

## **KINGSVILLE TOWNSHIP TRUSTEES REGULAR**

### **April 11, 2018**

The April 11, 2018 regular meeting of the Kingsville Township Trustees was called to order by Jim Branch, Chairman, followed by the Pledge of Allegiance. Fiscal Officer Sarah Patterson was absent. Meeting minutes from the March 28, 2018 were not available due to the absence of the fiscal officer. Mike Cliff made a motion to waive the reading of the April 4, 2018 special meeting minutes and to accept them as presented. Karl Brunell seconded the motion; all yes.

**CORRESPONDENCE:** 1) A resident inquired about the loose stone along the berms of Mill Street. Road Superintendent, Neal Stewart, said that in the future we may be able to spray the stone after laying it down to hold it in place. 2) Dr. Infield requested the closure of N Wright St and Priest St on the morning May 19<sup>th</sup> for the annual Spring for Sidewalks 5K run. 3) Karl Brunell talked with Connie Sommers, Edgewood High School's Band Director, about having the marching band available for Memorial Day services. 4) Karl Brunell talked to several individuals who have expressed an interest in working part-time for the Township during the summer. 5) The trustees received a letter from The Kingsville Area Ministerial Association requesting use of the Township Park and gazebo on May 3<sup>rd</sup>, 2018 from 11:30am to 12:30pm for the National Day of Prayer.

**PUBLIC COMMENTS/CONCERNS:** None

**OLD BUSINESS:** 1) Jim Branch inquired about what types of items could and could not be dropped off for Clean Up Day on April 28<sup>th</sup>. Neal Stewart listed many items that will not be accepted, including, paint, tires, hazardous waste, yard waste, household garbage, and appliances with Freon. 2) Jim Branch asked if there was any update on the testing of the gas generator from the old township garage. Neal Stewart reported that he hasn't heard anything back yet. 3) Jim Branch reported that a certified refurbished Dell Inspiron 3668 Desktop computer was purchased for \$698 along with a \$99.99 1-year subscription to 5 copies of Microsoft Office 365 Premium software. The computer has been set up, files from the old computer have been transferred, and the Microsoft Office software has been loaded. One other copy of the Office software was loaded on the Fire Chief's computer in the front office. 4) Jim Branch reported that the NOPEC Sponsorship grant for the Friends of the Kingsville Public Library in the amount of \$500 to help fund the 44<sup>th</sup> Annual Library Lawn Sale was submitted and accepted already. The application for the other \$500 to help offset costs for the Township's Clean Up Day needed a rough estimate of attendees. Neal Stewart thought there may be up to 150 who take advantage of the service. Jim Branch will finish the application and submit it. The money will go directly to The PennOhio Corporation if the grant is approved. 5) Jim Branch reported that the NOPEC Energizing Communities (NEC) grant community profile was accepted. This makes the township eligible for \$5,556 in grant money to pay for energy efficient upgrades to the new township garage. The next step is to provide the Township's bank information and begin submitting disbursement requests as construction takes place. 6) Neal Stewart reported that he talked to Brobst Tree Service about dead and dying trees in the Township Park. They identified 5 trees that should be removed. They have been marked with a white dot at their base. They also talked about another tree that needs to be trimmed to remove dead portions. It was agreed that something needs to be done to protect the safety of park-goers and the gazebo. The Township is waiting on a final quote from Brobst for the work discussed. 7) Neal Stewart reported that he has not received an estimate for new road signage yet. 8) Neal Stewart reported that he will begin seeking material and labor quotes for the bunk room and shower improvements in the fire hall. 9) Dave Payne, construction manager on the township garage, reported that many potential bidders for the project have called him and expressed concern over the County Engineer's estimate of \$450,000 and their inability to come within 10% of this amount. Mr. Payne suggested increasing this amount to at least \$500,000 and consulted with the County Engineer to make sure he was agreeable to this increase. The County Engineer did not have a problem with the increase as long as the Township passed a motion for its approval. Karl Brunell made a motion to increase the cost estimate of the township garage project from \$450,000 to \$500,000. Jim Branch seconded the motion; all yes. Mr. Payne informed the trustees that seven potential bidders had picked up project plans and specs. The bids will be opened at a special meeting at 6pm on April 16<sup>th</sup> at the fire hall.

