

# **SHEFFIELD TOWNSHIP BOARD OF TRUSTEES**

## **Meeting Minutes**

08/20/2018

**Vice- Chairman Alan Kohta** called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7PM** on **08/20/2018** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

The following persons were present: ALAN KOHTA, KEN KISTER  
DAWN DIETZ, MARK DEGAN, CLAUDE KOBERNIK  
& DALE HAYES

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

Ken made a motion to approve the minutes. Alan 2<sup>nd</sup>. All in favor.

Warrants 5109-5112 paid in the amount of \$1961.63

Monthly Receipts- \$36637.39

Monthly EFT payroll \$827.51, \$1837.94, \$1499.18 & \$2939.08

### Monthly Online Payments

Irs \$782.04 Treasurer \$183.82 Opers \$2120.43 The illuminating \$619.38

Aqua \$10.00 Waste Mgmt. \$86.28 Windstream \$267.92

Zito Media \$73.18 Verizon \$65.45

Andover Ambulance payment \$10571.99

Andover Mack Truck payment \$10571.99

Andover Ford Truck Payment \$2969.46

## **I. OPEN BUSINESS**

- 1. Nopec Grant pass resolution to use by the end of the year.**
- 2. Selling Unit 371 (est. worth \$40,000 to \$60,000)**

## **II. DISCUSSION**

- a) Dale Hayes (resident) nothing.
- b) Ken Kister (trustee) asked Claude if he has worked on the updates for the fire dept. employee manual – Claude said yes. Ken also said he and his guys have been working on cleaning up the area on Lilly Rd and Brown Rd. There was brief discussion on the township credit cards and our current policies. Dawn asked for receipts to be sent upon purchasing on the cards. **Ken made a**

**motion that Dawn (fiscal officer) must have receipts texted or emailed within the day of purchase and if they do not we will not authorize payment, Alan 2<sup>nd</sup> all in favor Resolution #46.** Ken also discussed the freezers and the ice machine running in the fire dept. and can some of the machines be consolidated and others shut off. Ken asked Mark did he speak to Amir (county) about the pipe that needs replaced – Mark said yes and the pipe is 36 inches. **Ken made a motion to purchase up to \$3500.00 for pipe and stone to fix the cross over pipe on Maple Rd and in Ron Benetka's Driveway. Alan 2<sup>nd</sup> all in favor Resolution #47.** There was also discussion on resurfacing vs. chip and seal on Maple Rd. Mark to check with Amir with the best option.

- c) Alan (Vice-Chairman) stated there was complaint on Dewey Rd. regarding dust and wash boarding. Alan also said the recycling bins are back. Alan said the cemetery did not look as good as it usually does. Alan said he is going to call Maurer's Mowing to follow up. Alan discussed a low spot on 2873 East Maple. Mark said he could build that area up with gravel. Alan asked Claude for his run reports for the fire dept.
- d) Mark Degan (road superintendent) stated he has been working in Pine Ridge. Mark said he received a call about an old monument in the cemetery. The caller was trying to locate old monuments in the old section. Mark said he told the caller he will do the best he can to try to locate them. Mark said he gave a permit to Mr. Snyder for an agriculture zoning for Lost River Farm. Mark stated as long as he does what the permit is issued for – it remains agriculture. Mark also discussed mailing a permit to Bojanowski. There also was discussion on getting permits for rebuilding after there was a fire. Mark discussed issuing violation (fees) to residents that do not comply with zoning laws. There was discussion on possibly assessing the resident's taxes if violations are not paid. Ken suggested sending a letter to the residents that are not complying
- e) Claude Kobernik (fire dept.) stated effective immediately there will be no more public hall rentals. He said he would honor the remaining two for the year. Claude said this does not pertain to township special events. Claude said the fire dept. members would also be able to rent the hall if needed. Claude said the hose testing was done. Claude discussed Unit 371 needs multiple repairs. **Ken made a motion to make the needed repairs on Unit 371 up to \$3400.00, Alan 2<sup>nd</sup> all in favor Resolution #48.** There also was brief conversation on selling Unit 371. Claude estimates its worth between \$40,000 to \$60,000. Claude also said the fire dept. association approved (3) loads of concrete (up to \$4000.00). Claude said the open house is scheduled and University Hospital is attending. Claude is getting a quote on Unit 372 for the actuator.
- f) Dawn (fiscal officer) gave trustees checks and correspondence. Dawn gave copies of the best practices credit card printout. Dawn also said the prosecutor is working on an opinion regarding paying off the ambulance from another

fund. Dawn gave a copy of a receipt from another township as an example to use for our township.

ADJOURNMENT

Ken made motion to adjourn the meeting, Alan 2<sup>nd</sup> all in favor, 8:37 pm

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

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Minutes approved by: Alan Kohta