

LaGrange Township Trustee Meeting Agenda

February 12, 2024

- 1) Call to Order by Chairman Rita Canfield
- 2) Pledge of Allegiance
- 3) Motion to approve minutes of previous meeting(s)
January 24, 20: 3/14/22, 3/28/22, 4/11/22, 4/25/22, 11/14/22,
12/28/2022 , 1/22/24
- 4) Public Comment
- 5) Department Reports
Road/Cemetery Kyle Osborne
Fire James Rader
EMS Todd Straub/Carl Walter
Zoning Vince Sigmund
- 6) Reports from Elected Officials
Fiscal Officer Kathy Poling
-Motion to approve the bills
Trustee Rita Canfield
Trustee Gary Burnett
Trustee Roger Kuhl
- 7) Other Reports
-Rural Water Roger Kuhl
-LORCO
- 8) Park Board Rita Canfield
- 9) Old Business not Already Covered
- 10) New Business not Already Covered
- 11) Audience Questions / Comments
- 12) Executive Session (if needed)
- 13) Adjournment

Payment Listing

1/23/2024 to 2/12/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
61-2024	01/26/2024	01/22/2024	EP	LISA CANITIA	\$1,150.14	O
62-2024	01/26/2024	01/22/2024	EP	SHAWN CHEATHAM	\$728.06	O
63-2024	01/26/2024	01/22/2024	EP	MELISSA CONRAD	\$923.85	O
64-2024	01/26/2024	01/22/2024	EP	DONALD CYRUS JR	\$392.63	O
65-2024	01/26/2024	01/22/2024	EP	KELLIE A DEULLEY	\$287.44	O
66-2024	01/26/2024	01/22/2024	EP	Conrad Doehne	\$17.97	O
67-2024	01/26/2024	01/22/2024	EP	Michael P Foreman	\$29.46	O
68-2024	01/26/2024	01/22/2024	EP	Bruce V Fortune	\$1,569.06	O
69-2024	01/26/2024	01/22/2024	EP	J MICHAEL HORNBY	\$1,513.94	O
70-2024	01/26/2024	01/22/2024	EP	DAVID JOHNSON	\$316.04	O
71-2024	01/26/2024	01/22/2024	EP	MICHAEL KEMPert	\$857.71	O
72-2024	01/26/2024	01/22/2024	EP	ANDREW LILLER	\$1,129.84	O
73-2024	01/26/2024	01/22/2024	EP	BRENNAN A MUHIC	\$516.84	O
74-2024	01/26/2024	01/22/2024	EP	JERRY P NORTON	\$579.60	O
75-2024	01/26/2024	01/22/2024	EP	Kyle Osborne	\$1,786.69	O
76-2024	01/26/2024	01/22/2024	EP	BRITTANY J PAXTON	\$408.58	O
77-2024	01/26/2024	01/22/2024	EP	JAMES L. RADER	\$327.68	O
78-2024	01/26/2024	01/22/2024	EP	JASON M SMITH	\$264.78	O
79-2024	01/26/2024	01/22/2024	EP	TODD B. STRAUB	\$219.71	O
80-2024	01/26/2024	01/22/2024	EP	EVAN B THOMAS	\$2,214.32	O
81-2024	01/26/2024	01/22/2024	EP	MATTHEW THOMPSON	\$760.05	O
82-2024	01/26/2024	01/22/2024	EP	CARL WALTER	\$289.36	O
87-2024	01/31/2024	01/31/2024	EW	INTERNAL REVENUE SERVICE	\$2,495.22	O
88-2024	01/31/2024	01/31/2024	EW	OHIO DEFERRED COMPENSATION	\$205.00	O
89-2024	02/09/2024	02/07/2024	EP	GARY L BURNETT	\$700.60	O
90-2024	02/09/2024	02/07/2024	EP	RITA T CANFIELD	\$780.82	O
91-2024	02/09/2024	02/07/2024	EP	LISA CANITIA	\$1,216.96	O
92-2024	02/09/2024	02/07/2024	EP	SHAWN CHEATHAM	\$844.27	O
93-2024	02/09/2024	02/07/2024	EP	MELISSA CONRAD	\$620.86	O
94-2024	02/09/2024	02/07/2024	EP	DONALD CYRUS JR	\$392.63	O
95-2024	02/09/2024	02/07/2024	EP	KELLIE A DEULLEY	\$411.25	O
96-2024	02/09/2024	02/07/2024	EP	Michael P Foreman	\$111.92	O
97-2024	02/09/2024	02/07/2024	EP	Bruce V Fortune	\$1,547.61	O
98-2024	02/09/2024	02/07/2024	EP	J MICHAEL HORNBY	\$799.42	O
99-2024	02/09/2024	02/07/2024	EP	MICHAEL HORNBY	\$422.57	O
100-2024	02/09/2024	02/07/2024	EP	DAVID JOHNSON	\$228.85	O
101-2024	02/09/2024	02/07/2024	EP	MICHAEL KEMPert	\$605.02	O
102-2024	02/09/2024	02/07/2024	EP	ROGER KUHL, JR.	\$750.60	O
103-2024	02/09/2024	02/07/2024	EP	ANDREW LILLER	\$1,066.68	O
104-2024	02/09/2024	02/07/2024	EP	BRENNAN A MUHIC	\$1,221.13	O
105-2024	02/09/2024	02/07/2024	EP	JERRY P NORTON	\$194.96	O
106-2024	02/09/2024	02/07/2024	EP	Kyle Osborne	\$1,774.25	O
107-2024	02/09/2024	02/07/2024	EP	BRITTANY J PAXTON	\$434.66	O
108-2024	02/09/2024	02/07/2024	EP	KATHY POLING	\$1,242.64	O
109-2024	02/09/2024	02/07/2024	EP	JAMES L. RADER	\$1,169.91	O
110-2024	02/09/2024	02/07/2024	EP	VINCENT M SIGMUND	\$1,063.77	O

