

KINGSVILLE TOWNSHIP TRUSTEES REGULAR MEETING March 08, 2023

The March 08, 2023 regular meeting of the Kingsville Township Trustees was called to order by Vice Chairman Jim Branch in the absence of Karl Brunell, Chairman, followed by the Pledge of Allegiance. Jim made a motion to waive the reading of the February 22, 2023 meeting minutes and approve them as presented. Mike seconded the motion. Motion carried. Copies of the minutes were available.

FINANCIALS: Sharon reported that bills are paid and all current. Sharon reported that Tracy with the auditor for our 2019-2020 State Audit contacted her and advised that since we have balanced the checking through 12/31/2022, we do not have to make the adjustments they originally thought, which would throw off the account balance. Sharon wanted to update the Trustees on this matter. Sharon also advised the Trustees that she provided them with a copy of the ARPA fund status to show them where we stand on those monies. As of today, the fund balance is \$173,785.10. Lastly, she reported that she paid the back pay from June of 2021 to the present to the Ohio Police and Fire Pension Fund when Dave West was hired in the amount of \$28,089.55. Jim made a motion to pay the bills. Mike seconded the motion; Motion carried.

CORRESPONDENCE: 1) Mike said that we will move to the next phase of the Buie Road Project which is a 50% disbursement. 2) Judy Sims with Kinder Morgan has requested a tabulation on the stone bid. 3) Jim said we received a couple of notices from Congressman Dave Joyce's Office and one from Senator Sherrod Brown's Office asking if we have any projects that we would like to ask for consideration of Federal funding. Obviously, the sewer project would be on the top of that list for consideration. 4) Jim reported that the Board of Developmental Disability is having a ribbon cutting ceremony and open house on March 22nd. The ribbon cutting is at noon and the open house is from 1 pm to 7pm. 5) Mike received an email from Stacy Long thanking the Township for presenting to the Leadership Ashtabula County Class.

DEPARTMENT REPORTS: Fire Department runs to date total 156, EMS calls 132, Mutual aid calls 41. Jim thanked Chief West for compliance training for MediCount. Dave reported that they offer other trainings to help our department with the process. Mike made a motion to approve the Department Reports and attach them to the meeting minutes as addendums. Seconded by Jim. Motion carried.

OLD BUSINESS: 1) Jim wanted to thank Fred Pierce-Ruhland for his work with the KIRC on the proposed sewer project. 2) Jim also advised that Chief West has indicated that Dave Payne has the preliminary plans for the fire station and will drop them off tomorrow. 3) Mike advised that there will be some minor revision to the upstairs plans as required by the Building Department. 4) Mike brought up having the Township create an Investment Policy so that we can invest with Star Ohio. We may be able to use funds on deposit with Northwest Savings Bank and Andover Bank and keep US Bank as our primary bank. Mike will work on a draft policy. 5) Sharon advised that she is working to clean up the old records and get them organized.

NEW BUSINESS: 1). Mike made a motion to approve Ziegler Heating Company to install a heating system for the upstairs at a cost of \$9,880.00. 2nd by Jim. Motion carried. 2) Mike made a motion to purchase a building permit and a health department permit for \$1,560.25. Seconded by Jim. Motion carried. 3) Mike made a motion to accept the bid for the upstairs electrical to All Phase Construction in the amount of \$8,890.00. Seconded by Jim. Motion carried. 4) The Trustees explained to Sharon that if a contractor requests a percentage up front, it is all right to pay it. 5) Jim made a motion to approve Lenox Quality Builders to do the drywall, flooring, ceiling tile, kitchen and bath improvements to

the second floor at a cost not to exceed \$38,300.00. 2nd by Mike. Motion carried. 6) Jim made a motion to approve Girl Scout Troop 80014 to sell Girl Scout Cookies in the park on March 19th and 26th from 1 to 4. Second by Mike. Motion carried. 7) Jim made a motion to approve the Friends of the Library to use the park for the annual lawn sale on May 19th and 20th. Seconded by Mike. Motion carried. 8) Jim made a motion to approve use of the park by the Kingsville Public Library on various dates in the summer for its summer programs. Seconded by Mike. Motion carried. 9) Jim made a motion that he will attend the Health Department's Advisory Board on March 23rd at 7pm. Seconded by Mike. Motion carried. 10) Jim made a motion to approve the purchase of our Microsoft 365 Software at a cost of \$106.74. Seconded by Mike. Motion carried. 11) Jim made a motion to send a letter to Mr. Spencer on Priest Street to come and pick up the materials he dropped off at the garage because it is against our policy. Seconded by Mike. Motion carried. 12) Sharon advised that the Boosters are having their next spaghetti dinner on March 18th and it is a sit-down and take-out. 13) Jim advised that the Gageville Methodist Church is having another blood drive on March 13th and he put it on the sign.

PUBLIC COMMENTS/CONCERNS: None

Jim made a motion to adjourn the March 08, 2023 regular meeting of the Kingsville Township Trustees. Mike seconded the motion. Motion carried.

Jim Branch, Vice Chairman

Sharon Huey, Fiscal Officer



Kingsville Township Fire Department Meeting Report 03/08/2023

Departmental Updates:

- Runs to date (03/08/2023): +23 = 156
 - EMS - +17=132
 - Mutual Aid Provided-
 - Conneaut- = 3
 - North Kingsville- +1(canceled en route)=13
 - Monroe - +1=7=8
 - Sheffield - +1=11
 - Plymouth - +1=5
 - Pierpont - =
 - Ashtabula Township - =
 - Ashtabula city - =
 - Total Mutual aid provided:+4=41
- Fire Station-
 - Spoke with Dave Payne, he has preliminary drawings that he will drop off.
 - Washed bay door windows and man door windows.
 - Moved equipment around to work on truck .
- Fire Inspections-
 - unremarkable.
- Employee Matters-
 - A. Hungerford had to call off on $\frac{3}{4}$ due to complications with infant
 - I filled in for 10 hours and took comp time for it .
- Schedule (Current)
 - Schedule 95% full with only one Saturday's BLS for 16 hours.
 - Next shift sign ups will be sent out on 03/16.



