

LAGRANGE TOWNSHIP TRUSTEES

April 11, 2022 (Corrected by Kimberly Carter on 04/06/2024)

This was a regular scheduled meeting of the LaGrange Township Trustees. Burnett called the meeting to order at 7:00pm with all Trustees present followed by the Pledge of Allegiance.

Discussion on meeting minutes for 02/28/22, 03/14/22 and 03/28/22. Poling said there were changes that were made for 02/28/22 and she printed it out for approval. Canfield said that she doesn't have copies of the 03/14/22 and 03/28/22 in her packet.

Canfield motioned to hold the meeting minutes for 02/28/22, 03/14/22 and 03/28/22 and approve them at the next meeting with the understanding that Poling will email copies to all the Trustees for review, Gardner seconded the motion, roll call – all yes.

PUBLIC COMMENT

None

ROAD AND CEMETERY

Mike Forman was present and reported the following:

Salt Contract – Sent the contract in and received confirmation email.

Biggs Rd Crack & Seal – Mike emailed Terry at Melway and Norris. Has called several times over the past year and he assures me it's in our contract.

Chip & Brush – started today which is the 2nd and 4th Monday's of the month. Burnett asked where they are putting it, Mike said wherever they can for now. Burnett asked where they put today's, Mike said they gave to two residents – one in Pheasant Run and one on Parsons Rd.

Cemetery – sold 2 full lots, 1 burial

Mike reached out to Crest Fence and requested an email, but did not get a response. Mike suggested finding someone else to do the work for the insurance claim, it has been over a year. Gardner said that since it's been so long and prices have gone up, the insurance claim will be deficient in covering expenses. Trustees asked Mike to make some calls.

Burnett asked for an update on Parsons Road ditch, Mike stated that is the County's responsibility and he called them to clean it.

Burnett announced he received a letter of resignation from Mike Foreman from the Road Department effective April 22, 2022. Burnett also announced he received a letter of resignation from Marty Squire from the Road Department, effective April 22, 2022.

Canfield motioned to accept the letters of resignation from Mike Foreman and Marty Squire, Gardner seconded the motion, roll call – all yes.

FIRE

Chief Rader was present and reported the following:

Chief Rader gave an update on fire calls for the month of March 2022 – 2 building fires, 1 motor vehicle fire, 1 EMS assist, 64 EMS calls, 3 MVA no injuries, 2 gas leaks, 1 shorted wire, 4 public service canceled (2 were mutual aid) and 1 malfunctioning smoke detector. Canfield asked for an explanation of a public service call, Chief Rader said it's anything done for the public, such as loose hanging wires, etc. Canfield asked if the gas leaks were from them blowing off or actual leaks, Chief Rader confirmed they were gas leaks and one was at the Village. They had a slight odor, but couldn't find anything so advised them to call the gas company.

Chief Rader obtained a quote for side steps for the new truck including clasps and a bug shield from Auto Details in Elyria which came to \$840.10. Canfield asked if Chief Rader obtained any other quotes, he confirmed he did not as Auto Details has done work for the fire department prior and they are pleased with the work they do.

Burnett motioned to approve the purchase of side steps with clasps and a bug shield from Auto Details in the amount of \$840.10, Gardner seconded the motion, roll call – Burnett, Gardner - yes, Canfield - no. Motion carries. Canfield stated we need to obtain more than one quote.

Chief Rader obtained a quote from Dynamic Signs and Wraps in Amherst for signage on the truck in the amount of \$500.00. This is the same company that did the signage on the road truck. Burnett asked if that was the going rate. Chief Rader said that was pretty cheap and that he is designing an emblem for the back doors and installing it.

Gardner motioned to approve the purchase of the decal and lettering on the pickup truck from Dynamic Signs and Wraps in the amount up to \$500.00, Burnett seconded the motion, roll call – Burnett, Gardner - yes, Canfield - no. Motion carries. Canfield stated we need to get more competitive bids for these purchases.

EMS

Todd Straub was present and reported the following:

Todd Straub gave an update on EMS calls for the month of March – 64 calls - 6 fire standby, 9 no treats, 38 ALS, 11 BLS.

Burnett asked about how staffing is. Todd said that everything is covered for the most part.

ZONING

Vince Sigmund was present and reported the following:

Permits - James Denham, 18742 Diagonal Road, storage building; Christy Lunn, 17555 Indian Hollow Road, fence.

Biggs Rd Building - sound system has been completed as of Saturday. One thing that was suggested - there is a drop box in the stage area in the front which has an outlet in it. If we want the outlet to work, we will need to run the wiring to the basement to get power. If not, we plug our computers into the back wall. Ordered a mic system with 8 mics and 1 wasn't working properly which was called in for a replacement. Still haven't heard back about a start time for the steps, will call again. Siding and windows will be starting next Monday at 8am. Vince asked if the concrete has been poured on the corner, Burnett said it isn't going to be done with concrete, just back filled. Discussion on when the township will start having meetings there as we have an occupancy permit and everything inside is done. Vince is going to do the training in the next day or so with the mic system.

