

KINGSVILLE TOWNSHIP TRUSTEES REGULAR MEETING January 24, 2024

The January 24, 2024 regular meeting of the Kingsville Township Trustees was called to order by Chairman Jim Branch, followed by the Pledge of Allegiance. Trustee Mike Cliff was unable to attend the meeting. Karl made a motion to waive the reading of the January 10, 2024 and approve as presented. The motion was seconded by Jim. Motion carried. Copies of the minutes were available.

FINANCIALS: Sharon reported that the bills are current and paid. Sharon asked the Trustees if they want to discuss the Street Lighting Assessment which is experiencing a shortfall. She referred them to the printout she gave them. Last year we advanced \$4,000 from the general fund in March. She reviewed the 2023 Street Lighting Fund with them. The total first and second half settlements revenue for the Street Lighting Assessment for 2023 was \$15,218.80. The total expense for the year was \$23,420.61, leaving a shortfall for the fund of \$8,201.81. She reminded the Trustees that we spoke about increasing the assessment in order to cover the cost of the lighting. The trustees brought up how NOPEC last year had a problem which forced electric rates much higher, but are now coming down. The Trustees discussed different options for increasing the assessment to residents. There was some confusion about the fund and its present balance. Sharon will investigate and report back to the Trustees. Jim made a motion to pay the bills. Second by Karl. Motion carried.

CORRESPONDENCE: 1) Jim was contacted by Kingsville Little League about sign ups and he didn't see a problem putting that on the sign later. 2) Jim was contacted by the Masons about having a Pancake Breakfast on the morning of the Lawn Sale. He spoke to the Boosters about it and they had no problem letting the Masons sponsor the Breakfast. Jim also said we will advertise it on the sign as well as all of their Pancake Breakfasts. 3) Jim also received a letter from NOPEC regarding the annual Energize Community Grants we can apply for as long as we register with them. This year the grant amount is \$3,076.00. We have not used the balance from the two previous years, so we have \$10,833.00 to spend, and he thought our project for light posts in the park would be perfect to use this money for. Karl gave an update on the lights since we were on this topic. Karl called Jefferson and they told him that he would have to call a gentleman in Canada who told Karl he would put him in touch with a sales rep who would assist with the order. The Trustees discussed the proposed lights in the park and since there will only be two light posts, that maybe we could include getting a quote for a new electric panel in the park and updated wiring in the Gazebo. The Fiscal Officer and the Board discussed the possibility of using ARPA money if any is left over to make structural repairs to the Gazebo.

PUBLIC COMMENTS/CONCERNS: None.

DEPARTMENT REPORTS: **Road Dept:** Chris and the Board discussed the proposed improvements to the fire station since he will be the general contractor for the project. **Fire Dept:** The Board reviewed the status of repairs to fire department vehicles. Runs year to date Total 101, EMS 78, Mutual Aid 27. **Zoning:** Nothing to report. **Fire District:** Karl reported that they are holding interviews this Saturday. **KIRC:** Jim reported that we are just waiting to hear back from the State regarding any grants or other possible funding. Jim made a motion to attach the Department reports to the minutes as an addendum. Second by Karl. Motion carried.

OLD BUSINESS: 1) Karl explained the problems we are having with the heating/cooling system centered around poor design layout of the system. If Sharon wanted cool air in her office and the other areas wanted heat, the compressor is too big to efficiently cool a small area. The Board decided it would be more efficient to install a window in her office. 2) The Board opened

discussion on the purchase proposal for an excavator. Chris gave the Trustees a comparison sheet of the various units with a score card. He recommended four units for demonstration out of 12 machines reviewed. The Volvo, the Kobelco, the Cat 305, and the Bobcat E60. The estimated cost range for the excavator and a trailer is between \$100,000 and \$120,000. Chris thought to have the units demonstrated at the end of February or first part of March. 3) Karl spoke to Ryan Lencl and he will get us a quote for building the bell tower in the park.

NEW BUSINESS: 1) Jim made a motion to hire two part-time employees for the Fire Department. The first is Donald Hall a firefighter-Paramedic and Cody Maxwell a firefighter-EMT. Seconded by Karl. Motion carried. 2) Jim brought up that Plymouth Township Trustees thought that when their Fiscal Officer Mary Ann Stevenson helps us, that she should be compensated. Jim advised Mary Ann to keep track of her time and submit an invoice to us. Sharon and Jim explained that Mary Ann helped them figure out how to get registered in the IRS system for filing 1099s electronically starting this year. It was a very long and drawn out process. Karl said he had no problem compensating Mary Ann Stevenson for consulting fees. 3) Karl made a motion to authorize Chris to get two pagers for the new fire department employees. Second by Jim. Motion carried. 4) Jim made a motion to go into Executive Session with Fire Chief Dave West. Seconded by Karl. At the call of the roll, James Branch-yes, Karl Brunell-yes, Michael Cliff-absent. Motion carried. 5) Karl made a motion to come out of Executive Session and return to regular session. Seconded by Jim. At the call of the roll, James Branch-yes, Karl Brunell-yes, Michael Cliff-absent. Motion carried.

PUBLIC COMMENTS/CONCERNS:

Karl made a motion to adjourn the January 24, 2024 regular meeting of the Kingsville Township Trustees. Jim seconded the motion. Motion carried.

