

KINGSVILLE TOWNSHIP TRUSTEES REGULAR MEETING October 25, 2023

The October 25, 2023, regular meeting of the Kingsville Township Trustees was called to order by Chairman Karl Brunell, followed by the Pledge of Allegiance. Karl made a motion to waive the reading of the October 11, 2023 meeting minutes and approve them as presented. The motion was seconded by Mike. Motion carried. Copies of the minutes were available.

FINANCIALS: Sharon reported that the bills have been paid and are current. There were no transfers. Karl made a motion to pay the bills. Second by Mike. Motion carried.

CORRESPONDENCE: 1) Sharon received an email from Debbie Friedstrom saying that she had received a letter from the Chief County Prosecutor, Colleen O'Toole asking if any of the Townships would be interested in having a joint collaboration to unify our zoning and building codes, and would meet monthly. She said if anyone on the Board is interested, she will forward the email. 2) Sharon also received an email from the Prosecutor's Office addressing the questions about receiving donations to the KIRC for the proposed sewer project. Attorney Alexandria Perry will be assisting us in the matter. 3) Sharon also received an email from Andrea Leap, the person doing our audit. She still needs the Fraud Questionnaires and the Public Records Training Certificates for Karl and Mike. 4) Mike was contacted by a person who works in Kingsville Township and utilizes the dumpsters who asked if we could put some gravel in front of the dumpsters as that area is getting muddy. 5) Jim got an email from Logan Fry with the Ohio Attorney General's Office pertaining to a fraudulent email requesting money received by Sharon. Jim filed a form with the State to alert them of the activity.

DEPARTMENT REPORTS: **Road Dept:** The road report looks good. **Fire Dept:** Runs year to date Total 738, EMS 616, Mutual aid 176. Karl advised that we need to reach out to the County Engineer's Office to see if they have a cost estimate yet for the Fire Station project. **Zoning:** Nothing to report. Mike made a motion to attach the Department reports to the minutes as an addendum. Second by Jim. Motion carried..

OLD BUSINESS: KIRC Report: Jim reported that there is a meeting next Monday at the Planning Commission at 10 am. Dave Horton had a brief discussion with the Board about the meeting. He wanted to make sure we get our questions answered from the Planning Commission. Jim reported on behalf of Fred that we do have a Resolution ready for the KIRC Sewer Fund. He then said that Sharon contacted the County Prosecutor who did respond and said the donations could have stipulations that restrict the use of the donations. He thought that we could express that the donations would be used for the sewer project. They could be earmarked for use by the property owners to offset costs. Lastly, for ownership changes, Fred understands that Travel America was sold to BP, so we're not sure how that will change anything. Also, Circle K on the south side of the interchange is going ahead to the installation of a \$150,000 septic system, but they are also installing a line to the road in anticipation of future sewers. Sharon asked about a land donation from a recent meeting that she has no information for. The Board explained that they do not have any paperwork on it yet, as it was just proposed at this point

NEW BUSINESS: 1) Jim brought up that Wesley Cleveland volunteered to serve on the Northeast Joint Fire District Board, so he would like to formalize that to appoint him as Resident Representative to the Northeast Joint Fire District Board. Jim made a motion to approve Resolution 2023-005. Seconded by Mike. At the Call of the Roll- James Branch-yes, Karl Brunell-yes, Michael Cliff-yes. Motion carried. 2) The next one is Resolution 2023-010 and is a resolution to adopt a public records policy for Kingsville Township, Ashtabula County. Seconded by Mike Cliff. Jim briefly explained why we need to have a public

records policy. It appears the previous Trustees began a policy but for whatever reason we do not have it. He also looked into costs to copy documents. At the call of the roll- James Branch-yes, Karl Brunell-yes, Michael Cliff-yes. Motion carried. 3) Jim made a motion to approve Resolution 2023-012. A Resolution to establish a Records Commission for Kingsville Township. He further explained that the Commission is to be made up of the Chairman of the Board of Trustees, the Fiscal Officer, and resident appointed by the Board. He then briefly explained what the Commission does. At the call of the roll- James Branch-yes, Karl Brunell-yes, Michael Cliff-yes. Motion carried. 4) Jim made a motion to appoint Dennis Huey as resident representative to the Records Commission. Seconded by Mike Cliff. Motion carried. 5) Jim then made a motion to pass Resolution 2023-013- to adopt a Records Retention Schedule for Kingsville in accordance with the Ohio Revised Code. Jim received a 36-page sample schedule from the Ohio Historical Connection. He explained the steps to approve, sign, and submit the schedule to the State. It was then seconded by Mike Cliff. At the call of the roll- James Branch-yes, Karl Brunell-yes, Michael Cliff-yes. Motion carried. 6) Jim made a motion to pass a Resolution 2023-011 to establish Kingsville Infrastructure Revitalization Committee for the KIRC Sewer Fund. It basically asks the Fiscal Officer to create a fund to be used specifically for the sewer project at the Interchange. Seconded by Karl Brunell. At the call of the roll- James Branch-yes, Karl Brunell-yes, Michael Cliff-yes. Motion carried. 7) Jim made a motion to modify current cemetery rules and regulations to include updated names of the Cemetery Sexton and Fiscal Officer in cemetery documents. Secondly, we need to add a line for the \$100 fee for vaults. Lastly regarding head-stones it should read after the header "All monuments, headstones, and markers shall be set in alignment orientation with existing headstones in the same section and row. Mike Cliff seconded followed by a brief discussion. Motion carried. 8) Mike Cliff brought up the small building next to the school and how it is now under construction, but he is not aware of any permits for construction or renovation. Mike DeFazio said sometimes the Building Department does not require permits. Mike Cliff said if the building is being gutted, everything needs to be brought up to code. Mike DeFazio said that he will check into it.

