

LaGrange Township Trustee Meeting Agenda

January 22, 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 , 01/08/24
- 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
1/9/2024 to 1/22/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
26-2024	01/12/2024	01/10/2024	EP	LISA CANITIA	\$23.82	O
27-2024	01/12/2024	01/10/2024	EP	MICHAEL HORNBY	\$422.57	O
28-2024	01/12/2024	01/10/2024	EP	JERRY P NORTON	\$23.82	O
29-2024	01/12/2024	01/10/2024	EP	JAMES L. RADER	\$639.47	O
30-2024	01/12/2024	01/10/2024	EP	TODD B. STRAUB	\$387.61	O
32-2024	01/12/2024	01/10/2024	EP	LISA CANITIA	\$1,399.49	O
33-2024	01/12/2024	01/10/2024	EP	SHAWN CHEATHAM	\$732.70	O
34-2024	01/12/2024	01/10/2024	EP	MELISSA CONRAD	\$171.41	O
35-2024	01/12/2024	01/10/2024	EP	DONALD CYRUS JR	\$384.55	O
36-2024	01/12/2024	01/10/2024	EP	KELLIE A DEULLEY	\$439.02	O
37-2024	01/12/2024	01/10/2024	EP	Michael P Foreman	\$23.56	O
38-2024	01/12/2024	01/10/2024	EP	Bruce V Fortune	\$2,847.73	O
39-2024	01/12/2024	01/10/2024	EP	J MICHAEL HORNBY	\$363.80	O
40-2024	01/12/2024	01/10/2024	EP	DAVID JOHNSON	\$119.34	O
41-2024	01/12/2024	01/10/2024	EP	MICHAEL KEMPERT	\$875.53	O
42-2024	01/12/2024	01/10/2024	EP	ANDREW LILLER	\$944.47	O
43-2024	01/12/2024	01/10/2024	EP	JASON MONSCHEIN	\$657.21	O
44-2024	01/12/2024	01/10/2024	EP	JASON NIELSON	\$17.60	O
45-2024	01/12/2024	01/10/2024	EP	JERRY P NORTON	\$21.75	O
46-2024	01/12/2024	01/10/2024	EP	Kyle Osborne	\$2,285.59	O
47-2024	01/12/2024	01/10/2024	EP	BRITTANY J PAXTON	\$710.06	O
48-2024	01/12/2024	01/10/2024	EP	CRAIG PAYNE	\$534.08	O
49-2024	01/12/2024	01/10/2024	EP	JAMES L. RADER	\$474.05	O
50-2024	01/12/2024	01/10/2024	EP	JASON M SMITH	\$526.20	O
51-2024	01/12/2024	01/10/2024	EP	EVAN B THOMAS	\$1,868.13	O
52-2024	01/12/2024	01/10/2024	EP	MATTHEW THOMPSON	\$1,183.22	O
53-2024	01/12/2024	01/10/2024	EP	KRISTA WALKER	\$139.78	O
55-2024	01/16/2024	01/13/2024	EP	BRENNAN A MUHIC	\$1,025.25	O
57-2024	01/16/2024	01/13/2024	EW	INTERNAL REVENUE SERVICE	\$2,979.16	O
58-2024	01/16/2024	01/13/2024	EW	OHIO DEFERRED COMPENSATION	\$175.00	O
59-2024	01/16/2024	01/13/2024	CH	OHIO BUREAU OF WORKERS COMPENSA	\$522.21	O
60-2024	01/20/2024	01/20/2024	EW	PUBLIC EMPLOYEE RETIREMENT SYSTEM	\$17,636.48	O
84-2024	01/22/2024	01/22/2024	CH	WINDSTREAM	\$173.98	O
85-2024	01/22/2024	01/22/2024	CH	WINDSTREAM	\$360.44	O
86-2024	01/22/2024	01/22/2024	CH	WINDSTREAM	\$196.19	O
34564	01/22/2024	01/22/2024	AW	LORAIN MEDINA RURAL ELECTRIC	\$147.29	O
34565	01/22/2024	01/22/2024	AW	LAGRANGE AUTO REPAIR, LLC	\$1,708.00	O
34566	01/22/2024	01/22/2024	AW	LORAIN COUNTY TREASURER	\$35,274.00	O
34567	01/22/2024	01/22/2024	AW	VILLAGE OF LAGRANGE	\$400.00	O
34568	01/22/2024	01/22/2024	AW	DOOLEY GEMBALA MCLAUGHLIN PECORA	\$2,317.50	O
34569	01/22/2024	01/22/2024	AW	MUNICIPAL EMERGENCY SERVICES	\$1,477.88	O
34570	01/22/2024	01/22/2024	AW	RURAL LORAIN COUNTY WATER AUTHOR	\$56.55	O
34571	01/22/2024	01/22/2024	AW	OHIO CAT	\$127.79	O
34572	01/22/2024	01/22/2024	AW	CLEMANS, NELSON & ASSOCIATES	\$210.00	O
Total Payments:					\$83,004.28	
Total Conversion Vouchers:					\$0.00	

