENT**

Troy made motion to adjourn the meeting,  
Alan 2<sup>nd</sup> all in favor, 9:04 pm

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

**X**

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Minutes approved by: Ken Kister