PUBLIC COMMENTS/CONCERNS: Mr. Evan Hamilton 5801 Washington Blvd, Ashtabula spoke to the Board about having the Township turn around the headstone of his daughter Pam Hamilton which he said was installed backwards and not to his request. Karl explained to Mr. Hamilton why the stone is facing correct now. The Board Members were consistent in their opinions that in order to remain consistent with other stones in the cemetery the stone should remain as it is. The decision of the Board is to not allow the stone to be turned from its present position.

Mike made a motion to adjourn the October 25, 2023 regular meeting of the Kingsville Township Trustees. Karl seconded the motion. Motion carried.

Karl Brunell, Chairman

Sharon Huey, Fiscal Officer



Kingsville Township Fire Department Meeting Report 10/25/2023

Departmental Updates:

- Runs to date (10/25/2023): +37 = 738
 - EMS - +29=616
 - Mutual Aid Provided-
 - Conneaut- = 31
 - North Kingsville- =18
 - Monroe - +5=67
 - Sheffield - +2=51
 - Plymouth - +1=14
 - Pierpont - =
 - Ashtabula Township - =1
 - Ashtabula city - =
 - Albion PA - =1
 - Total Mutual aid provided:+8=176
- Fire Station-
 - Internal remodel - Plans were dropped off to the Engineers Dept for estimate.
 - Called again for an update.
- Fire Inspections-
 - Inspected New Apostolic Church - re inspection scheduled
- Employee Matters-
 - Unremarkable.
- Schedule (Current)
 - Schedule 100% full with only four days BLS for 16 hours.
 - Next shift sign ups for November have been returned and the schedule is completed.



- Recall / All Call - Unremarkable.
- Overnight Shifts
 - Unremarkable.
- After hours / AUX / Second out calls:
 - 2 total calls : x1 handled by Sheffield/Monroe
 - Provided M/A : 0
 - Needed M/A(only one responder from KFD or HBOA) : 1
 - 2nd out calls: 1
 - 2nd out calls HBOA:1
- Budget - 2023
 - Total EMS revenue: see attached(2023 EMS revenue)
 - Payment summary
- Computer Aided Dispatch / MARCS
 - Unremarkable.
- OTARMA
 - Unremarkable.
- Emergency Reporting System/Health EMS/Apps
 - Unremarkable.
- Turnout Gear / Gear / apparel
 - Submitted apparel request to Sports & Sports.
- Squad 619(Reserved)
 - Discovered an issue with the on board charging system with it not working we had to order new batteries again
 - EVT will replace the shore charger in the station.
- Engine 621
 - Will need to be sent out for service of the air brake system due to leak.(PENDING)
- Engine 611
 - Need to send this truck back to CountrySide for service due to the pump governor not engaging.
 - Waiting in the shop to have time for this project.
- Squad 609(First out)



- .- Still waiting on the foot pedal assembly to come in. (PENDING)
 - No issues with power since.
- Brush Truck 604
 - Unremarkable.
- EMS supplies -
 - Awaiting to see if UH will give us the requested supplies.
- Medical oxygen -
 - Unremarkable.
- Knox Boxes -
 - Unremarkable.
- Monthly Trainings-
 - 10/14 - Mock MCI training at Raceway 7.
 - Attended this training and also attended the new Igel blind insertion device training that UH is switching to in our protocol.
- ★ Departmental update-
 - Northeastern Communication is quoting us five mobile radios and I'll submit the grant application when I have all the information gathered.
 - Ohio ground Ambulance - status pending to renew our SAM registration then I can resubmit the additional info.
 - Renewed my BLS Instructor card.

ACTION NEEDED-

- **Unremarkable.**

report ending 10/21/23 Road Department



Chris Bradek <chris.bradek@kingsvilletwp.org>

Mon, Oct 23, 2023, 2:11 PM

to Karl, me, Mike, Fiscal

Good afternoon,

Since the last report, we have had 8 hrs of holiday pay. I used 6 hrs of comp time and 8 hrs of vacation. Jim had 5 hrs of OT for the Ghost Race. Jim and I each had 2.5 hrs OT for a Saturday burial of ashes. I'm taking comp earned. My comp balance will be 76.14 hs.

I attended the BWC lunch meeting. I called to have the backflow test done at the Firehall. Per the Township to Township agreement, I had a load of anti-skid delivered to Plymouth.

Jim has been mowing and mulching leaves. We pulled the footer forms and got soil put around them.

Now that the OPWC Round 38 paperwork is signed, I'll take it to Jefferson this week.

I spread some extra gravel that was given to us on Kingsbury West.

The Cat loader is having an electrical issue. It started hard one day the week before last. I checked the batteries. They were down just a little. I unhooked them and charged them individually. There have been no other starting issues, but beginning last Friday, the computer display is stuck on the start-up screen. I will probably need to call Cat for advice.

The old roadside mower is functional and ready to sell. The ad has been in the paper already. Bids are due ahead of the next meeting.

Upstairs, the flooring is down. Cabinets are ordered and should be in today or tomorrow. Shetler expects to come back and install them on the next rainy day.

We spent most of a day cleaning and preparing for the Ghost Race. I also helped with cleaning upstairs, to get ready to lay the flooring down.

Yard waste was emptied 6 times.

Thank you.

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Chris Bradek
Superintendent
Road, Park, and Cemetery Depts.
440-224-2377

Kingsville Township Zoning Department

Zoning Report

, 2023 - October 9, 2023

Permits Issued:

- #829 Issued to Dingo Corp. @ 6117 N. Wright St. for remodel.

Warnings / Inquiries/Violations:

- None