

Pittsfield Township Board of Trustees

January 6, 2014

Organizational Meeting

The organizational meeting of the Pittsfield Township Board of Trustees was called to order by Pro-Tem Chairman Mark Diedrick at 7:30 p.m. in the Pittsfield Township Hall. Trustee Mark McConnell and Trustee Forrest Mohrman were present as well as Fiscal Officer Tari Diedrick. Also present were nine guests.

#14-01 APPROVAL OF MEETING MINUTES

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the minutes of the meetings of December 16th and December 26, 2013. The motion passed on a roll call vote.

#14-02 ELECTION OF BOARD CHAIRMAN

Motion was made by Mark McConnell and seconded by Forrest Mohrman to elect Mark Diedrick as Board of Trustees Chairman for 2014. The motion passed on a roll call vote.

#14-03 ELECTION OF BOARD VICE CHAIRMAN

Motion was made by Mark Diedrick and seconded by Mark McConnell to elect Forrest Mohrman as Board of Trustees Vice Chairman for 2014. The motion passed on a roll call vote.

#14-04 SETTING OF REGULAR MEETING DATES

Motion was made by Mark McConnell and seconded by Forrest Mohrman to set the regular meeting dates as the first and third Monday of each month at 7:30 p.m. at the Pittsfield Town Hall. The motion passed on a roll call vote.

#14-05 APPOINTMENT OF FORREST MOHRMAN AS ALTERNATE TO THE WELLINGTON FIRE DISTRICT BOARD

Motion was made by Mark McConnell and seconded by Mark Diedrick to appoint Forrest Mohrman as the Alternate to the Wellington Fire District Board. The motion passed on a roll call vote.

#14-06 APPOINTMENT OF MARK McCONNELL AS REPRESENTATIVE TO THE CENTRAL LORAIN COUNTY AMBULANCE DISTRICT

Motion was made by Mark Diedrick and seconded by Forrest Mohrman to appoint Mark McConnell as representative to the Central Lorain County Ambulance District. The motion passed on a roll call vote.

#14-07 APPOINTMENT OF FORREST MOHRMAN AS ALTERNATE REPRESENTATIVE TO THE CENTRAL LORAIN COUNTY AMBULANCE DISTRICT

Motion was made by Mark Diedrick and seconded by Mark McConnell to appoint Forrest Mohrman as alternate representative to the Central Lorain County Ambulance District. The motion passed on a roll call vote.

#14-08 APPOINTMENT OF FORREST MOHRMAN AS REPRESENTATIVE TO THE LORAIN COUNTY COMMUNITY ALLIANCE

Motion was made by Mark Diedrick and seconded by Mark McConnell to appoint Forrest Mohrman as representative to the Lorain County Community Alliance. The motion passed on a roll call vote.

#14-09 APPOINTMENT OF FORREST MOHRMAN AS REPRESENTATIVE TO THE LORAIN COUNTY GENERAL HEALTH DISTRICT ADVISORY COMMITTEE

Motion was made by Mark McConnell and seconded by Mark Diedrick to appoint Forrest Mohrman as representative to the Lorain County General Health District Advisory Committee. The motion passed on a roll call vote.

#14-10 APPROVAL TO CONTINUE THE SAME SALARIES AND WAGES FOR 2014 AS WAS APPROVED IN 2013

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the continuation of the same salaries and wages throughout 2014 as was approved for 2013. (See attached listing.) The motion passed on a roll call vote.

#14-11 APPROVAL OF RESOLUTION TO SET THE OPEN MEETING POLICY

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the following resolution:

OPEN MEETING RESOLUTION

The Board of Trustees of Pittsfield Township, Lorain County, Ohio, in compliance with RC 121.22(F), hereby establishes the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

1. Regular meetings

Regular meetings of the Board will be held the first and third Monday of each month, at 7:30pm. Unless otherwise provided, all meetings will be held at Pittsfield Township Hall, located at 16940 St. Rt. 58.

The Fiscal Officer shall give notice of regular meetings by posting the meeting date on the public sign board in the township park as well as insuring the dates are available on the township website. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least 5 days prior to the meeting.

2. Special and emergency meetings

Special meetings of the Board will be held at the call of any two members of the Board of Trustees. The call for a special meeting shall specify the date, time, location and purposes of the meeting. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Fiscal Officer shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same location(s) as provided for posting notice of regular meetings as well as attempt to place the information in at least one local newspaper if time allows. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four hours prior to the meeting.

If there is sufficient time to provide twenty-four hours' notice, the Fiscal Officer shall give notice of an emergency meeting in the same manner as notice of a non-emergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3 {or section 4}.

3. Notice to news media of special and emergency meetings

News media who have requested notice of special meetings shall be individually notified by the Fiscal Officer of the date, time, location and purposes of any such meeting at least twenty-four hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the media who have requested notification of the date, time, location and purposes of the meeting.

4. Notice of meetings to discuss particular business

The Fiscal Officer shall give reasonable advance notice of all regular or special meetings at which a particular type of public business is to be discussed, to any person who has requested such notice. If time permits, such notice shall be by mail and may include a copy of the meeting agenda. Otherwise, telephone notice shall be given. A request for notice shall be in writing, shall state the requester's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by payment of a fee of \$10.00. Any such request shall remain in force for 12 months.