LAGRANGE TOWNSHIP TRUSTEES
January 22, 2024

This was a 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.

Burnett motioned to go into Executive Session to discuss contractual matters with Matthew Dooley at 7:01pm, Kuhl seconded the motion, roll call – all yes.

Burnett motioned to go back into regular session with no action taken at 7:28pm, Kuhl seconded the motion, roll call – all yes.

Kuhl motioned to approve the minutes of the last meeting 01/08/24, Burnett seconded the motion, roll call – all yes.

Public Participation

Attendance – see attached sheet

Road and Cemetery

Kyle Osborn was present and reported the following:

Working on 2024 road plans, waiting on a few estimates and working with the county to get painting locked in and pricing, working with Rick Conrad of Penfield Twp on joint roads that need painted, waiting for better weather to start brush mowing, mounted radio in the mini and installed new strobe light for better visibility, got all signs in order and brackets to install them.

Drainage – working on getting quotes for drainage at the township hall.

Grants – working on chloride reduction grant with Vince, hoping to get a broom with it

Mowing – presented estimates from Eye Appeal Landscaping and Done Rite Lawn Care. Tried to get more estimates, but the other companies that he called were not interested. The estimate from Eye Appeal is for 30 cuts, so you have to divide it out and Done Rite Lawn Care has it broken into 2 contracts, 1 of which is split with the Village. Eye Appeal Landscaping comes in at \$1,564.83/mow and Done Rite Lawn Care comes in at \$1,375.00/mow

Burnett motioned to rehire Done Rite Lawn Care for cemetery mowing, Kuhl seconded the motion, roll call – all yes.

Logo – presented artwork for the new logo of the Township road department. Kyle and Andrew worked on the artwork together.

Kuhl motioned to accept the logo as presented for the Township road department, Burnett seconded the motion, roll call – all yes.

Camera – presented estimate for replacing the camera at the hall to help monitor weather.

Canfield motioned to purchase a camera and an extender for \$199.33 for the township hall to monitor the weather, Burnett seconded the motion, roll call – all yes.

Equipment – started servicing the fire trucks, have two of them done, fixed oil pan leak on the 550 ford for about \$12. Kyle asked if the road department should be doing basic maintenance such as oil change, check tire pressure, check the battery on the ambulances or if there is someone else that does them. Mike Hornby said that Carl Walter handled all of that, so he isn't sure. Canfield inquired as to where the maintenance records are. Mike Hornby said he will check with Chief Rader. Canfield requested Kyle send an email to Todd Straub and Chief Rader to obtain a copy of the maintenance records for the ambulances. Trustees agreed that we should do the basic maintenance in house and have better records on each vehicle. Vince Sigmund

suggested creating a binder for each truck and have maintenance repair check lists. Canfield said Todd Straub is unable to make it tonight and sent a text about tires for 39.

Burnett asked Kyle about getting the tools for EMS. Kyle said he wasn't comfortable getting them because he wasn't sure what tools they used or needed. Lisa Canitia said they have a toolbox, but not much in it. She will work with Todd Straub to get a list of what is needed.

Canfield thank Andrew Liller for coming to the meeting. He was brought on as Full Time status and need to determine his pay rate.

Canfield motioned to employ Andrew Liller upon the recommendation of his immediate supervisor at the rate of \$22/hr with a review after his CDL license is secured, pay will be retroactive to the start of his full-time status, Burnett seconded the motion, roll call – all yes.

Fire

Mike Hornby was present and reported the following:

Training – attended the disaster mortality training and is signed up for the weather related training in May in Mentor.