**NEW BUSINESS:** 1) A monthly report for EMS was submitted showing 67 total calls in March. Of the 67 calls, 47 were transports and 20 were negative (non-transports). Forty-five (45) calls were for Kingsville with 7 being volunteer and 14 negative. Six (6) were for Monroe by the day crew. Eleven (11) were for North Kingsville with 4 being volunteer and 5 negative. One (1) for Sheffield by the day crew. Four (4) for Conneaut by the day crew with 1 negative. This made for 56 calls by the day crew and 11 by volunteers. 2) The monthly Fire Department report showed 13 total calls broken down into the following: 5 downed lines / tree issues; 4 motor vehicle collisions; 1 structure fire; 1 possible structure

fire; 1 smoke investigation; and 1 open burn. 3) The monthly Road Department report showed 103 hrs. for snow-plowing, 20 hrs. for the park, and 207 hrs. for miscellaneous road work. There were 10.25 hrs. in overtime for snow-plowing. Neal Stewart had a total of 172 hours and Scott Burdine had 173 hours of work time and 6 hours of sick time. 4) The request to use the Township Park by The Kingsville Area Ministerial Association was discussed but tabled until the Fiscal Officer could be contacted to make sure there are no conflicts. 5) Jim Branch made a motion to appoint Jason Hayes of 5078 State Route 193 to the Zoning Commission. Mike Cliff seconded the motion; all yes 6) Jim Branch made a motion to appoint Tim Baldwin as an alternate to the Zoning Commission. Mike Cliff seconded the motion; all yes 7) Jim Branch stated he would write letters to the residents along Dibble Rd, Arbor Dr, and Fox Rd to inform them of upcoming road work to control dust from last year's chip & seal work. 8) Jim Branch stated he would write letters to all the utility companies providing service inside the township to make them aware of the new Kingsville Township Highway Use Manual and the necessary permits required to perform work in the Township's road right-of-ways. The utilities discussed were Dominion Gas, First Energy, Windstream, Aqua Ohio, and Great Wave Communications (Conneaut Phone). 9) Potential road projects that were reviewed at the April 4<sup>th</sup> special meeting were discussed and it was decided to have road superintendent, Neal Stewart, ask the County Engineer to seek an estimate for paving sections of S Wright St and the very end of Brydle Rd with the paving of Cemetery Rd as an additional alternate project. 10) Neal Stewart will also seek preliminary bids for chip sealing & fog misting Dibble Rd and just fog misting Arbor Dr, and the paved section of Fox Rd from Martuccio Asphalt & Paving. 11) Jim Branch inquired about \$2,500 that was approved by the Township Trustees on February 8<sup>th</sup>, 2012 for a Fire District Study. Former Trustee, Dennis Huey, who was present in the audience stated that the study was never done, and the approved money was never spent. A brief discussion followed concerning what was considered at the time and discussions with the State Fire Marshall. 12) Jim Branch asked Ashtabula County Commissioner, J.P. Ducro, who was present in the audience about what steps the Township would have to take to initiate a study to look at the feasibility of sanitary sewers in the more densely populated areas of the township and at the I-90 interchange, similar to the study done in 2001 by Michael Benza & Associates for the County Commissioners. Mr. Branch expressed that his main concern is individual septic systems on small residential lots in town may not pass state mandated inspections in the next 10 or 20 years and homeowners will be stuck with the high cost of upgrading their systems. The study would allow residents and elected officials to compare the cost of hooking into sanitary sewers versus paying for new systems. J.P. Ducro advised the trustees to contact Nick Sanford, the Environmental Services Director, and/or Commissioner Kathryn Whittington, the environmental services liaison, to see what our next step might be. He believed the Township would probably have to pass a resolution stating our desire to have the County initiate the study. 13) J.P. Ducro informed the trustees that the County is still looking for secure and easily accessible sites for placing recycling containers. 14) J.P. Ducro also informed the trustees that the County's new 911 Call Center went live April 11<sup>th</sup> at 2am. There will be an official unveiling on April 16<sup>th</sup>. A discussion followed concerning fees paid by individual communities and the technology and devices the township may be responsible for. 15) Neal Stewart reported that a recently foreclosed house at 3700 State Route 84 was accumulating a large amount garbage bags outside. It was agreed that this matter should be referred to the Ashtabula County Health Department. 16) A property on South Ridge Rd between 4100 S Ridge Rd and 4152 S Ridge Rd was also brought to the Trustee's attention concerning makeshift structures and debris. Zoning Inspector, Mike DeFazio said he would investigate it. 17) Neal Stewart reported that the old septic tank at the township garage location had been removed. 18) Neal Stewart requested permission to investigate the purchase of new surveying equipment. This would be to replace equipment lost in the fire and he estimated the cost to be approximately \$7,000. 19) Neal Stewart inquired on behalf of Scott Burdine about the possibility of applying PERS retirement funds to Social Security. The trustees said they will refer this matter to fiscal officer, Sarah Patterson, when she returns. 20) Mike DeFazio, zoning inspector, reported he is working on permits for signs at Travel America. 21) Mr. DeFazio also stated he received a call from a Berkshire Hathaway realtor concerning possible uses for a lot currently for sale. 22) Mike Cliff made a motion to purchase 200 ton of 304 stone for a cost not to exceed \$2,500. Karl Brunell seconded the motion; all yes. The stone will be used for the sub-base of the new township garage. 23) Karl Brunell made a motion to set a special meeting on April 18, 2018 at 6:00pm at the fire hall to interview individuals for the advertised positions within the fire department. Jim Branch seconded the motion; all yes. 24) Mike Cliff made motion to officially set a special meeting on April 16, 2018 at 6:00pm at the fire hall to open bids for the township garage. Jim Branch seconded the motion; all yes. Karl Brunell will contact the Star Beacon to have the notice put in the paper. 25) Jim Branch made a motion to purchase 200 ton of No. 8 stone to be back-hauled by Arms Trucking for a cost not to exceed \$5,360. Mike Cliff seconded the motion; all yes. The stone will be used for chip sealing Dibble Rd.

