

# LaGrange Township Trustee Meeting Agenda

## March 11, 2024

- 1) Call to Order by Chairman Rita Canfield
- 2) Pledge of Allegiance
- 3) Motion to approve minutes of previous meeting(s)  
January 24, 2023, 3/14/22, 3/28/22, 4/11/22, 4/25/22, 11/14/22,  
12/28/2022 2/26/2024
- 4) Public Comment
- 5) Department Reports  
Road/Cemetery Kyle Osborne  
Fire Mike Hornby  
EMS Todd Straub  
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**  
2/27/2024 to 3/11/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
173-2024	03/08/2024	03/06/2024	EP	GARY L BURNETT	\$700.60	O
174-2024	03/08/2024	03/06/2024	EP	RITA T CANFIELD	\$780.82	O
175-2024	03/08/2024	03/06/2024	EP	LISA CANITIA	\$1,663.81	O
176-2024	03/08/2024	03/06/2024	EP	KIMBERLY CARTER	\$275.82	O
177-2024	03/08/2024	03/06/2024	EP	SHAWN CHEATHAM	\$560.53	O
178-2024	03/08/2024	03/06/2024	EP	MELISSA CONRAD	\$357.59	O
179-2024	03/08/2024	03/06/2024	EP	DONALD CYRUS JR	\$392.63	O
180-2024	03/08/2024	03/06/2024	EP	KELLIE A DEULLEY	\$685.29	O
181-2024	03/08/2024	03/06/2024	EP	Conrad Doehne	\$35.92	O
182-2024	03/08/2024	03/06/2024	EP	Bruce V Fortune	\$1,554.42	O
183-2024	03/08/2024	03/06/2024	EP	J MICHAEL HORNBY	\$724.63	O
184-2024	03/08/2024	03/06/2024	EP	MICHAEL HORNBY	\$422.57	O
185-2024	03/08/2024	03/06/2024	EP	DAVID JOHNSON	\$252.64	O
186-2024	03/08/2024	03/06/2024	EP	MICHAEL KEMPERT	\$125.73	O
187-2024	03/08/2024	03/06/2024	EP	ROGER KUHL, JR.	\$750.60	O
188-2024	03/08/2024	03/06/2024	EP	ANDREW LILLER	\$1,554.47	O
189-2024	03/08/2024	03/06/2024	EP	BRENNAN A MUHIC	\$924.47	O
190-2024	03/08/2024	03/06/2024	EP	JERRY P NORTON	\$66.94	O
191-2024	03/08/2024	03/06/2024	EP	Kyle Osborne	\$1,780.61	O
192-2024	03/08/2024	03/06/2024	EP	BRITTANY J PAXTON	\$273.10	O
193-2024	03/08/2024	03/06/2024	EP	KATHY POLING	\$1,242.64	O
194-2024	03/08/2024	03/06/2024	EP	JAMES L. RADER	\$327.68	O
195-2024	03/08/2024	03/06/2024	EP	VINCENT M SIGMUND	\$1,063.77	O
196-2024	03/08/2024	03/06/2024	EP	JASON M SMITH	\$526.20	O
197-2024	03/08/2024	03/06/2024	EP	TODD B. STRAUB	\$451.52	O
198-2024	03/08/2024	03/06/2024	EP	FRED SWANSON	\$540.86	O
199-2024	03/08/2024	03/06/2024	EP	EVAN B THOMAS	\$1,981.38	O
200-2024	03/08/2024	03/06/2024	EP	MATTHEW THOMPSON	\$774.47	O
201-2024	03/08/2024	03/06/2024	EP	CARL WALTER	\$945.47	O
204-2024	03/11/2024	03/07/2024	CH	REPUBLIC SERVICES	\$178.29	O
205-2024	03/11/2024	03/07/2024	CH	MARATHON FLEET	\$1,104.19	O
206-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$76.19	O
207-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$163.07	O
208-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$74.96	O
209-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$188.79	O
210-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$84.98	O
211-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$207.73	O
212-2024	03/11/2024	03/07/2024	CH	OHIO EDISON	\$358.96	O
213-2024	03/11/2024	03/07/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$629.90	O
214-2024	03/11/2024	03/07/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$74.89	O
215-2024	03/11/2024	03/07/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$119.01	O
216-2024	03/11/2024	03/07/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$181.82	O
217-2024	03/11/2024	03/07/2024	CH	COLUMBIA GAS OF OHIO, INC.	\$102.15	O
218-2024	03/11/2024	03/07/2024	EW	REGIONAL INCOME TAX AGENCY	\$343.54	O
219-2024	03/11/2024	03/07/2024	EW	OHIO DEPARTMENT OF TAXATION	\$1,381.20	O
220-2024	03/11/2024	03/07/2024	EW	OHIO DEFERRED COMPENSATION	\$205.00	O

