

# LaGrange Township Trustee Meeting Agenda

## March 25, 2024

- 1) Call to Order by Chairman Rita Canfield
- 2) Pledge of Allegiance
- 3) Motion to approve minutes of previous meeting(s)  
3/28/22, 4/11/22, 3/28/22, 4/11/22, 4/25/22, 11/14/22,  
12/28/2022 , 1/9/23, 2/13/23, 3/11/24
- 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 Kelly West
- 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**  
3/12/2024 to 3/25/2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
226-2024	03/22/2024	03/20/2024	EP	LISA CANITIA	\$1,656.86	O
227-2024	03/22/2024	03/20/2024	EP	SHAWN CHEATHAM	\$599.00	O
228-2024	03/22/2024	03/20/2024	EP	MELISSA CONRAD	\$171.41	O
229-2024	03/22/2024	03/20/2024	EP	DONALD CYRUS JR	\$514.21	O
230-2024	03/22/2024	03/20/2024	EP	KELLIE A DEULLEY	\$411.25	O
231-2024	03/22/2024	03/20/2024	EP	Bruce V Fortune	\$1,554.42	O
232-2024	03/22/2024	03/20/2024	EP	J MICHAEL HORNBY	\$1,071.87	O
233-2024	03/22/2024	03/20/2024	EP	DAVID JOHNSON	\$433.44	O
234-2024	03/22/2024	03/20/2024	EP	MICHAEL KEMPert	\$457.81	O
235-2024	03/22/2024	03/20/2024	EP	ANDREW LILLER	\$1,478.07	O
236-2024	03/22/2024	03/20/2024	EP	BRENNAN A MUHIC	\$81.19	O
237-2024	03/22/2024	03/20/2024	EP	JERRY P NORTON	\$437.76	O
238-2024	03/22/2024	03/20/2024	EP	Kyle Osborne	\$1,778.49	O
239-2024	03/22/2024	03/20/2024	EP	BRITTANY J PAXTON	\$882.84	O
240-2024	03/22/2024	03/20/2024	EP	JAMES L. RADER	\$20.70	O
241-2024	03/22/2024	03/20/2024	EP	JASON M SMITH	\$507.68	O
242-2024	03/22/2024	03/20/2024	EP	TODD B. STRAUB	\$219.71	O
243-2024	03/22/2024	03/20/2024	EP	FRED SWANSON	\$427.27	O
244-2024	03/22/2024	03/20/2024	EP	EVAN B THOMAS	\$2,203.72	O
245-2024	03/22/2024	03/20/2024	EP	NICHOLAS VARICH	\$417.93	O
246-2024	03/22/2024	03/20/2024	EP	CARL WALTER	\$464.36	O
248-2024	03/22/2024	03/20/2024	EW	INTERNAL REVENUE SERVICE	\$2,390.19	O
249-2024	03/22/2024	03/20/2024	EW	OHIO DEFERRED COMPENSATION	\$130.00	O
250-2024	03/25/2024	03/20/2024	CH	WINDSTREAM	\$373.37	O
251-2024	03/25/2024	03/20/2024	CH	WINDSTREAM	\$173.98	O
252-2024	03/25/2024	03/20/2024	CH	WINDSTREAM	\$196.19	O
253-2024	03/25/2024	03/20/2024	CH	INTERNAL REVENUE SERVICE	\$251.46	O
254-2024	03/25/2024	03/25/2024	CH	OHIO BUREAU OF WORKERS COMPENSA	\$522.21	O
34625	03/13/2024	03/13/2024	AW	ZACHARY SIGMUND	\$600.00	O
34626	03/25/2024	03/25/2024	AW	TREASURER, STATE OF OHIO	\$150.00	O
34627	03/25/2024	03/25/2024	AW	CLEMANS, NELSON & ASSOCIATES	\$157.50	O
34628	03/25/2024	03/25/2024	AW	CHRONICLE TELEGRAM	\$63.56	O
34629	03/25/2024	03/25/2024	AW	STRYKER	\$449.96	O
34630	03/25/2024	03/25/2024	AW	RURAL LORAIN COUNTY WATER AUTHOR	\$56.55	O
34631	03/25/2024	03/25/2024	AW	LORAIN COUNTY TREASURER	\$45,929.82	O
34632	03/25/2024	03/25/2024	AW	DOOLEY GEMBALA MCLAUGHLIN PECOR	\$3,009.43	O
34633	03/25/2024	03/25/2024	AW	SEDGWICK	\$1,890.00	O
34634	03/25/2024	03/25/2024	AW	MIKE HORNBY	\$20.00	O
34635	03/25/2024	03/25/2024	AW	NAPA AUTO PARTS	\$394.38	O
34636	03/25/2024	03/25/2024	AW	LISA CANITIA	\$200.00	O
34637	03/25/2024	03/25/2024	AW	DONALD CYRUS	\$200.00	O
34638	03/25/2024	03/25/2024	AW	VILLAGE OF LAGRANGE	\$400.00	O
34639	03/25/2024	03/25/2024	AW	BRITTANY PAXTON	\$200.00	O
34640	03/25/2024	03/25/2024	AW	LORAIN COUNTY COMMISSIONERS	\$83.25	O
Total Payments:					\$73,631.84	
Total Conversion Vouchers:					\$0.00	

