

SHEFFIELD TOWNSHIP BOARD OF TRUSTEES

Meeting Minutes

07/21/2014

CHAIRMAN Alan Kohta called to order the regular meeting of the **SHEFFIELD TWP. TRUSTEES** at **7PM** on **07/21/2014** at the **SHEFFIELD FIRE DEPT.**, followed by the Pledge of Allegiance.

The following persons were present: ALAN KOHTA, TROY VANEK, KEN KISTER, BARB & DAVE KRAY, BRUCE TURNER, JOE JANSON, MARK DEGAN, CLAUDE KOBERNIK, NATALIE SHAUBERGER & DAWN DIETZ

Alan stated our meetings are audio recorded.

Ken made a motion to accept minutes with the change of to fit fire gear (i) and also add said to Kenny said (m). Troy 2nd all in favor.

Warrants 4098-4106 in the amount of \$2875.56 were paid.

Receipts in the amount of \$1703.36 were deposited.

EFT payroll amounts for \$1460.00 were paid

IRS ONLINE \$736.94 OPERS ONLINE \$2272.66

ONLINE WASTE MGE \$75.21, AQUA \$41.50, WINDSTREAM \$318.90

VERIZON \$65.17

I. OPEN BUSINESS

1. **Waterline tap in fee.**
2. **Volunteer Fire Dept. Pay**

III OPEN ISSUES

- a) Joe (fire dept.) nothing.
- b) Natalie (zoning) had a zoning meeting last week. She will email future meeting dates.
- c) Claude (fire dept.) has personnel wanting to take EMT class. Alan said for EMT you need (6) months' probation. Joe and Sarah to take EMT class. Alan said we will pay all but \$100.00 then it is reimbursed after 1 year after passing EMT class. **Alan made a motion to pay for EMT class for Joe & Sarah under standard policy of we will pay all but \$100.00 then it is reimbursed after 1 year after passing EMT class, Troy 2nd. All in favor Resolution #54.**
Claude asked the township to send a "reimbursement to the township letter" on township letterhead to personnel that the township has paid for their class but haven't finished.
Claude also asked the trustees to consider a new squad; Bill Strubbe is in the process of looking at squads in the next few months. Claude feels our squad is showing its age. A new squad is around \$150,000. Claude also asked about the status of the dept. Alan said we are moving forward.
- d) Dave (fire dept.). Stated Pine Lake went good, no personnel were injured or equipment damaged. Dave said received the first set of fire boots.
- e) Barb (fire dept.) asked what about the fire dept. people that work and can't get to the background check office. Alan said the background office can make arrangements. She also asked to have a list of who has already had a background check done.
- f) Mark (road dept.) Stated he started ditching Joe Allen's property. Joe Allen's sons property pipe needs cleaned out. Mark has been birming Dibble Rd. Ditched out area on Maple Rd. Mark would like metal delineators for Dibble Rd. Mark to order (10). Resident on Evergreen Dr. ditch is eroding property.

Mark stated getting a lot of ditching done. New house on Hines Rd is filling in ditches.

- g) Ken (trustee) stated EPA called about cinders. We have to get cinders tested before we bring them in. The EPA will test them. Kenny said he has the cemetery maps on his computer they were done by his drafts person. Kenny will provide the township and Dale Hayes a copy on a zip drive. In the future we will get the maps smaller and more manageable. Dawn said we need to go to the cemetery and go row by row to update maps. Kenny said we can take turns. Kenny met with Tom Fleming and Nick Wayman regarding a green cemetery. Ken asked Alan did he send our zoning text – Dawn to forward text in an email. Kenny submitted a \$500.00 grant to Otarma. Kenny said when Mark was ditching Mr. Allen’s ditch, he bumped Joe Allen’s neighbors mail box and there was a complaint. Kenny didn’t see anything. Alan also looked but didn’t see anything. Kenny and Alan do not feel it is damaged.
- h) Alan (chairman) asked is the fire dept. going to dispose of the freezer. They will. Alan spoke with Nick about cemetery – he said Patty worked on cemetery map at Smolen Engineering at that time. Alan sent a letter to the prosecutor for the water line – she suggested having the trustees come in for a discussion. Alan would like a work session for fire department policy and procedures. July 28, @ 7pm is scheduled time for the work session. Dawn to advertise. Kenny stated we need to get a fire policy together and the fireman hired. Alan asked Dawn to provided Mark with an employee policy manual. **Alan made a motion to go into executive session for personnel matters @ 8:45pm, Resolution # 55. Alan made a motion to return to regular session @ 10:05 pm Resolution #56.** Alan stated in executive session we went into results from background checks and drug testing. Discussion also on Mark writing down hours worked on his time sheet and other personnel issues.
- i) Dawn (fiscal officer) gave trustees checks and correspondence. Dawn asked for a resolution to go with Frank Gates for our workers compensation. **Ken made a resolution to continue with Frank Gates for our worker’s compensation discount, Alan 2nd all in favor. Resolution #57**

There was discussion on letting Dean Bowers go do to complaints on not be able to get in get in touch with him and him unable to make the zoning meetings.

Troy made a motion to ask Dean Bowers for his resignation, Ken 2nd. All in favor Resolution #58.

II. ADJOURNMENT

Troy made motion to adjourn the meeting, Kenny 2nd all in favor, 10:20 pm. Minutes submitted by Dawn Dietz (fiscal officer), I hereby certify there are sufficient funds in the depository to pay the above warrants.

X

Minutes approved by: Alan Kohta