

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES
Regular Meeting Minutes
5/5/2025

Chairman, Alan Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at 7:00 pm on 5/5/2025 at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance. Alan stated meetings are audio recorded & copies of the minutes are available.

The following persons were present: ALAN KOHTA, KIRK WHITE, TROY VANEK, MIKE KELLY, ROB OCASIO & TRACY KOHTA.

Kirk made the motion to approve the 4/21/2025 meeting minutes. Troy 2nd. All in Favor.

Warrants #6660-6672 were paid in the amount of \$22,983.42.

OPEN BUSINESS

- 1. Northeast Fire District disbandment**
- 2. Re-establishing Sheffield Volunteer Fire Dept.**

I. DISCUSSION:

- II.**
- a) Rob Ocasio (Fire Chief) – Rob stated that the Kubota was damaged on a call going downhill and hit a rock. He received a estimate from Bortnick for \$1,993.21 for the knuckle assembly. The dept. may be able to turn in on the homeowner’s insurance policy. Rob received 2 quotes for the radios from Northeast Communications. He would rather not assign the radios out and would like to have a 6-unit base charger for \$730.88. The base radio is not compatible with the updates. The cost for a new base radio is \$2,952.44 which would include 2 years warranty and 5 years programing. Trustees discuss the uses for base radio and charging station. Rob also received a quote from Windstream for \$109.97 to change the internet from Zito to Windstream. The internet has been out for 3 weeks and the cameras are not working. The pagers are not programmed yet and will take another 1-2 weeks. Tones are needing corrected through MARCs. Rob has responded to 2 calls. Rob is checking into a grant to cover a basic EMT class for one of our volunteers or if the township will cover ½ or all of the class. Phil’s Garage fixed the power steering reservoir rusted on unit #372 Tanker and is back in service. Unit #363 needs an oil change and unit #369 truck will not lower when doors are opened. It may be electrical and need looked at by Myers Equipment. The dept. has a dual axel aluminum trailer 5 ½’ x 14’ that needs to go out for bid. Rob will get the info. to Tracy. Rob checked and hose and ladder testing needs completed. The pump testing is good until October.
 - b) Troy Vanek (Trustee) – Troy received a couple quotes from Mark for a new lawn mower. Cope has a residential mower and a 60” commercial grade. Mike will also look into getting a price from another place. He drove a couple roads and likes the look of how the grindings are going down. He received a couple calls from Baldwin Rd. residents about the culvert being put in. Troy went up and took a look but there’s not much to do because the resident is conforming to our zoning laws. Mark is also getting a price for replacement garage door for the shop and the grader’s cylinder.
 - c) Kirk White (Trustee) – Kirk thanked Mark, Rob and other 2 guys for helping with clean-up day. Ron Licata also brought donuts for clean-up day. It was a great turn-out even with all the rain. Alan and Kirk set-up the booths for voting also. He drove on Benetka Rd. and there was a washout.
 - d) Alan Kohta (Trustee) – Alan will let Mark know that there’s a lot of potholes on Pebbles Rd. before the bridge. He received the paperwork for the pre-application for the OPWC grant Phase II Maple Rd. grant. Alan also mentioned about getting grinding from the Rt. 193 resurfacing. Troy will contact Bill Strubbe to find out more information. Alan is hoping to attend the next zoning meeting and Kingsville next meeting. Mark’s annual review have been passed out and need completed for the next meeting.
Alan made a motion to reapply for the OPWC Phase II Maple Rd. grant. Kirk 2nd. All in Favor. Resolution #41
 - e) Mike Kelly (Zoning & Resident) – Mike wanted to state for the record, last year a couple of the zoning board received 1099s and were not happy. The zoning board in 2023, didn’t finish up until late in December and their time was not turned in until January of 2024. In 2024, they finished up early in December and time was submitted in December of 2024. Mike wanted the board to know if they heard anything that it was just a bad timing and was not Tracy fault and it was on his shoulders.

Jim Moyers spent about 1 ½ hours with Jake Brand from planning and the assistant prosecutor. They told Jim that anything dealing with land that is zoned agricultural is hands off even with a wedding venue or winery – hands are tied and even a barn turned into a venue. Mike passed a handout to the trustees of the Ohio Revised Code. Christine Davis (assistant prosecutor) – said trustees can have more effect with the fines for violations, moving it up to \$500. Mike is trying to find an alternate for the board. Mike would like to go into executive session for personnel issues.

Troy made a motion to go into executive session for personnel issues. Kirk 2nd.

Roll call: Troy – yes Kirk – yes Alan - yes

Alan made a motion to come back from executive session—personnel issues were discussed. Kirk 2nd.

Roll call: Troy – yes Kirk – yes Alan – yes

- f) Tracy Kohta (Fiscal Officer) – Tracy applied for the NOPEC Community - \$250 & Energized Grant. The Energized Grant is for \$1,613.

Alan made a motion to enter into the grant with NOPEC - \$1,613 is available for 2025 and \$3,997 received previously for a total of \$5,610. Troy 2nd. All in Favor. Resolution #42

Tracy thanked the trustees for turning in the questionnaire the auditor required. Mark is still needing to complete and Tracy will print him a copy. Tracy has been gathering required materials for the audit. This year’s audit was scheduled for a more in-depth audit – every 4 years it is required. Tracy had a meeting with the auditor today, the auditor mentioned that we have paid tax on a few of our purchases. She said that the township should not be paying tax on supplies or materials purchased. Her recommendation is if it continues, to take the credit card away. Previously, Mark and Rob have been given tax exempt forms for any vendor that is being used.

Troy made a motion to get the Kubota repaired by Bortnick out of 2901-220-323-0000 Repair & Maintenance. Kirk 2nd. All in Favor. Resolution #43

Troy made a motion to move forward with Kinetic Windstream and remove Zito. Alan 2nd. All in Favor. Resolution #44

- g) ADJOURNMENT

Alan made a motion to adjourn the meeting at 8:24 p.m. Kirk 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.

X

Minutes approved by: Alan Kohta