**Payment Listing**

3/12/2024 to 3/25/2024

Total Less Conversion Vouchers: \$73,631.84

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 25, 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 03/11/24, Burnett seconded the motion, roll call – all yes.

**Public Participation**

Jim Plas commented on the health department and septic systems with regards to lot size and when it was built. He is going to bring it up at the health department meeting on Thursday.

Mary Kay Gates and Melissa Lilly brought up maintenance at the park and inquired if the township had found somebody to hire. Canfield said they will put together an advertisement for help. Mary Kay asked if they would have someone by April 1<sup>st</sup> because Craig can't do it all by himself and the grass is growing like crazy already. Canfield confirmed they would have someone to help. Canfield asked how the ball diamonds are. Melissa said she is going to be hitting them Wednesday.

Melissa Lilly said the purchase of their new roller was final on Friday, so she would like to get together with Kyle to return the Township's roller. Melissa asked if there was a time line for the park projects. Kyle said that he would like to get started in April depending on weather. Would like to get the front done first then work on the remainder over the summer. Canfield praised Kyle and Melissa for working together and putting together the plan for the park projects.

Kuhl said that Ted Younglas has called a couple of times asking if he can come back to work mowing at the park. Melissa said that there was the issue with the nets, but that was discussed with him and never had any further issues. He doesn't tear up equipment, he knows his job, he goes above and beyond and you don't have to babysit him. Russ Reising said that they didn't discuss it at the last meeting and they have a meeting tomorrow night which he will bring it up for discussion, but he would have no issues as long as he knows about the nets.

Kuhl motioned to hire Ted Younglas at the same rate as last year pending a medical clearance, Burnett seconded the motion, roll call – Kuhl, Burnett – yes; Canfield – abstained.

Brennan Muhic asked if the township has the ability to live stream the meetings. He isn't always able to make the meetings, but would like to be able to watch them. Canfield said they setup the hall to have the technology to do so, but Vince isn't present this evening to explain how to do it. Brennan asked if there is a plan to start the process of live streaming meetings, Canfield said it will be addressed.

**Road and Cemetery**

Kyle Osborn was present and reported the following:

Railroad Crossings – talked to Jeff at the county and sounds like they will be able to paint the railroad crossings, just waiting on a price.

Crack Sealing – crack seal machine is lined up with Grafton for the middle of April. Plan on doing the fire station, Elk Creek and Creekside.

Ditch Jobs – there are 2 ditch jobs planned for the end of next week and several more to do.

Park Projects – all of the pipe and materials have been received for the park projects, so everything is ready to go when time allows and the weather clears up.

EMS/Garage Lot – asked Trustees if they have made a decision on the quotes presented at last meeting. Trustees said that all four quotes were very close. The four quotes were – Griffith Paving - \$41,499; Hart Asphalt - \$41,400; Plas Bros - \$43,635; and Precision Asphalt - \$61,304. While Hart Asphalt was lowest bidder, Griffith Paving included additional services which made it a more favorable bid.