Payment Listing

1/23/2024 to 2/12/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
111-2024	02/09/2024	02/07/2024	EP	JASON M SMITH	\$526.20	O
112-2024	02/09/2024	02/07/2024	EP	TODD B. STRAUB	\$752.17	O
113-2024	02/09/2024	02/07/2024	EP	FRED SWANSON	\$101.56	O
114-2024	02/09/2024	02/07/2024	EP	EVAN B THOMAS	\$1,738.83	O
115-2024	02/09/2024	02/07/2024	EP	MATTHEW THOMPSON	\$788.57	O
117-2024	02/12/2024	02/10/2024	EW	OHIO DEPARTMENT OF TAXATION	\$1,425.16	O
118-2024	02/12/2024	02/10/2024	EW	REGIONAL INCOME TAX AGENCY	\$333.44	O
119-2024	02/12/2024	02/10/2024	EW	INTERNAL REVENUE SERVICE	\$3,285.73	O
120-2024	02/12/2024	02/12/2024	CH	LAGRANGE UTILITIES	\$71.49	O
121-2024	02/12/2024	02/12/2024	CH	LAGRANGE UTILITIES	\$191.97	O
122-2024	02/12/2024	02/12/2024	CH	LAGRANGE UTILITIES	\$1.06	O
123-2024	02/12/2024	02/12/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$153.31	O
124-2024	02/12/2024	02/12/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$304.51	O
125-2024	02/12/2024	02/12/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$161.20	O
126-2024	02/12/2024	02/12/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$96.02	O
127-2024	02/12/2024	02/12/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$557.45	O
128-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$78.46	O
129-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$109.75	O
130-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$84.74	O
131-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$273.58	O
132-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$76.30	O
133-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$167.82	O
134-2024	02/12/2024	02/12/2024	CH	OHIO EDISON	\$385.54	O
135-2024	02/12/2024	02/12/2024	CH	MARATHON FLEET	\$1,158.75	O
136-2024	02/12/2024	02/12/2024	CH	REPUBLIC SERVICES	\$178.29	O
137-2024	02/12/2024	02/12/2024	CH	BANKCARD CENTER	\$1,093.89	O
34574	02/12/2024	02/12/2024	AW	TRICO OXYGEN COMPANY	\$150.35	O
34575	02/12/2024	02/12/2024	AW	COLES ENERGY , INC	\$896.00	O
34576	02/12/2024	02/12/2024	AW	BOUND TREE PARR, LLC	\$1,088.04	O
34577	02/12/2024	02/12/2024	AW	NICK ABRAHAM AUTO MALL	\$11.44	O
34578	02/12/2024	02/12/2024	AW	ORLO AUTO PARTS	\$560.29	O
34579	02/12/2024	02/12/2024	AW	VERIZON WIRELESS	\$55.13	O
34580	02/12/2024	02/12/2024	AW	COMDOC	\$18.60	O
34581	02/12/2024	02/12/2024	AW	LAGRANGE HARDWARE	\$374.74	O
34582	02/12/2024	02/12/2024	AW	LORAIN COUNTY FIRE CHIEFS ASSOCIATI	\$1,200.00	O
34583	02/12/2024	02/12/2024	AW	LORAIN COUNTY FIRE CHIEFS ASSOCIATI	\$100.00	O
34584	02/12/2024	02/12/2024	AW	BRACKEN INSURANCE AGENCY	\$4,811.00	O
34585	02/12/2024	02/12/2024	AW	XEROX FINANCIAL SERVICES	\$101.92	O
34586	02/12/2024	02/12/2024	AW	DOOLEY GEMBALA MCLAUGHLIN PECORA	\$1,350.00	O
34587	02/12/2024	02/12/2024	AW	Z PROTECTION SERVICES	\$92.95	O
34588	02/12/2024	02/12/2024	AW	LORAIN MEDINA RURAL ELECTRIC	\$156.13	O
34589	02/12/2024	02/12/2024	AW	JAMES RADER	\$28.99	O
34590	02/12/2024	02/12/2024	AW	JOSH SAMPSELLS	\$100.00	O
34591	02/12/2024	02/12/2024	AW	DANIEL J. TALAREK	\$372.10	O
34594	02/12/2024	02/12/2024	PR	KIMBERLY CARTER	\$138.04	O
34595	02/12/2024	02/12/2024	AW	DANIEL J. TALAREK	\$6,838.16	O

