

# **SHEFFIELD TOWNSHIP BOARD OF TRUSTEES**

## **Meeting Minutes**

01/22/2019

**Chairman Alan Kohta** called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7PM** on **01/22/2019** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

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

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

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

Warrants 5193-5201 the amount of \$7569.67 were paid

Monthly EFT payroll \$1456.34, \$3396.68, \$2667.45

Monthly Online Payments

Irs \$2007.13 Treasurer \$258.80 Opers \$2329.22 The illuminating \$741.06

Aqua \$10.00 Waste Mgmt. \$86.28 Windstream \$268.61

Zito Media \$74.25 Verizon \$65.63 Workers Comp payment \$2925.00 (prev Dec pymt voided)

### **I. OPEN BUSINESS**

#### **1. Cemetery Fees**

### **II. DISCUSSION**

- a) Claude Kobernik (fire chief) stated the banquet was a huge success and they had a good time. Claude asked Dawn to text him when the BWC grant comes through. Claude stated we didn't get the Marcs grant for the radios. He said the grant only went to Hartsgrove in the area. Claude said Unit 371 is almost ready. Claude said there is a FDIC class in Indianapolis he would like to attend for two nights for \$600.00. **Ken made a motion for Claude to attend the FDIC meeting in Indianapolis for a cost up to \$700.00 in April, Alan 2<sup>nd</sup> all in favor Resolution #12.** Claude also discussed using Marks snow blower to use around the fence next to the fire hall. Alan mentioned to Claude the last meeting he noticed a vehicle returning to the station and it was not rinsed off after, he also said he noticed them backing the vehicle in off the road. Alan just wanted to remind them of safety and taking care of the

vehicles. Ken said he also would like them to be on the both sides of the accident if the accident is on a curve. That way the public knows what is ahead of them. Claude also discussed ODOT has a class on highway safety for emergency personnel that our township will attending. Claude said tonight they are having a hazmat class.

- b) Mark Degan (road dept.) stated the heater went out in the shop and it difficult getting the cinders thawed. Mark said someone is dumping trash on Fink Rd.
- c) Troy (trustee) nothing
- d) Ken (trustee) stated he spoke with the bus garage about the buses needing to slow down. Ken said he salted the fire hall and Dibble Rd.
- e) Alan (chairman) stated he went to the county meeting – they discussed regional sewer and water lines. Alan also gave a flyer for the Remote Medical Free Clinic hosted at the Ashtabula Towne Square on April 5, 2019
- f) Dawn (fiscal officer) gave trustees checks, and correspondence. There was brief discussion on cemetery fees. There was discussion on credit card usage and passing a resolution regarding credit cards. Gave Auditor Bulletin 2018-03 and OTA sample credit card policy. There also was discussion on continuing getting email/picture receipts from the road and fire dept. credit card users.

**Ken made a motion for the Road Dept Superintendent and Fire Chief and the Cemetery Sexton can spend up to \$1000.00 monthly or \$250.00 per transaction per month non-PO spending that is not required for township resolution, if over \$250.00 they must need to notify a Trustee or Fiscal Officer, Troy 2<sup>nd</sup> all in favor Resolution #13**

**Ken made a motion to adopt sample OTA Credit Card Policy with allowing picture/email copies of originals, Alan 2<sup>nd</sup> all in favor Resolution #14**

ADJOURNMENT

Ken made motion to adjourn the meeting, Troy 2<sup>nd</sup> all in favor, 8:21 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: Alan Kohta