Burnett motioned to hire Griffith Paving for the asphalt work at the EMS/Garage lot in the amount of \$41,499.00, Kuhl seconded the motion, roll call – all yes. Kyle and Burnett will stop and talk to Kerricook Construction about doing the remainder of the lot.

Tennis/Basketball Courts – the seal coat was done in 2016 and the current quotes are not that much more. Canfield said that a lot of people have expressed interest in pickle ball courts, so the township is trying to make accommodations for that as the courts get redone.

Burnett motioned to hire Maintenance Systems of Northern Ohio to redo the tennis/basketball courts in the amount of \$6,890.00, Kuhl seconded the motion, roll call – all yes. Kyle asked if they wanted to hold off on painting lines until we figure out the pickle ball dimensions. Melissa Lilly suggested putting duct tape down for the pickle ball courts.

Cemetery – 1 full burial, working on maps

Equipment – lawnmower on GovDeals closed this evening at \$5,900, so it can be relisted to see if it hits the reserve of \$6,500 or we can accept the offer. Kyle thought \$5,900 was a fair price and might not get anymore if relisted.

Burnett motioned to accept the bid for the Hustler Super Z1 mower on GovDeals in the amount of \$5,900.00, Kuhl seconded the motion, roll call – all yes.

Bathroom Renovation – renovation is complete and everything looks good.

Burnett asked if Kyle has talked to Carlise about a meeting. Kyle said that they haven't had the road meeting yet with Carlisle. He will reach out to Paul to schedule it.

Kuhl told Kyle they have to get together to map out the drainage at the hall.

Canfield asked if Poling had the Resolution for Webster Rd, Poling presented Resolution 2024-07 for the chip and seal program on Webster Rd between State Route 301 and Indian Hollow Road between LaGrange Township and Penfield Township where the cost is split and LaGrange Township will pay 50% of the cost.

Burnett motioned to accept Resolution 2024-07 as presented, Canfield seconded the motion, roll call – all yes.

Canfield asked Kyle to check the veteran's memorial and see what needs cleaned up in preparation for Memorial Day.

## **Fire**

Assistant Chief Mike Hornby was present and reported:

National Fire Committee – Mike said that Jerry Norton and Andrew Pruitt will be the representatives from the Fire department for the committee.

Grant – presented grant for 4 Harris radios.

Equipment – Mike presented quotes obtained by Kyle Dull for a double female fitting for #33. Firehouse Direct was lowest, but not sure if the township has an account.

Canfield motioned to purchase the double female fitting for #33 from Firehouse Direct in the amount of \$327.15, Kuhl seconded the motion, roll call – all yes. Canfield asked Poling to setup the account for Firehouse Direct.

Mike said he started testing Active911 and will have more information at the next meeting. The pricing is \$16/year/phone. Active911 is an added software system that goes through cell phones and will help in responding to calls. Kyle Dull said that it will help respond quicker to incidents and a lot of other departments use it. Canfield asked if it was a technology that everyone is comfortable with. Kyle Dull said they use Active911 for a lot of specialty teams. Kuhl said that Carlisle Township uses it and Andrew Liller showed it to him. Brennan Muhic said they used it at

a department he was on prior and it's very good. He said that they can send preplans to a building so you can see it on the way to the call and it can show you where hydrants are located. D

Training – Wayne County is hosting a lithium battery class which Tim M and Brandon K are attending and Kyle Dull will be down there for Hazmat class.

Community – hosted Cub Scouts Pack 118 last Wednesday to show teach them about the fire department.

Solar Eclipse – James Rader previously asked for a crew of 4 for April 8, 2024, and there are 5 that signed up. Can we keep the 5 on the schedule, Trustees said that was fine.

Thomson Property – talked to John and Dottie Thompson and they will be tearing the house down.

Special Needs taping that Mike was invited to be a part of is done.

Release Waiver – asked if Mr. Dooley has a release ready for individuals to ride in the trucks. Canfield said he is working on it, but had a couple of things to work on before that.