Payment Listing
1/23/2024 to 2/12/2024

Total Payments:	<u>\$69,125.02</u>
Total Conversion Vouchers:	<u>\$0.00</u>
Total Less Conversion Vouchers:	<u>\$69,125.02</u>

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

LAGRANGE TOWNSHIP TRUSTEES

February 12, 2024

This was a ^{regular scheduled} ~~rescheduled~~ meeting of the LaGrange Township Trustees. Canfield called the meeting to order at 7:00pm with all Trustees present followed by the Pledge of Allegiance.

Kuhl motioned to approve the minutes of the last meeting 01/22/24, Burnett seconded the motion, roll call – all yes.

Public Participation

Jackie Elsleger – Jackie is an autism advocate and works with the Attorney General's office to bridge the gap between autism and first responders. She asked for permission to allow Assistant Chief Mike Hornby to appear and participate in a video that is being produced. This video will be used throughout the state of Ohio with the Attorney General's office. Jackie also asked for permission to use the property just north of the fire station that LaGrange Township recently purchased to film a couple of scenes for the video in conjunction with the Lorain County Sheriff's Office. The Trustees feel that this would be a liability as the house is set to be torn down. Canfield asked if they need inside the house or if it's only going to be outside. Jackie said they will need inside the house to setup the two scenarios they are filming and understand about liability insurance. She will check with the Attorney General's office as well.

Canfield motioned to approve Assistant Chief Mike Hornby to participate and assist with the project, Kuhl seconded the motion, roll call – all yes.

Jackie also wanted to give praise to Shawn Cheatham for doing a fantastic job at a recent call with her son, who is on the autism spectrum. He handled him well and was very accommodating to his needs.

Mary Kay Gates – presented contract from Done Rite Lawn Care to the Trustees for the joint contract for the cemetery. Canfield asked Kathy to make copies of the signed contract and give the original back to Mary Kay.

Melissa Lilly – asked if the Township has made any decisions on the jetter. If not, they the Village will put it on Gov Deals to sell. Melissa said that \$17,000 was the lowest they would go because of the low hours and excellent condition. Comparable machines with similar age, hours, etc are all selling for over \$21,000. Melissa also said it has the original book and will help Kyle if he needs it. Melissa also stated that when they purchase a new roller, they will give back the Township's roller.

Burnett motioned to purchase the jetter from the Village in the amount of \$17,000.00, Kuhl seconded the motion, roll call – all yes.