**Payment Listing**  
2/27/2024 to 3/11/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
221-2024	03/11/2024	03/07/2024	EW	INTERNAL REVENUE SERVICE	\$3,291.03	O
222-2024	03/11/2024	03/10/2024	CH	BANKCARD CENTER	\$1,764.76	O
223-2024	03/11/2024	03/11/2024	CH	LAGRANGE UTILITIES	\$188.85	O
224-2024	03/11/2024	03/11/2024	CH	LAGRANGE UTILITIES	\$71.00	O
225-2024	03/11/2024	03/11/2024	CH	LAGRANGE UTILITIES	\$0.53	O
34608	03/11/2024	03/11/2024	AW	LEMKE SALES COMPANY	\$43.37	O
34609	03/11/2024	03/11/2024	AW	COMDOC	\$44.81	O
34610	03/11/2024	03/11/2024	AW	LAGRANGE HARDWARE	\$272.48	O
34611	03/11/2024	03/11/2024	AW	XEROX FINANCIAL SERVICES	\$101.92	O
34612	03/11/2024	03/11/2024	AW	TRICO OXYGEN COMPANY	\$150.35	O
34613	03/11/2024	03/11/2024	AW	YOUNG LOCKSMITH SERVICE	\$101.00	O
34614	03/11/2024	03/11/2024	AW	BRITTANY PAXTON	\$325.00	O
34615	03/11/2024	03/11/2024	AW	WELLINGTON IMPLEMENT	\$10.80	O
34616	03/11/2024	03/11/2024	AW	JAMES RADER	\$200.00	O
34617	03/11/2024	03/11/2024	AW	LAGRANGE COMMUNITY PARK BOARD	\$35,000.00	O
34618	03/11/2024	03/11/2024	AW	BRENNAN MUHIC	\$200.00	O
34619	03/11/2024	03/11/2024	AW	BRANDON KUZAK	\$3,803.04	O
34620	03/11/2024	03/11/2024	AW	LORAIN MEDINA RURAL ELECTRIC	\$147.29	O
34621	03/11/2024	03/11/2024	AW	ANDREW LILLER	\$265.00	O
34622	03/11/2024	03/11/2024	WH	LAUREN A HELBLING	\$138.48	O
34623	03/11/2024	03/11/2024	AW	DESTINY WADE	\$100.00	O
34624	03/11/2024	03/11/2024	AW	KATHY POLING	\$146.06	O
Total Payments:					\$73,577.62	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$73,577.62	

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**  
**March 11, 2024**

This was a regular scheduled 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 02/26/24, Burnett seconded the motion, roll call – all yes.

Burnett motioned to approve the corrected meeting minutes of the meeting from 03/14/22, Kuhl seconded the motion, roll call – all yes.

**Public Participation**

None

**Road and Cemetery**

Kyle Osborn was present and reported the following:

Complete the monthly Otarma road ride and working on plans for the drainage at the hall.

Andrew Liller passed his Class B CDL test on the first try today.

2024 Road Plans – presented Road Plans to the Trustees. Burnett asked if the In House Chip and Seal for \$35,649.00 included materials, Kyle confirmed yes and that Webster road will be Phase III of the joint project with Penfield Township. Kyle asked the county about painting the railroad crossings, but they said they are currently short staffed and won't be able to commit to that and to find another company to perform that work. The county will paint the road lines. Kyle will check into the laws on whether the railroad crossing need to be painted as he noticed some communities have them and some don't. Canfield asked how many sets of tracks we have. Kyle said there are four – Whitney, Biggs, Wheeler and Crook. Burnett asked if the \$24,000.00 was our half for the Wester Rd project, Kyle confirmed yes.

Burnett motioned to approve the 2024 Road Plans submitted by Kyle not to exceed \$107,000.00, Kuhl seconded the motion, roll call – all yes.

LCP Projects – will be attending the park board meeting tomorrow night to go over the plans for the park projects.

EMS/Garage Parking Lot – presented four (4) quotes for the repair of the parking lot drive. Burnett asked if Kyle had a preference or recommendation on which company as they are all very close bids. Kyle said he didn't have a preference. Canfield asked when a decision needs to be made, Kyle said he could check with the contractors. Canfield stated that the township needs to talk to Kerricook Construction to see if they want to do their portion of the parking lot at the same time. Table until the township discusses this with Kerricook Construction.