- Recall / All Call - Unremarkable.
- Overnight Shifts
 - Scheduled overnight shift on 3/18 due to Sheffield Raffle they will have no one available to respond or on shift.
- After hours / AUX / Second out calls:
 - 0 total calls : 0 handled internally
 - Provided M/A : 0
 - Needed M/A(only one responder from KFD or HBOA) : 0
 - 2nd out calls: 0
 - 2nd out calls HBOA: 0
- Budget - 2021
 - Total EMS revenue: see attached(2023 EMS revenue)
 - Payment summary
- Computer Aided Dispatch / MARCS
 - Unremarkable.
- OTARMA
 - Putting more grant towards fire gear.
- Emergency Reporting System/Health EMS/Apps
 - Unremarkable.
- Turnout Gear / Gear / apparel
 - Submitting SFM equipment grant for turnout gear given the older gear we have will expire within the end of next year.
 - Awaiting results.
- Squad 619(First Out)
 - Unremarkable.
- Engine 621
 - Will need to be sent out for service of the air brake system due to leak.(PENDING)
- Engine 611



- Beginning the equipment mounting.
 - Will need to be sent out to CountrySide for pump packing adjustments.
- Squad 609(Reserve)
 - Unremarkable.
- Brush Truck 604
 - Fueled tank and gas can.

- EMS supplies -
 - Unremarkable.
- Medical oxygen -
 - Delivered.
- Knox Boxes -
 - Unremarkable.

- Monthly Trainings-
 - 03/07 - Fire training suspended due to an incident.
 - 03/14 - EMS
- ★ Departmental update-
 - The Road Department assisted with limb removal from our yard.
 - Performed compliance training with Medicount
 - Gathered data for Monroe/Sheffield meeting on the 11th.
 - Performed protocol rollout for UH 2023.
 - Discussed further about sewer with Chris.

ACTION NEEDED-

- **Unremarkable.**

report ending 3/4/23 Road Department



Chris Bradek <chris.bradek@kingsvilletwp.org>

to Karl, me, Mike, Fiscal

Mon, Mar 6, 2023, 1:26 PM

Good afternoon,

I had 2 hrs OT, converted to comp, on 2/25. My comp balance is 58.76 hrs, as of this pay.

Jim and I have been working in the cemetery. We trimmed trees along the driveway. Jim has done a lot of other trimming and picking up dead fall from the winter. I had a woman contact me about family graves and the potential for interring ashes. I had another call to schedule an upcoming burial.

We cut up a tree and picked up trash along the trail.

We picked up limbs in the park. Jim had been keeping the trash cans emptied. We still need to talk about picnic tables. I was not able to get a picture of the concrete tables from McGill, as they don't have any made right now. However, I did get a technical drawing (see attached).

Jim salted on the 22d and I salted on the 25th. We used 6 tons. I'm going to start receiving salt from our contract. We have to take 162 tons. The 23/24 contracts should be coming out to sign later this month. As of now, I suggest we go with 180 tons (+/- 10%) again.

Russell Standard has not returned any pricing yet. Suit-Kote was here and made suggestions. He also provided pricing, for budgetary purposes only. We can review those at the work session. If you're thinking we are going to do more than \$50k in dust control/ chip seal/ fog seal, we will need to put out a bid, sooner would be better. Any paving work will probably need to be bid.

We've entered the next selection phase for the Buie OPWC. If approved, the biggest expense for this year will be tree removal and the purchase of pipe. We can apply for 50% reimbursement at the end of the year.

We spent some time cleaning up dead fall along the roads from this winter.

The catch basin for Arbor is done. I'm planning to pick it up this week. We have the pipe and a collar already.

Both plow trucks and the loader were emptied and washed.

"Welcome to Kingsville" signs have arrived. We still have all the new road signs to install, but we still haven't got the bolts for that from ODOT.

Zeigler is scheduled to come and reroute the exhaust from the furnace.

We received a phased approval for the upstairs. I've been in contact with the building department with regard to their issues. I'm still waiting for clarification. I've also forwarded this to Dave Payne for review. We can begin rough-in work as soon as we name an electrician and plumber, and pay all of the fees. The Building Department is requiring us to register as general contractors for this calendar year at a cost of \$110. The actual permit fee is \$1330.25. The plumbing permit comes from the Health Department at a cost of \$120.

I'm waiting for the revised proposal from All Phase Electric. On the 2d, I had another plumber come take a look at our job. He has not provided a proposal, yet. If electrical or plumbing proposals come through before the meeting, I'll leave them on the meeting table for you.

You should probably approve Zeigler for the zone system. The updated quote is attached.

Ed Spencer, Priest St., was identified on camera as having left scrap metal and glass in the yard waste area after dark on Sunday, 2/19.

I will not be available on Wednesday night until after 20:00. I'll check online at that time to see if the meeting is still going on. If one of you could provide the highlights, I'd appreciate it.

Thank you.

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Chris Bradek

Superintendent

Road, Park, and Cemetery Depts.

440-224-2377

Kingsville Township Zoning Department

Zoning Report

February 21, 2023 - February 20, 2023

Permits Issued:

- None

Warnings / Inquiries/Violations:

- None