5. Special notice required by law

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.

The motion passed on a roll call vote.

#14-12 APPROVAL OF THE PUBLIC RECORDS POLICY FOR THE TOWNSHIP

Motion was made by Forrest Mohrman and seconded by Mark McConnell to approve the attached Public Records Policy for Pittsfield Township. The motion passed on a roll call vote.

#14-13 APPROVAL OF THE RECORDS RETENTION SCHEDULE

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the attached Records Retention Schedule. The motion passed on a roll call vote.

#14-14 APPROVAL OF THE SNOW EMERGENCY POLICY FOR THE TOWNSHIP

Motion was made by Forrest Mohrman and seconded by Mark McConnell to approve the attached Snow Emergency Policy for the Township. The motion passed on a roll call vote.

#14-15 APPROVAL OF FINANCIAL REPORTS

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the financial reports as presented. See reports attached.

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| Current fund balance | \$338,609.97 |
| Balance on 12/31/13 | \$341,113.87 |
| Balance on 12/31/12 | \$287,232.27 |

The motion passed on a roll call vote.

#14-16 APPROVAL OF CURRENT BILLS AND EXPENSES

Motion was made by Forrest Mohrman and seconded by Mark McConnell to approve the payment of Warrants #9463 through #9470 totaling \$2,449.88. See attached. The motion passed on a roll call vote.

MEETING REPORTS –

Storm Water – Dec. 19 – Mark McConnell

LCTA – Dec. 19 – Steve Magyar

Mark McConnell discussed the “Plum Creek” Storm Water Project. It has been delayed because a resident is unwilling to sign the right-of-way form which is necessary for the project. It was suggested by residents in attendance that a written document be sent to the individual.

#14-17 APPROVAL TO APPLY TO THE STORM WATER ADVISORY COMMITTEE FOR A GRANT TO CLEAN-UP “GUTHRIE DITCH” LOCATED ¼ MILE NORTH OF RT. 303 ON RT. 58 THROUGH TO HALLAUER ROAD

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the application to the Storm Water Advisory Committee for a grant to clean-up “Guthrie Ditch” located ¼ mile north of Rt. 303 on Rt. 58 through to Hallauer Road. The motion passed on a roll call vote.

#14-18 APPROVAL OF PURCHASE ORDERS AND BLANKET CERTIFICATES

Motion was made by Forrest Mohrman and seconded by Mark McConnell to approve the attached list of purchase orders (#1-2014 through #15-2014) and blanket certificates (#1-2014 through #6-2014). The motion passed on a roll call vote.

OLD BUSINESS –

Dumpster Day is scheduled for January 11, 2014. Postcards have been mailed to residents to remind them that the dumpsters are available that day.

NEW BUSINESS –

The storage of cemetery records was discussed. It is proposed that all of the hand-written cemetery records be entered into a computer program for safe storage and easier access.

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was decided to have a work session on January 13th after the Public Hearing to discuss the cemetery records.

#14-19 APPROVAL FOR SANDY DIEDRICK TO ENTER THE CEMETERY DATA INTO THE UAN CEMETERY SOFTWARE AND TO SET-UP A TOWNSHIP COMPUTER AT HER HOME FOR THAT PURPOSE

Motion was made by Forrest Mohrman and seconded by Mark McConnell to approve for Sandy Diedrick to enter the cemetery data into the UAN Cemetery software and to set-up a township computer at her home for that purpose. The motion passed on a roll call vote.

#14-20 MOVE TO EXECUTIVE SESSION

Motion was made by Mark McConnell and seconded by Forrest Mohrman to move to Executive Session to discuss the purchase of property. The motion passed on a roll call vote.

#14-21 RETURN TO REGULAR SESSION

Motion was made by Mark McConnell and seconded by Forrest Mohrman to return to Regular Session. The motion passed on a roll call vote.

#14-22 APPROVAL TO PURCHASE LAND ON RT. 58 FROM RALPH AND BETTY KIES FOR THE AMOUNT OF \$150,000.00

Motion was made by Mark McConnell and seconded by Forrest Mohrman to approve the purchase of land on Route 58 from Ralph and Betty Kies for the amount of \$150,000.00. The motion passed on a roll call vote.

ZONING BUSINESS – There will be a Public Hearing for a Zoning Amendment on Monday, January 13, 2014 at 7:30 p.m. It was reported that Doug Benford will be asking for a variance to the zoning regulations as he is asking for an accessory building permit.

Forrest Mohrman stated some concerns. He asked about maintenance of a drain on Pitts Road and some dead trees along various township roads. He spoke about the snow removal policy of the Township. He stressed the importance of having a Township Handbook. He will present a draft of a policy book for the other Trustees to review.

HEARING OF THE PUBLIC –

A resident questioned the policy on bee-keeping. There were questions in regards to how long a dumpster can remain on site at a resident's home and how long can the equipment at the sludge pond remain on site. Discussion followed.

#14-23 ADJOURNMENT

Motion was made by Forrest Mohrman and seconded by Mark McConnell to adjourn the meeting at 8:55 p.m. The motion passed on a voice vote.

The next meeting will be held on January 20, 2014 at 7:30 p.m.

THE PITTSFIELD TOWNSHIP TRUSTEES

Attest: _____