Vince had a discussion with Jason, lives next door to the new township building, and he has done some more ditch cleaning. He is running a drain tile from the back of his property to the front and said the township can tap into it if we want to. Burnett said that he pulled the most current survey from the county and from the back of both the township property and Jason's property is the same elevation as the front, so how do you run a pipe with no fall which is about 1000'. Vince suggested Burnett go talk to him about it. Also, talked about plugging the catch basin in the back that is Village property. Also, talked about plugging the catch basin in the back that is Village property. Burnett will discuss with Mary Kay at the Village. Gardner questioned where the 6" tile originally went and if the Village made provisions for drainage when building. Jason said that he found some paperwork that his property was supposed to be sold with the golf course and that may be why that pipe was sticking out of the ground waiting to further develop.

Also discussed was flooding issues on Wheeler and Rt 303 where Mrs. Cambell complained about Brian Durante. Vince went out and observed a couple puddles in Brian's yard while it was raining, but her yard was dry with no puddles at all. There was no sign of standing water on her property. Burnett said that the state would need to clean out their pipe. Brian has built a barn and a pond, but has taken care of the excess water. Canfield said that behind their properties is a ditch the McConnell's had filled in and wondered if between the ditch that goes to the tracks and the ditch at the road there is nowhere for the water to go. Brian's neighbor to the West has a permanent swamp in the back of his yard which spreads to everyone's back yard. Burnett clarified that McConnell's ditch is on the North side of Rt. 303 and they are looking at the South side of Rt. 303. Canfield to call and talk to Mrs. Campbell.

Vince has been checking on companies to replace the sign on the circle. The one company said that if an electronic sign was mounted to the existing pillars it would look like Las Vegas because it would be so big. Got a quote of \$15,000.00 for a smaller one mounted which would be similar to Carlisle Township's sign. Another company could do the smaller electronic sign but we would have to mount it ourselves for the amount of \$3,500.00. Trustees agreed to continue looking into sign options.

FISCAL OFFICER

Kathy Poling was present and reported the following:

March bills were presented in the amount of \$78,325.23.

Canfield motioned to pay the bills as presented, Gardner seconded the motion, roll call – all yes.

Correspondence – Received letter from LaFarge that they are doing fuel charges, given to Mike Foreman. Received letter from the County Auditor regarding two parcels owned by the township on Diagonal Road, Trustees said it's the cemetery, but was supposed to be combined into one parcel. Received a certificate of occupancy for Biggs Road Complex. Received response from Sams Club regarding our request not to renew our membership. Received letter from County Commissioners on load limit reduction on Biggs Rd. Received a Lorain County highway use permit for Indian Hollow Road for installing a gas line, Trustees asked Poling to file it. Received a response from RITA, need to send hard copies of W2's along with Form 17 for 2018 to them by mail. Received a report on Workers Comp claims from Sedgewick. Rader asked if there are new cards for Sedgewick, Poling will check into that. Received a request from the County Auditor's office to make an amendment to set up the Fire Fund we used for the fire on Webster Road. They said that the account was never setup before, but we thought it was setup before for the fire on Indian Hollow (Sprouse). Poling said that the way Amy showed her how to set it up was different than the way Roberta did it. In order to setup the fund and approve the

\$5,000.00, there needs to be a motion. Canfield asked if the \$5,000.00 in Escrow is for a specific fire, does there need to be an account setup for each one. Poling said she needs a motion to set it up according to the Auditor's office. Canfield asked Poling if she asked for clarification on whether individual accounts need setup for each fire. Poling said she didn't ask, but she will. Rader said that it seems unlikely because cities get checks all the time for fires. Vince said that Roberta said it's a 9000 account setup for all fires. Poling confirmed that what they used. Canfield said that you can have a 9000 general account and have a 9000 sub account, so they may want a sub account setup for each fire.

Canfield motioned to establish a 9000 Insurance Fire Account for Webster Road fire, Gardner seconded the motion, roll call - all yes.

Poling asked the Trustees if a decision was made on Amy Richards salary as an assistant to the fiscal officer, Trustees will discuss in an executive session.

RURAL WATER

Roger Kuhl said there is a meeting Wednesday. Received a copy of the blanket hydrant agreement from Joe – price is \$6,323 per hydrant. Joe would like the Trustees to review the contract and let him know what they think and he can present a formal copy. Canfield said this is an auto-renewal. Canfield asked Poling if there is a multiple-year calendar in UAN. Poling doesn't know. Canfield would like to establish a Tickler file that alerts when auto renewals with any contracts – Salt Contract, Billing of Salt to the school, weight limits, cemetery contract with the Village, etc. Poling will check into it.

LORCO

Gardner will attend a meeting this Thursday, will give update at next trustee meeting. Did LORCO give us a letter about making people tie-in at Parsons & Indian Hollow Rd, Gardner said just from the Health Department. The Health Department mandated it. NOACA changed the FPA to accommodate that section.

PARK BOARD

Canfield introduced Russell Reising, he will be the new park board member. Russ has lived in Pheasant Run for about 8 years, has been an electrician for 37 years, has 3 adult daughters and wanted to get more involved in the Township.