Tennis Courts – presented quote for crack sealing and seal coating the tennis / basketball courts. Originally, there was a latex coating on the courts and then crack sealed over top. To go back to the latex coating would require sanding and recoating which is expensive. The more cost-effective option is to crack seal it again. Canfield said she hasn't heard back from Jane Cawley about this project and KEY's involvement. Canfield will send an email to Jane Cawley. Table this until Canfield is able to discuss with Jane Cawley.

Webster Road Phase III – will need resolution for the chip and seal joint project. Kathy Poling said she will have it at the next meeting.

Cemetery – 1 full burial. Kyle asked Kuhl about the survey pin markers for the cemetery, Kuhl said he has three quotes coming. Cleaned up all the Christmas wreaths and trimmed the bushes. Working on the maps and data spread sheets – would like to get the burial data from 2013-2022. Kathy Poling said they are in boxes in the Records Room and offered to meet Kyle up there and look through them. Vince asked if copies of the Deeds would help him, Kyle said he needs the burial permit # which is not on the Deed.

Equipment – swapped tires on 7400 truck, painted all the rims and will swap plow lights this week. Working on pricing for the parts to fix the cooler issue on the 7400. Jetter is all fixed and ready to go – had to replace some light bulbs and do some general maintenance. Replaced some lights on two fire trucks. The generators are in the process of being serviced.

## **Fire**

Assistant Chief Mike Hornby was present and nothing to report.

Chief James Rader read his resignation (see attached) and submitted it to the Trustees along with his township credit card and all keys. Burnett asked if Rader had a keys to his office, 2 keys to the mailbox, keys to the township hall and will have to get the other 2 keys to the fireproof safe. Burnett asked if he had a key to the Records Room, Rader confirmed he has not since it's been changed.

Burnett motioned to accept the resignation of James Rader as Chief effective 03/11/24, Canfield seconded the motion, roll call – all yes.

Burnett expressed his gratitude and thanks for James Rader's service over the years. Kuhl also thanked James Rader for his years of service.

James Rader stated that he was locked out of his office the following day after the meeting on 02/26/24 and thanked Burnett for meeting him up there to get his stuff.

Brennan Muhic was present and thank the Chief for his service as he has put a lot of effort in, have the utmost respect for him as well as a lot of others. He asked the Trustees where they are at with officer interviews since they are down an office now. Canfield stated they received an email from the Chief's Association regarding that. We will follow up with them to get something scheduled. We were also informed that the State Fire Marshall's office also does these types of interviews and testing for these positions. Canfield stated that Brennan works full time for another department, so he is aware of the process for selecting officers, Brennan said it depends on the department. Canfield said they hadn't heard back from the Chief's Association in a while and will also check into getting the State Fire Marshall's Office involved.

Kathy Poling brought up the registration for the National Fire local committee. She got all of the assets in and as she was entering the volunteers, she noticed that it states the Civilian position is not allowed to be a public employee questioning whether Mayor Gary Kincannon should be in that position. The Trustees said he is okay because he is an elected official, not a public employee similar to the Trustees. Kathy Poling also said that the board needs to have a meeting and select a Secretary and a Chairperson. James Rader added that the statute states the Fire Department picks the 2 members for Fire, the Trustees pick the 2 members for Trustees and then the 4 of those members pick the member for the Civilian position. Canfield asked Mike Hornby to check with Jerry Norton and Andrew Pruitt and asked Brennan Muhic if he could ask around to see if anyone else wants to join the committee. Kuhl said that they can get together and meet to get things in order.

## **EMS**

Lisa Canitia was present and stated that inventory is good.

## **Zoning**

Vince Sigmund was present and reported the following:

No permits issued since last meeting.

Deeds – presented two deeds for signatures

Inventory – EMS inventory presented to the Trustees. Canfield emailed to the insurance company.

Fire at 41840 Whitney Road – received a \$20,000.00 check for the tear down.

Job Description Initiative – presented job descriptions for Road Superintendent and Road Workers signed by employees for the Trustees to sign. Asked about Fire Chief and Fire Fighter job descriptions. Kuhl said that he would like feedback from the guys on the fire department in regards to the job descriptions. James Rader asked if has changed since last time, Trustees confirmed it has not. James Rader said he emailed the original copy to everyone and left hard copies at the station for the guys to look at. Brennan Muhic said there has been some confusion on whether they need to sign the copies at the station. Trustees confirmed they do not need to sign those ones. Brennan Muhic wanted to confirm and make sure everyone knows they are not supposed to sign the ones at the station, just make suggestions and recommendations, Trustees confirmed yes.