Meetings - Lorain County Chief's meeting this Thursday, EMA meeting on 03/18/24 – Mike said the email didn't work, Canfield suggested reaching out to Dave Freeman.

Mutual Aid – Wellington had a structure fire and called for mutual aid Saturday for a tanker. The tanker is always refilled at RLCWA, but Lieutenant Norton felt that the extreme cold posed a safety issue so the tanker was filled at the station.

EMS

Lisa Canitia was present and said they had 45 calls as of today.

Lisa presented estimates for purchasing a vinyl Binder Lift. Would like to get one set now and Todd Straub is going to apply for a grant to get a second set. One set includes 1 Standard and 1 Bariatric for \$1,674.00. If you purchase two sets, a 5% discount is received so they will cost about \$3,175.00. Lisa said these lifts are a safer way to lift patients and help reduce worker's comp claims. Vince Sigmund said that he applied for EMS grant last month for \$2,500, so if it gets awarded then it can be used toward this. Mike Hornby confirmed there is a resident in the township that weighs about 700 pounds, so this would be helpful. Canfield suggested buying both sets to get the discount, then applying the grant to it with proof of purchase.

Burnett motioned to purchase two sets of vinyl Binder Lifts for \$3,175.00, Kuhl seconded the motion, roll call – all yes.

Canfield relayed the following information from an email from Todd Straub – there were 780 calls in 2023, annual review with Medicount this Thursday, submitted annual reports for 2022-2023 charges and revenue and stated that Medicare is making adjustments in 2024. BLS for 2024 will be \$120, ALS will be \$349 and mileage will be 5.5. Canfield stated the Township bills only what your insurance company pays and the township absorbs the rest.

Zoning

Vince Sigmund was present and reported the following:

Permits issued for Brian Hunkley, 12103 Millstone Lane, Spencer – mobile sign.

Cemetery – presented list from Auditor about what the township can charge for and setup of the perpetual care fund.

Deeds – presented deeds for the Trustees. Clarification from the previous meeting on missing deeds a resident complained on not receiving. Vince Sigmund stated he reviewed his records and he never received the paperwork from Fiscal Officer Poling for these two deeds in question. He has processed them and they are in the stack of deeds for the Trustees to sign.

Policy Manual – have 3 completed and signed from the Road Department. Canfield said to put them in the personnel files. Vince asked how to handle the Fire & EMS as he doesn't have personnel files for them. Burnett suggested putting together one binder for all employees and keeping it in the Records room.

Contract for Sherman – Matt emailed it to me and I couldn't get it to print so Matt will be emailing it in another format.

Pheasant Run – Soil & Water sent a notification that it approved the project for Pheasant Run III Phase I and it's moving forward.

EMS Department Pay – presented sheets to Trustees

Job Description Initiative – presented paperwork from Training Unlimited. Proposal for updated job descriptions at \$175/job and there are about 15 jobs that will require updating. This is the same company that RLCWA used for their job descriptions and noted that they have experience dealing with government agencies. Kelly West stated she is in the process of writing job descriptions for BZA Chair and BZA Member.

Burnett motioned to hire Training Unlimited to rewrite and revise Road, Fire, EMS and all other personnel job descriptions as necessary at \$175/job, Kuhl seconded the motion, roll call – all yes.

Railroad Bypass – received letter from Mayor Kincannon, Trustees said to file it because there isn't much they can do with it at this time.

County Commissioners – presented agenda for their meeting for discussion. Canfield opened up for discussion about the Septic fee charge from the Health Department. The Health Department extended the deadline for the permit fee to 04/30/24. Canfield noted that all of the water we drink and all of the water we get rid of goes into Lake Erie, so it's all in our best interest to have the septic systems in compliance. Also, there is a \$5 permissive tax from the Engineer's office on license plates coming.

Fiscal Officer

Kathy Poling was not present and no report sent.

Bills amounted to \$83,004.28.

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

Canfield was looking for updates on the following:

- Establishment of a tickler file for contract renewals, so that cancellations can be made in time if necessary
- Loan rates and programs for expansion on garage
- Issue 2 resolution
- Oath of Office for all boards
- OTA training cancellation as Township funds weren't approved for the Columbus training

Kelly West said that she could get the BZA Members to come to the next Zoning Commission meeting so that they could all get done at one time.