Canfield motioned to appoint Russell Reising to the position on the park board held by Mark Burnett and Mark will continue to support the park board and attend meetings until he moves, Gardner seconded the motion, roll call - all yes.

The Village hasn't gotten anyone for the board, Roger said they are working on it. Discussed the by-laws about having 5 board members and how they rotate appointments. Vince asked if the Village has to officially appoint someone even though they're from the Township. Canfield said that the by-laws need to be updated. Roger thanked the Township for the \$35,000.00 to help fund the park. Canfield said there has been better communication since Roger has been on the park board, especially with the school using the ball diamonds and Hot Stove. Canfield also said that there have been no contributions to the use of the park from Hot Stove or the School. Canfield received a complaint from someone that walks the park often and said that the park should consider banning dogs from the park if owners can't clean up after them. There have been several dog waste receptacles. Roger was approached by residents about putting in a dog park area, to which the Village and Township declined. Roger asked if the drainage issue was done by Blakesly. Burnett said it's done, but need to check on one little section about putting a pipe in or a swale. Youth soccer asked if they could put two more fields in. Discussions about potential areas to put in additional soccer fields. Canfield would like to get a map or aerial view of where everything is because there is interest in pickle ball and other activities. Roger said that Dan is supposed to let us know about putting concrete in for the donated pitching machines with nets. Burnett said there are a lot of grants out there, but you have to match a percentage. Roger said that KEY has some programs. Burnett would like to compensate the park board members \$40.00 per meeting with the Village paying half. He said that he would like to add it to the money the Village and the Township pays the park to cover this expense and he will present that to the Village. Canfield suggested asking Debbie to add it as a line item when the board works on the budget so she can figure out how many meetings there are per year as they go down from 2 meetings per month to 1 meeting per month in the fall.

Burnett asked if they should bring Ted Younglas back as seasonal help to start fixing broken down equipment. Burnett asked Mike Foreman if Ted is not brought back, would he have someone he could send down to the park for a couple of weeks to help. Mike Foreman said that he could do that for a couple of weeks. Canfield asked if there were any other applications for seasonal employment, Gardner said they haven't advertised for it either. Mike said they've called Melissa and she said that there is nothing going on, Burnett will confirm with Melissa.

TRUSTEE COMENTS

Canfield asked where the township is with mowing contracts including the shared expense with the Village. Burnett said they are getting the same person the Township is using. Canfield said this will be another annual contract, asked Poling to add that to the tickler file.

Canfield said we need a contract between the Township and the Village and the Township and Done Right Lawn Care. Burnett said that Dave quoted him \$100 for both cemeteries to pick up trash which would be a one-time fee.

Canfield motioned to hire Done Right Lawn Care to do a combined spring cleanup of Rockwood and River Road cemeteries at the amount of \$100.00, Burnett seconded the motion, roll call – all yes.

Discussion on fees for Done Right Lawn Care to do regular mowing, cost of \$375.00 per mowing for both cemeteries which is up \$25 per mowing because of gas. Russ Reising asked if that was as needed or set schedule of once per week. Burnett said it will be as needed, so normally weekly in the spring and tapers off in the summer. Gardner said it also includes line trimming. Burnett said Dave sometimes throws in some extras like trimming a tree.

Burnett motioned to hire Done Right Lawn Care at \$375.00 per mowing as needed for both Rockwood and River Road Cemeteries upon signing of a contact and proof of insurance, Canfield seconded the motion, roll call – all yes.

Canfield asked about how search for a road roller is progressing, Burnett researched online and found a variety of rollers ranging from \$7,000 to \$200,000, so we need to go on there and pick one that is within our budget. Burnett also checked on rentals and only found one guy that does that in Ohio, but normally asphalt companies rent them for the summer. Canfield said they discussed in a work session to consider partnering with Elyria and Carlisle Township on the purchase of a used road roller or signing a contract with us to rent the roller to them. Trustees agreed that a discussion with the two townships would be beneficial. Mike Forman informed the Trustees a bill will be coming for some parts for fixing the road grater that Carlisle Township owns that the Township shares. The Township's cost will be about \$1,000.00. The Township has a road agreement with Carlisle Township that spells out the shared expenses. Canfield asked where a copy of that contract is and stated it should be updated each year. Gardner asked Foreman if he remembers how many times we have had to share costs with the other townships, Foreman couldn't confirm any numbers. Gardner suggested that rather than charge rent for a roller, maybe just draw up a contract for mutual maintenance and shared expenses.

EXECUTIVE SESSION

Burnett made a motion to go into executive session to discuss personnel issues at 8:35 pm, Canfield seconded the motion, roll call – all yes.

Burnett made a motion to adjourn executive session at 9:03 pm with no action taken, Gardner seconded the motion, roll call – all yes.

With no further business regular scheduled meeting of LaGrange Township Trustees was adjourned at 9:04 pm.

Rita Canfield Chairman

Kim D.C. Kimberly Carter, Secretary