Thompson Property – the house on the northeast corner of Biggs and Indian Hollow is dilapidated and falling down. Vince talked to them and they mentioned talking to someone at the fire department a while ago about allowing them to use it for training or control burn. Vince gave them a 60-day notice to tear it down and said he would check with the fire chief about utilizing it. The Thompson's said they got an estimate of \$20,000.00 to tear it down which is why they would like the township to be able to use it. Canfield suggested they check with LED.

Hall Rentals – the hall has been rented 31 times. Burnett asked how the cleaning is going. Vince said the kids are doing a wonderful job. Canfield asked how much time is left for them to clean since the end of school is approaching. She also suggested a pizza party of some kind of recognition for their hard work. Vince stated the last day of school is 05/24/24 and he will check with the teacher who leads the program.

#### **Fiscal Officer**

Kathy Poling was present and reported the following:

Bills amounted to \$73,577.62. Burnett brought up for discussion check #34624 for Kathy Poling in the amount of \$146.06. He said the Trustees did not approve the expenses for the OTA conference. Kathy said that she paid for the training herself, but the township reimburses mileage for all training attended. Trustees agreed that mileage would be covered.

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

Poling presented Resolution 2024-06 for the permanent appropriations with the numbers from the work session.

Kuhl motioned to approve Resolution 2024-06 for the permanent appropriations, Burnett seconded the motion, roll call – all yes.

Oaths – Poling stated she has two left on the Zoning board and will go to the next meeting. She went to the park board meeting at 7pm and nobody showed. She waited until about 7:20pm and left – will go to the next meeting which is tomorrow.

Star Ohio – brought up for discussion about needing to transfer some money out of Star Ohio to put into the checking account until the real estate taxes come in which will be about 6 weeks. Burnett asked if she had any idea on how much would need to be transferred, Poling said about \$100,000.00 to be on the safe side and she will move the same amount back into Star Ohio after the real estate taxes come in.

Canfield asked Poling if she completed the Otarma Renewal Questionnaire because she sees the first page filled out but no confirmation it was sent in. Poling said that is not the recent

one, but will look in her email for it and complete it and send it in. When done, she will email it to the Trustees.

Canfield asked Poling if she added the Rivera property to the insurance for Otarma. Poling said she emailed Wendy French. Canfield said she emailed Rita King at Bracken Insurance and they will let us know when they are coming for the inspection. Poling asked if that who she is supposed to be contacting. Canfield confirmed that she needs to email Bill Bracken and Rita King at Bracken Insurance then they will forward to Wendy French.

Canfield said they will need a resolution for the next meeting for the Webster Rd project paperwork received from Penfield Township.

**Rural Water**

None

**LORCO**

None

**CIC**

None

**Park Board**

None

**Old Business**

None

**New Business**

None

**Trustees Comments**

Canfield stated that the DOT physicals will be part of the job descriptions. Sherry Harvan from Mercy said that each test will be \$78/each and will have a 24-48hr turn-around time. Need to decide about including Fire and EMS into the non-DOT pool. Andrew Liller will need to get his DOT physical completed. Canfield stated that she forwarded information about the Drug & Alcohol testing.

Canfield said the Carey Construction contract needs to be reworked as some of the items are already done.

Burnett brought up the fire hydrants on Whitehead Rd. He asked Kuhl to talk to RLCWA to check on the pricing of the hydrants. The township collected \$5,000 each for the three hydrants which now will cost about \$6,000. Kuhl will see what they can do on pricing and get it scheduled.

Canfield brought up Memorial Day for discussion since it's quickly approaching. Fire/EMS Department will have trucks, Kuhl will make arrangements for a Pastor for the invocation and benediction, Burnett will make arrangements for a speaker and Canfield will make arrangements for the band. Mike Hornby asked for a formal copy of a release/waiver for any passengers riding in the fire/EMS trucks.

Canfield mentioned that the Keystone Girls Basketball team has made it to the State semifinals and would like to put a message on the sign – Good Luck Lady Cats Basketball. Vince will take care of that. They also asked to put signs in the circle, but worried about uneven ground and setting precedence and opening the door for others to start putting signs up. Trustees agree they can use the corners for signs, nothing in the middle.

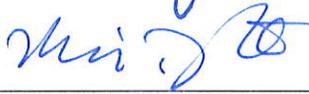
Canfield said that they have put too much on Roger Kuhl with all of the boards and Kelly West has volunteered to be the LORCO representative for LaGrange Township.

Canfield motioned to appoint Kelly West as the LORCO representative for LaGrange Township, 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 8:31 pm.

 Chairman

 Kimberly Carter, Secretary