Jim Branch, Chairman

Sharon Huey, Fiscal Officer



Kingsville Township Fire Department Meeting Report

01/24/2024

Departmental Updates:

- Runs to date (01/24/2023): +52 = 101
 - EMS - +40=78
 - Mutual Aid Provided-
 - Conneaut- +3= 7
 - North Kingsville- +3=4
 - Monroe - +5=10
 - Sheffield - +2=6
 - Plymouth - =0
 - Pierpont - =0
 - Ashtabula Township - =0
 - Ashtabula city - = 0
 - Total Mutual aid provided:+13=27
- Fire Station-
 - Chris to handle general contracting of internal remodel - CONT
- Fire Inspections-
 - Unremarkable.
- Employee Matters-
 - Two applications to accept -
 - Donald Hall - FF / Paramedic
 - Cody Maxwell - FF / EMT
- Schedule (Current)
 - Schedule 90% full in Feb with five open days and 11 days BLS for 16 hours.



- Recall / All Call - Unremarkable.
- Overnight Shifts
 - Unremarkable.
- After hours / AUX / Second out calls:
 - 18 total calls : x18 handled by Sheffield/Monroe or mutual aid
 - Provided M/A : 0
 - Needed M/A(only one responder from KFD or HBOA) : 0
 - 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
 - SFM new online profile made.
- Turnout Gear / Gear / apparel
 - Still awaiting our bunker gear to be finished.
- Squad 619(OOS)
 - Another issue with the liquid spring suspension after returning from an EMS call. One side was up at ride height and the other was down. Countryside came and picked up to service.
- Engine 621
 - Issue arose after returning from a structure fire. Poor engine performance.
 - Countryside came to the station to diagnose the problem and test drive unit // found a sensor on the turbo that needed to be replaced. They will take it down to their shop when the squad gets back so they can do a PM and inspection.
- Engine 611



- All known issues have been repaired and this truck is in service as the first out engine.
- Squad 609(First out)
 - Foot pedal sensor replaced.
- Brush Truck 604
 - Unremarkable.

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

- Monthly Trainings-
 - EMS training for EMTs ongoing through JAN and FEB for new protocol rollout.
- ★ Departmental update-
 - Hosting pack 11 on Feb 13th for a station tour.
 - Ashtabula County Chiefs association annual dues are up. Filled out and given to Sharon.
 - Successful multi department training held at Kingsville.

ACTION NEEDED-

- **Approve the two part time applications.**

report ending 1/20/24 Road Department



Chris Bradek <chris.bradek@kingsvilletwp.org>

to me, Mike, Karl, Fiscal, Mike

Mon, Jan 22, 3:55 PM

Good afternoon,

In the last 2 weeks, we had OT for plowing snow, trees down, and the Trustees meeting. Jim got 12.5 hrs of OT pay. I took all comp time and have earned 22.5 hrs. My comp balance will be 85.14 hrs. We also had a holiday and I used 3.5 hrs of sick time.

I ordered the Grasshopper mower. We had a large pine tree snap off in Lulu. It caused some minor damage to the roof of the shed. It doesn't look like it will leak, but we will probably know by the end of this week. There were 2 other smaller trees that lost large limbs.

We plowed snow/salted on 1/7, 14, 16-20. We used about 35 tons of salt.

With the wind we had the week of the 8th, we spent some time picking up branches from the roads. There were trees down on Creamer and Brydle during the evening of the 12th. Wires were down with the tree on Creamer and I closed the road. CEI reopened it late the next afternoon.

Plow trucks were emptied and washed.

I added to the chart for comparing excavators. I have included a score card and the chart for trailer comparison. Please plan to discuss this at the meeting. I'd like to schedule up coming demos. As of 1/16, Sheffield has decided they can no longer afford to join us in this venture. It was suggested that should we do any work for them with this machine, we bill them at a predetermined hourly rate. Based on the standard rates from ODOT for 2024, that would be \$49/ machine hour+ labor (my wages and benefits come to about \$48/ hr), and \$80/ hour to truck it.

At the Fire Dept, 611 is back and in service. 621 is out of service. In addition to the list of needed repairs from the last report, it now has the engine shutdown warning lamp illuminated. I suggest that you go ahead and send it to Countryside. Apparently, there is not enough equipment to have both Engines fully equipped at the same time. It has been reported that ladders and tools have gone missing since the yellow truck went out of service. I'm told that almost all of the firemen need new helmets and several need jackets and pants. There is a grant available for that through BWC. Kevin said he has filled out the application in the past. I suggest we ask him to do that again.

On the renovation, I went to the County Engineer's office and the Building Dept. I found out that we had plan approval from the Building Dept clear back in July. We could have been getting quotes 4-5 months ago. We need to get our subs lined up to apply for the building and plumbing permits. We'll also need to renew ourselves as General Contractors. I have contacted subs for construction, electrical, and plumbing. Would you like to have 3 quotes for each, or utilize subs from previous jobs? We may still need a mason. If you decide to go with the "nature stone" type floor in the bathroom, we'll need someone for that. Due to personnel requests, I plan to increase the shower size from 36x42 to 42x42.

I hope to be at the meeting on Wednesday.

Thank you.

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

Kingsville Township Zoning Department

**Zoning Report
January 9, 2024 - January 22, 2024**

Permits Issued:

- None

Warnings / Inquiries/Violations:

- None