Rural Water

None

LORCO

None

Park Board

None

Old Business

None

New Business

Rick Knight introduced Joseph Jones. He is interested in becoming an alternate on the Zoning Commission. Canfield asked that he send an email and it will be put on the agenda for next meeting.

Trustees Comments

Canfield said that we need to update the information on the County Association webpage. Vince said he already completed that.

Canfield said that they have the OTARMA paperwork, but the policy didn't get printed out for the meeting tonight by the Fiscal Officer.

Canfield said the overhang at the fire station needs to be painted. Asked Vince to get quotes.

Canfield brought up LORCO board. Roger replaced Doug and received letter back from LORCO stating he will finish the term which expires in 03/2026.

Canfield said that the Rivera property the township purchased as an abandoned property. Have been in discussions with Jim Miller at the Lorain County Land Bank and he will be sending an MOU to tear down the structure at no cost to the township.

Canfield said the Cleveland Quarries contract for Nicholas Fairplay to rebuild Sherman is \$817,000.00.

Burnett motioned to approve the contract with Cleveland Quarries and Nicholas Fairplay for the amount of \$817,000.00, Kuhl seconded the motion, roll call – all yes.

Canfield brought up pay scales for the Road Department. There have been significant increases in health insurance costs and the Township has decided to leave pay rates as they are and absorb the increase in the health insurance.

Canfield motioned to accept the pay rates for the Road Department as follows: Bruce Fortune - \$23.91, Andrew Liller - \$22.00 and Kyle Osborne - \$28.26 with the Township absorbing the increase in health insurance rates, Kuhl seconded the motion, roll call – all yes.

Burnett stated he hasn't heard back from Chief Rader on recommendations and not sure where the Township stands compared with other departments. Suggested getting together with the department heads to discuss before raises are considered. Mike Hornby stated he doesn't want to see the township get strapped, but want to keep getting new people in here. Trustees stated that there is a public meeting on 02/05/24 @ 6:30pm with Fire and EMS at the fire station.

Burnett said that he provided the blueprint to the church regarding the land swap. Had a deal back in 2013 to allow them to use a portion of township property to build their addition, so the township is looking to get the strip north of the fire station. The church will call to follow up after reviewing.

Burnett said he is meeting with Mary Kay from the Village to discuss possible swap with one of our mowers.

Kuhl brought up Item 16 on the reorganization meeting for appointment of the CIC board. Canfield said that we need to add Roger to that board.

Canfield motioned to appoint Roger Kuhl to the CIC board as a second representative; Burnett seconded the motion, roll call – all yes.

Canfield stated that there will be an open posting that will go up in the fire station and EMS to accept letters of interest and applications for LaGrange Township Fire Department for Lieutenant and Captain and all letters of interest and applications must be submitted by 12:00pm on 02/07/24 to the township Fiscal Officer. The Lorain County Fire Chief's Association will

notify candidates of a date and time for their interview. Any questions can be directed to the Trustees.

Canfield wanted to address the Facebook post regarding a township vehicle plowing the Lions Club and the person who posted wanted to get their driveway done for free too. Canfield said the Lions Club helps the community out with food pantries, warming centers and meeting spaces. They have helped the Township on many occasions, so there is no reason anyone should be upset if the Township decided to plow the driveway at the Lions Club. Andrew Liller is logging driving hours for his CDL currently, so he made a pass through there.

Canfield brought information from the County Township Association meeting. There are changes coming with DOT policies and procedures. The new drug testing strongly recommends including all of Fire and EMS. This is an opportunity for the Township to save on Worker's Comp and Insurance premiums. The Village has included all of their employees already.

Canfield motioned to go into executive session at 08:59pm to discuss personnel matters, Burnett seconded the motion, roll call – all yes.

Canfield motioned to go back into regular session at 9:25pm, Burnett seconded the motion, roll call – all yes.

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

Being no further business, the meeting was adjourned at 9:26pm.

 Chairman

 Kimberly Carter, Secretary

1/22/24

Name

ANDEA EVANS

LISA CANITIA EMS

Kelly West BZA

Jill Windelspecht

Matthew Abakazi

RICK KNIGHT ZONING

~~Joseph Jones~~

Russ Reising Zoning - Parks

Andrew Liller