Canfield asked Andrew Pruitt and Kyle Dull how they are coming with the tablet. Andrew and Kyle said they could download the Active911 and Hazmat apps. Canfield suggested reaching out to other departments or EMA to see how they use them. Kuhl asked Brennan Muhic if they used iPads in Lorain, Brennan confirmed they have used them the last 8-9 years for gathering information, getting pictures and receiving information. Canfield stated that this tablet was given to the township in 2016. James Rader said that those are owned by the State of Ohio and there are no air cards in them. Canfield said if the township can use them in any way it will be good.

Kuhl said that the interviews for officers are scheduled for the week of 04/08/24. Mike told the guys in attendance this evening and will get ahold of the others to let them know. Canfield said there will be a test and to check out the Ohio Fire Chiefs Association website to familiarize yourself.

## **EMS**

Todd Straub was present and reported:

There were 52 calls – 15 basic, 18 medic, 3 fire standby and 16 no treats.

Job Descriptions – have been in discussions with Vince about job descriptions and working to finalize them.

Canfield stated the Trustees need the comments and suggestions as soon as possible from Fire for the job descriptions.

## **Zoning**

None

## **Fiscal Officer**

Kathy Poling was present and reported the following:

Bills amounted to \$73,631.84. Canfield asked if James Rader is still living in Amherst, James confirmed he is not and sent the W4 to Poling. Poling confirmed she received it and will update his information. Canfield said that Poling should be updating all employee records such as W4's, banking information, etc. at the beginning of each year. Poling said that is a lot and if there are changes, they can come to her. Canfield asked what happened with the Federal Tax Deposit. Poling said that there was a credit on the account that she tried to apply and it didn't work. Talked to them and they waived the penalty this time. Canfield reminded Poling that any penalties are paid by the Fiscal Officer, not the Township. Canfield asked about payment of life insurance policies. Poling said that hers was taken out of last one and Kuhl is not eligible yet and will be taken out when he is. Canfield requested a copy of the health insurance information so that she can talk to Tanya about a couple of things.

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

Deeds – presented some deeds for the Trustees to sign.

Correspondence – received highway use permit from Columbia Gas for Indian Hollow Road. Canfield asked Poling to give it to Kyle and the road department.

PO's – Poling asked why they haven't been signed and asked if there is something she can explain as to why they need signed. Canfield said they had a meeting prior to this one and ran out of time. Poling asked if she could bring them to the work session and get them signed. Canfield said they aren't able to take action at a work session. Poling said she will have them at the next meeting.

Poling asked the Trustees why the Zoning Inspector, Vince Sigmund, has township personnel records at his house. Canfield stated that is because there were records missing in the past. Poling stated that it's her responsibility to keep track of those records and she was told last year that those were in a locked room in the fire station in a fire proof file cabinet. Poling said she finally got a key to the room and still don't have a key to the filing cabinet. Poling stated she wants a key to the filing cabinet and wants those records. Poling asked what would have happened if they needed those records and Vince was in Colorado. Canfield said she understands.

Burnett asked if she transferred the \$100,000, Poling confirmed she has transferred it. She will transfer it back as soon as she receives the real estate taxes.

#### **Rural Water**

Kuhl said they approved the annual budget. Talked to Joe about the fire hydrants and he said there is only a 6" pipe which needs to be upgraded before hydrants installed.

#### **LORCO**

Kelly West attended the last meeting which was very short. They went over their projects at Eaton, Beavercreek and Cinnamon Lake. Kelly will send her notes the following day after meetings. LORCO makes each member sign up for a committee, so Kelly is on the Policy Committee. She has signed up for records training on 05/14/24 which will be a refresher for her as she is already certified in this.

#### **CIC**

None

#### **Park Board**

Melissa Lilly said that, per the Police Chief, we are barricading the park with the plastic barricades so they can be moved easily if there is an emergency where the helipad is needed. Russ Reising asked if the barricades will be removed by 5pm as there are Hot Stove games that evening. Melissa said they will have them down by then.

#### **Old Business**

None

#### **New Business**

None

#### **Trustees Comments**

None

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

Being no further business, the meeting was adjourned at 8:09pm.

Rita Canfield Chairman

Kimberly Carter Kimberly Carter, Secretary