Brandon Kuzak – asked about reimbursement for Fire Fighter School. Canfield asked Chief Rader if there is paperwork for it. Chief Rader said it was discussed a couple of months ago at a meeting. Chief Rader said he explained to Brandon that he applied for a State grant and once that is received, that will cover part of it and then he will ask the Trustees to cover the remainder. The Trustees said they are always will to discuss reimbursement for education and training.

Melissa Lilly – been prepping for summer and could use some help with the equipment and general prep at the park. Steve is by himself since Ted is gone. Burnett suggested bringing the equipment to Kyle. Also, requested help with mowing at the park. Would like it to be someone that can mow and can help maintain them so they don't tear up the equipment.

Mary Kay Gates – There have been residents calling about the dates for the annual community-wide garage sale. Trustees decided on June 20-22, 2024. Also, discussed the dates for Dumpster Days and Halloween.

Canfield motioned to set the date of the community-wide garage sale for June 20 – 22, 2024; Dumpster Days will be May 4, 2024, and October 5, 2024; and Halloween will be celebrated on October 31, 2024 from 6:00pm – 7:30pm at Village Hall, Kuhl seconded the motion, roll call – all yes.

Melissa Lilly – Kyle has been putting together a list of projects for the year for everyone to review. Kyle is going to be doing all the digging and Melissa will go through and restore it after it's done.

Road and Cemetery

Kyle Osborn was present and reported the following:

Working on 2024 road plans, plans for LaGrange Community Park and monthly road ride is completed. Installed the weight limit signs.

Brush – completed about 1.5 miles of brush cutting so far. Grafton Township has a spot that they would like us to do and, in return, they will trade some labor. They still owe us time from 2023 which will be helpful when we do the road work.

Camera – installed new camera and booster at the hall for weather monitoring.

Road at Garage/EMS Building – cold patched the shop/EMS driveway, but it will need fixed. It will need milled and redone. The companies that quoted it prior suggested a 2" base and a 2" top layer. Kyle said the quotes are from last year and include just the road that goes from Rt 301 back to the EMS garage. Canfield requested updates quotes, then discussions.

Mowing – need copy of signed contract to give back to Done Rite Lawn Care.

Township Flyer – suggested doing a township flyer to keep residents informed about what's going on. Possibly spring and fall copies that would include what roads are going to be done, dumpster days, holidays, burn policy, names of board members, etc. Canfield asked Todd Straub and Chief James Rader to make a list and bring ideas to discuss.

Cemetery – 2 full burials, sold 2 full lots. Andrew L. is in the process of making digital maps of the cemetery. Kyle said he is going to have to walk the cemetery and would like to get an iPad with a keyboard to help with this process. Trustees requested quotes for the iPad, keyboard, case and Apple Care to discuss at the next meeting.

Canfield said that cemetery cleanup is coming up and it needs to be advertised in the Rural Urban so that people can collect items that are at the grave sites. Kyle suggested putting up signs at each entrance as well.

Equipment – serviced all fire trucks and EMS trucks. Generators will need serviced – should we look into performing service ourselves or have James Fox do it. Normal maintenance is changing the oil, spark plugs, gaskets and air filter every other year and the batteries every five years, then other parts as needed. Mr. Fox charges a flat rate of \$250.00/generator which may vary slightly depending on parts. Canfield asked how many generators the Township has. Kyle said there is 1 at EMS, 1 at Fire Station, and 1 at Township Hall.

Burnett motioned to spend up to \$750.00 for annual service for three (3) generators, Kuhl seconded the motion, roll call – all yes.

Kyle asked about Andrew Liller's pay raise on his time sheet and when that will be corrected. Canfield said that it would be handled ASAP to be retroactive to date of full-time hire. Fiscal Officer Poling is to handle this immediately.

Canfield asked Fiscal Officer Poling about the email she sent regarding Andrew's health insurance. Fiscal Officer Poling said that she turned the paper in. Canfield said that she had no record of the form for Medical Mutual. Kathy said she sent her an insurance form, but not sure if it had Medical Mutual on it. Canfield asked about Life Insurance for Andrew. Fiscal Officer Poling gave the paperwork to Kyle for Andrew to fill out and return. Andrew will be eligible 04/01/24 for Life Insurance. Canfield confirmed that the Township is covering the expense of the Life Insurance for Kyle and Andrew, it was confirmed by Fiscal Officer Poling.

