

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES
Regular Meeting Minutes
3/20/2023

Chairman Ken Kister called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7:00** on **3/20/23** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance. Ken stated our meetings are audio recorded and copies of the minutes are available.

The following persons were present: **KEN KISTER, ALAN KOHTA, TROY VANEK, MARK DEGAN, ROBIN PARSONS, MIKE KELLY, DARRELL MAINES & TRACY KOHTA.**

Alan made a motion to approve 3/6/2023 meeting minutes with the correction of the spelling of David. Troy 2nd. Both in Favor. Ken – Abstained.

Warrants #6185-6197 were paid in the amount of \$16,909.87.

OPEN BUSINESS

1. Review guidelines for grave purchases

I. DISCUSSION:

- a) Robin Parsons, Mike Kelly & Darrell Maines (Zoning) – The Zoning Board has been meeting twice a month to revise the zoning text. Jake Brand from the Planning Commission suggested sending sections of the revised text. The trustees will review and send the completed revisions to the planning commission. The trustees previously approve a new computer for the zoning board and Tracy will order. Robin copied the zoning text & amendments from the Recorder's Office. Trustees previously discussed the cost of permits and are satisfied with amounts. Mike talked about making a conditional use map and expired conditional use map for township use. When property is sold or when transferred upon death, the conditional use permit does not transfer. Mark is going to stop at a zoning meeting to inform board on issues in the township he has been having to include in the revisions. Trustees are happy with the zoning board working hard to improve the zoning text.
- b) Mark Degan (Road Dept) – Mark discussed blowing out a wheel bearing on the maintainer. **Alan made a motion for Mark to get spindles and bearings for both sides of the maintainer for estimated amount of \$1,100 out of the blanket PO for the road dept. Troy 2nd. All in Favor. Resolution #20** Mark spread all the stone he had available. He would like to use the asphalt grinding on the road and he is hoping to find a screener to rent. **Ken made a motion to appropriate out of 2021-330-420-1005 Operating Expense – Stone for \$10,000 for misc. aggregate stone. Alan 2nd. All in Favor. Resolution #21**
Cemetery – Mark called Dale Hayes with help with the John Rich burial. Grave sale for the Lane family. Trustees and Mark discussed grave prices and purchases made for family members. **Ken made a motion to change the cemetery pricing graves go to \$300 for a resident and \$600 for non-resident with a 2-maximum purchase at the residential rate. Troy 2nd All in Favor. Resolution #22.** Tracy will update cemetery regulations and include prices increase for bronze plaques. Zoning - lot split for the Bender Tree Farm for 4.25 acres. Discussed the ODOT sign grant and county will supply list of signs needed. Ken asked about a flashing sign for Plymouth Ridge - state has to approve.
- c) Troy Vanek (Trustee) – Troy drove roads with Mark after last meeting. Troy looked at the culvert by Yako's on Maple Rd. and said it looks ok. They also checked the ditch at Mr. Kleinhans's house.
- d) Alan Kohta (Trustee) – Tire amnesty day is May 13th from 9:00-1:00 at the Jefferson Fair Grounds. 22" tire and under – able to take up to 10 tires First 4 are free and the next 6 are a \$1.00 per tire. **Alan made a motion to have clean-up day May 13th from 8:00-12:00. Ken 2nd. All in Favor. Resolution #23** Alan would like the trustees & Mark to schedule a day to go out & evaluate the roads. He attended the County Township meeting with the prosecutor as the speaker. She mentioned questions can be submitted through the Matrix system. Alan is going to speak to Claude concerning rotating #371 into use and cleaning up roster for members not participating.
- e) Ken Kister (Trustee) – Ken mentioned the Health Dept. meeting Thursday night and plans on attending unless he's out of town.

- f) Tracy Kohta (Fiscal Officer) – Tracy discussed sending the appropriation & revenue budgets to the county. **Alan made a motion to send the final appropriations to the county based on the appropriation & revenue schedule. Troy 2nd All in favor. Resolutions #24**
Tracy passed purchase orders and checks to be signed.

Ken made a motion to go into executive session for employment proposes.

Roll call: Alan Kohta – yes Troy Vanek – yes Ken Kister – yes

Ken made a motion to return from executive session.

Rollcall: Alan Kohta – yes Troy Vanek – yes Ken Kister – yes

During executive we discussed the possibility to pay someone to work on the zoning board books for typing at \$20/per hour. **Ken made the motion to offer the \$20/hour to type the zoning text. Alan 2nd All in Favor. Resolution #25**

II. ADJOURNMENT

Alan make a motion to adjourn the meeting at 9:01 p.m. Troy 2nd, Both 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: Ken Kister