**PUBLIC COMMENTS/CONCERNS:** 1) Sharon Huey of 2975 Priest St inquired about the Township Park landscaping bid that was submitted to the Township and filling the flower pots in the park. The Trustees told her they hope to include the cost of the landscaping in a submission to the ODNR NatureWorks

grant due June 1<sup>st</sup>, 2018. They also said to go ahead with filling the pots in the park and submit the bill for approval at a future meeting. It was estimated that the cost would not exceed \$300.

**SAFETY CONCERNS:** None

**FINANCIAL REPORT:** None due to the absence of the Fiscal Officer. Jim Branch reported that the fiscal officer did make arrangements to have the checks cut by the Plymouth Township Fiscal Officer, Maryann Stevenson, on April 12, 2018 at which point one of the trustees would need to sign the checks.

Karl Brunell made a motion to go into executive session for personnel matters. Jim Branch seconded the motion. On the call of roll: Mike Cliff – Yes, Jim Branch – Yes, and Karl Brunell – Yes.

Karl Brunell made a motion to go back into regular session. Mike Cliff seconded the motion. On the call of roll: Mike Cliff – Yes, Jim Branch – Yes, and Karl Brunell – Yes.

26) Once out of Executive Session Mike Cliff made a motion to hire Kris Daywalt and Jimmy Evans at \$10 an hour starting April 16, 2018 as part-time seasonal help. Karl seconded the motion; all yes. 27) Karl Brunell made a motion to hire Jacob Huey and Tiffany Lawrence at \$10 an hour as part-time summer help to start once school is over. Mike seconded the motion; all yes. 28) Jim Branch made a motion to contract with Brobst Tree Service to cut up a tree in Lulu Falls Cemetery and grind the stump for a cost not to exceed \$650. Mike Cliff seconded the motion; all yes. 29) Karl Brunell made a motion to approve hours and pay for Maryann Stevenson, Plymouth Township’s Fiscal Officer, to temporarily assist Kingsville Township while our fiscal officer is indisposed. Jim Branch seconded the motion; all yes.

Mike Cliff made a motion to adjourn the April 11, 2018 regular meeting of the Kingsville Township Trustees. Karl Brunell seconded the motion; all yes.

---

Jim Branch, Chairman

---

Sarah Patterson, Fiscal Officer