Kuhl said that Huntington Township had some signs stolen recently and asked if we have encountered any issues with stolen signs. Kyle confirmed there have been no issues.

Fire

Chief James Rader was present and reported the following:

Presented calls for December 2023, January 2024 and the full year for 2023 (attached)

Equipment – Chief Rader presented quotes for two(2) 1.5” nozzles, two(2) 2.5” nozzles, two(2) hydrant valves and one(1) 2.5” to 5” elbow with cap. The total will be \$3,580.00 plus shipping. After this purchase all the trucks will have interchangeable hoses.

Burnett motioned to purchase nozzles, hydrant valve and elbow as presented in the amount of \$3,580.00 plus shipping, Kuhl seconded the motion, roll call – all yes.

Digital Camera - Chief Rader said that the digital camera they use for fires stopped working. He presented quote for two(2) Kodak Pix Pro digital cameras from Amazon with external storage card and case in the amount of \$352.12. These will use AA batteries rather than rechargeable batteries.

Kuhl motioned to purchase two(2) Kodak Pix Pro digital cameras with external storage card and case from Amazon for the amount of \$352.12, Burnett seconded the motion, roll call – all yes.

Uniform Allowance – Chief Rader inquired about whether a decision was made on the uniform allowance. Canfield stated nothing has been approved yet and opened it up for discussion.

Burnett motioned to approve 2% up to a max of \$200 for EMS uniform allowance, Kuhl seconded the motion, roll call – all yes.

Training – Chief Rader said that the Erie Shores EMS & Critical Care Symposium is coming up March 21 – 22, 2024, at Kalahari in Sandusky. It’s \$100 per person per day. Chief Rader requested up to 5 participants be allowed to attend. He said that 5 is a placeholder and will put it out there to see who wants to and is able to attend.

Burnett motioned to pay for up to 5 people to attend the Erie Shores EMS & Critical Care Symposium March 21st and March 22nd for \$100/day, Kuhl seconded the motion, roll call – all yes. Canfield stated they will need proof of attendance for training.

Solar Eclipse – Chief Rader asked for permission to provide Fire Department coverage from 10:00am – 6pm and EMS coverage from 8:00am – 12:00am on Monday, April 8, 2024, in preparation of the influx of traffic and people for the Solar Eclipse. Even though the event at LaGrange Community Park was canceled, it’s expected that people will be there. Chief Laubenthal is going to have extra coverage and there are multiple agencies across the county that are following the same protocol.

Kuhl motioned upon the recommendation of Chief Rader, we will provide Fire Department coverage from 10:00am – 6:00pm and EMS coverage from 8:00am – 12:00am on Monday, April 8, 2024, in preparation for the Solar Eclipse, Burnett seconded the motion, roll call – all yes.

Chief Rader stated he would like to hire Andrew Liller as a FF2. Chief Rader asked if Andrew was called off his regular shift at the Township, whether he would be paid at the Road rate or the FF2 rate. Trustees said when he is called out to perform the duties of a FF2, his pay will switch to that rate due to insurance purposes.

Burnett motioned to hire Andrew Liller upon the recommendation of Chief Rader as a FF2, Kuhl seconded the motion, roll call – all yes.

Chief Rader saw that in the last meeting minutes, it stated that Burnett was waiting to hear back from Chief Rader and questioned exactly what he was waiting on. Burnett said that it should’ve been worded differently and that he wanted to discuss pay increases. Canfield

requested Chief Rader send his recommendations in an email. Chief Rader said that he suggests COLA increase of 3.2%. Canfield asked that he send it in an email.

Canfield stated she was notified about the National Fire Academy training in Maryland. Chief Rader said that Jerry Norton is going. Canfield inquired as to whether this has been made available to the rest of the department. Chief Rader said he hasn't seen them yet, but Jerry normally tells everyone about it. Canfield requested that the entire department be made aware.

Canfield motioned to approve sending up to 5 people to National Fire Academy training on June 29-30, 2024, in Maryland, Kuhl seconded the motion, roll call – all yes.

EMS

Todd Straub was present and reported the following:

Calls for January – 66 calls - 30 ALS, 18 BLS, 13 no treat, 5 fire.

Medicount – had the annual review and had sent the initial annual report. Are there any questions with that. Canfield stated there was mention of increase in rates, do we have those yet? Todd said he noticed in the meeting minutes for last meeting that is said Medicare was making adjustments, but referenced the Medicaid amounts. Both Medicaid and Medicare are making adjustments in 2024 and Medicare's adjustments are higher. A higher percentage of our patients are Medicare. They've increased depending on the type of run a little of \$100 per run. The data analysis is still going on so it will probably be a couple more years before they adjust again. Talked to our account rep and we raised rates two years ago, but her stance is that even with the increase, we are still able to cover that and we are in line with surrounding agencies. You can look them over if you feel we need to make adjustments, but don't feel it's necessary. Our account rep is willing to come out to a meeting to go over things. Canfield said that it would be a good idea to get Roger Kuhl up to speed on things. Suggested Todd check availability for a work session which is always the 1st Monday of the month at 3:30pm and the next one is March 4, 2024, at 3:30pm. Todd will check and follow up.

Squad 39 – presented quotes for tires. Bob's Tire was the cheapest because they were able to give government pricing - \$383/each for Steer tires mounted and balanced, \$388/each for drive tires mounted and balanced. Canfield asked Todd to send copy of email with pricing to Kathy Poling so there is record of the three quotes.

Burnett motioned to purchase tires for Squad 39 as presented in the amount of \$2,318.00 from Bob's Tire, Kuhl seconded the motion, roll call – all yes.

Kuhl stated that they received packet and wanted to thank the four people that turned in their applications and thanked Brennan for coming to the meeting. Canfield said there are two more that have been received. Will meet with Chiefs and schedule interviews.

Zoning

Vince Sigmund was present and reported the following:

Permits issued for Superiority Home Improvement, 41861 St Rt 303, new house .

Cemetery – Vince asked Kathy Poling if she sent the Coy deposit, Kathy said she sent it in December. Sampsell will be tonight.

Deeds – presented Arnold deed for Trustees to sign because the last name was wrong due to ineligibly written on the original paperwork.

Job Description Initiative – presented the drafts to the Trustess with modified hours and format. Trustees will review. Initially, they are hard to read because the section headings are not bolded. Vince will ask them to go back to the old format and resend.

Zoning Commission – Joseph Jones submitted a letter of interest for a position on the Zoning Commission.

Kuhl motioned to appoint Joseph Jones as an alternate on the Zoning Commission Board, Canfield seconded the motion, roll call – all yes.

Policy Manual – Vince put together a binder for Fire & EMS employees and one for the Township employees. Presented the Fire & EMS binder to Chief Rader.

Swear-Ins & Oaths – Next meeting for the Zoning Commission will be 02/19/24 at 7pm. Arrangements have been made for the BZA members to be present to get sworn in. Kathy Poling will need to be in attendance. Kuhl mentioned that Kathy will need to get ahold of the Park Board members and their next meeting will be 02/20/24.

Canfield asked how Kathy Poling was coming along with signed job descriptions. Kathy said that she didn't realize she was supposed to do them now and was waiting on the new job descriptions. Canfield stated that the township needs the current job descriptions signed until the new ones are completed. Kuhl referenced Item 22 in the Organizational Meeting that requires employees to sign. Chief Rader said that only addresses the policy manual, not job descriptions.

Kuhl motioned to modify Item 22 of the Organizational Meeting to read “adopt personnel policy and job descriptions as presented that each employee is required to sign”, Canfield seconded the motion, roll call – all yes.

Canfield asked Chief Rader how many Fire Fighter does the township have, Chief Rader said about 25. Canfield asked Kathy Poling to make copies to give to Chief Rader. Canfield gave Chief Rader the job descriptions for Al Rourke and Jerry Norton. Canfield gave Mike Hornby his job description to sign. Mike signed and returned it to Canfield. Canfield gave Chief Rader his job description to sign.

Canfield brought up drug testing for discussion. There have been changes on how they test and what they test. There have been fines up to \$250,000 for not having records in order for other townships, cities and municipalities. Chief Rader asked how long would someone have to test when they are pulled for testing. Trustees said they would have to check, but would ~~thing~~ think they could do it anytime during that month. Canfield asked Brennan Muhic what they do in Lorain. Brennan said they don't test in Lorain, but he has worked at other departments where they do random testing. Trustees will do some more research and visit next meeting. They have received a recommendation from the Prosecutor's office to adopt the resolution.

Fiscal Officer

Kathy Poling was present and reported the following:

Bills amounted to \$69,125.02. Canfield confirmed that Andrew Liller's pay need to get corrected and Life Insurance is paid for Andrew, Kyle and Bruce.

Burnett motioned to approve bills as presented, Kuhl seconded the motion, roll call – all yes.

Kathy asked for the signed PO's that she presented the Trustees the first of the year. She said she needs those back so she can properly pay the bills. Canfield said that there are PO's in there that are not valid and need redone. Kathy said that it was the first time she has done them by herself and probably missed some and that the Trustees don't need to sign anything they feel is not valid. Canfield said she will look for them to see if they have them.

Credit Card Policy – Kathy said that she will need to put together an affidavit for each credit card holder to sign. It was noted that page 49 of the policy manual covers that topic. Kathy requested that all credit card receipts be turned in at every meeting to insure that she has them prior to the due date.

Resolution 2024-03 for direct deposit for Lorain County Auditors. Canfield asked if Kathy has confirmation that they have our bank information. Kathy said they have everything.

Burnett motioned to accept Resolution 2024-03 to approve direct deposit with the Lorain County Auditor's office, Kuhl seconded the motion, roll call – all yes.

OTA Winter Conference – attended Financing session and found there is more involved to check on loans. Emailed Dan Petticord at the Prosecutor’s office on how to start the loan process.

Work Sessions – asked when the time changed to 3:30pm. Kathy stated she was here at 3pm last work session and waited until 3:15pm before leaving since nobody was there. Also, noted that it should be posted in the Rural Urban about the time change. Canfield said that time changed in January.

Correspondence – Received letter from county commissioners regarding the Bicentennial and a letter from Wellington for donations.

Canfield asked where the resolution is for Issue 2. Did some research, but don’t know which one you want. It was decided that everyone will discuss and research to take action next meetings. OTA has some resolutions on their website to check on.

Credit Card – Kathy said that Roger will need to have a credit card, but she is not the administrator so she can’t make any changes or even get any information. Roger said that he will reach out to Tara.

Spam Emails – Kathy said that there was an email that appeared to come from her township email address, but they are spam.

Rural Water

Roger Kuhl stated there is a meeting Wednesday.

LORCO

Roger Kuhl stated he wasn’t able to attend because there was a CIC meeting

CIC

Roger Kuhl stated he attended the last meeting.

Park Board

Canfield stated there is a National Fitness Campaign Funding that along with KEY, the township could get a couple of projects taken care of such as Pickle Ball courts and improvements on the walking trail at the park. Vince Sigmund stated he has applied for the grant. Canfield also stated that she is glad Kyle is working with Melissa Lilly on planning upcoming projects. Kyle also mentioned they need to do cleanup at Vets Park.

Old Business

None

New Business

None

Trustees Comments

Canfield stated the township received an MOA from the Lorain County Port Authority regarding the demolition of the vacant house the township purchased just north of the fire station. This will be done with zero cost to the Township.

Burnett motioned to enter into the MOA with the Lorain County Port Authority for the demolition of the vacant property purchased by the Township, Kuhl seconded the motion, roll call – all yes.

Canfield stated there is a cabinet in the fire station that is locked and would like to know where the key is. Chief Rader said that is where his fire records are. Canfield said that those are township fire records and they need a key. Canfield asked Chief Rader when they can expect a key. Chief Rader said when he is out, but will try to get it tomorrow.

Canfield brought up increasing the compensation for Kim Carter for the meeting minutes because of the increased time and demand for critical information. All Trustees agreed.

Canfield motioned to compensate Kim Carter \$150.00/meeting for the Trustee meetings, Burnett seconded the motion, roll call – all yes.

Canfield stated the next County Township Association meeting will be held in Henrietta Township.

Burnett motioned to adjourn, Kuhl seconded the motion, roll call – all yes.

Being no further business, the meeting was adjourned at 10:01pm.

 Chairman

 Kimberly Carter, Secretary