

## **KINGSVILLE TOWNSHIP TRUSTEES REGULAR MEETING**

### **March 12, 2025**

The March 12, 2025 regular meeting of the Kingsville Township Trustees was called to order by Chairman Michael Cliff, followed by the Pledge of Allegiance. Karl made a motion to waive the reading of the February 26, 2025 meeting minutes and approve as presented. The motion was seconded by Jim. Motion carried.

**FINANCIALS:** Mike D. reported that all bills are paid and current. Two (2) resolutions are needed to resolve advances not repaid in the Street Lighting Fund and the Motor Vehicle License Fund. Karl made a motion to pay the bills. Motion seconded by Jim. Motion carried.

**CORRESPONDENCE:** 1) Dave Joyce sent another email requesting input for funding community projects. 2) Received a phone call from Mr. Mason on Brydle Rd. regarding ruts on Brydle Rd. in front of his house. Chris will go out and assess Brydle Rd. 3) Ronald Barnard from Fox Rd. sent an email about loose stone on Fox Rd. and a rooster making noise. Jim Branch drove out to Fox Rd. to look at the road. Jim advised the Road Superintendent will reassess the road after the plowing season is over. 4) Cub Scout Troop 11 cleaned up the park and stacked all the sticks up at the south end of the park. The Road Department will go pick up the pile. 5) Mrs. Schmidt requested to have her Chapel donation transferred to the Gazebo Committee. Fiscal Officer will request an opinion on the process to make the transfer. 6) Ashtabula County Township Association sent an email asking for an update on the Mitigation Plan Asset Inventory.

**PUBLIC COMMENTS/CONCERNS:** 1) Denny Page from S. Wright St. asked when the next meeting will be for the Fire Department Renovation Committee. Denny suggested using the Ashtabula County Engineer for the next phase of the Fire Department build out to save money. The trustees agreed the Ashtabula County Engineer could be contacted to see if the Engineer would be interested in engineering the next phase. 2) Carrie Page from S. Wright St. asked if the Fire Department Committee could get progress reports on the Fire Department Renovation. 3) Dennis Huey from the Zoning Commission advised the commission is currently working on marijuana language for the zoning text. Dennis advised the six (6) flower pots for the park can be done by Kelly's Gardens for \$50.00 each. Dennis requested some additional money for some miscellaneous flowers in the park.

**DEPARTMENT REPORTS:** **Road Dept:** Report received. Discussion on Indigent Burial policy. Chris advised the policy for indigent burial allows \$750.00 for burial. The township can apply to the State of Ohio for \$1,000.00 reimbursement. Chris received a request for indigent burial from a funeral home. The funeral home is requesting reimbursement for the cremation but has not provided the ashes for burial. Jim suggested holding off on the reimbursement until confirmation of burial. Chris has received one (1) call for the seasonal position. **Fire Dept:** Report received. Total runs to date: 206, EMS runs 167, Mutual Aid runs 48. Discussion on filling the schedule from 2200-0600. Auxiliary pay is \$40.00 to sign up on the after hours schedule and one (1) hour of straight time for responding to a call. **Zoning:** Report received. BZA has rescheduled the variance hearing scheduled for March 13, 2025 at 7:00pm to April 13, 2025 at 7:00 pm at the Road Garage due to an error on the notice mailed to the parties of interest. The applicant (Dave Horton) was contacted regarding the error on the notice and advised he approves rescheduling the hearing to April 13, 2025. **KIRC:** No Report. Karl made a motion to attach department reports as addendums. Motion seconded by Jim. Motion passed.

**OLD BUSINESS:** 1) Kingsville Township website. Jim Branch advised all data from previous website host will be transferred to each respective department.

**NEW BUSINESS:** 1) Mike made a motion to approve \$350.00 for flowers for the park. Motion seconded by Karl. Motion passed.

2) Fire Department renovation. Chris discussed the renovation of the roof to accommodate Phase II of the Fire Department renovation. Chris provided an update on quote from Lenox Quality Builders. The original quote was \$17,782.00 and the additional quote for changes and additions to original plans is \$26,400.00. There would be two (2) draws. The first draw would be \$26,400.00 and the final draw would be \$17,782.00.

3) Received three (3) bids for the new holding tank system, installation and related excavation for the holding tank system at the Fire Station.

Bid 1- Simak Trucking & Excavating: \$9,500.00

Bid 2 - Stewart Excavating: \$11,500.00

Bid 3 – Boczar Excavating: \$ 10,410.00

Mike made a motion to accept the bid from Boczar Excavating for \$10,410.00.

Motion seconded by Jim. The Simak bid did not meet the engineer's specifications. Motion passed. All three (3) bids are attached for reference.

4) Dennis Huey asked the trustees to amend their earlier motion of \$350.00 for flowers for the park to \$400.00. Mike made a motion to amend the motion of \$350.00 to \$400.00. Motion seconded by Jim. Motion passed.

5) Mike made a motion to approve Lenox Quality Builders for Phase I of the Fire Station renovation for \$44,182.00. Motion seconded by Jim. Motion passed.

6) Jim made a motion to put in place changes from original plans to the flooring, vanity, and bathroom stall on the interior of Fire Department renovation. Motion seconded by Karl. Motion passed.

7) Ashtabula County Health Department Board needs one (1) trustee to be on their board. Mike made a motion to appoint Jim Branch for the Ashtabula County Health Department Board. Motion seconded by Karl. Motion passed.

8) Jim made a motion to adopt Resolution 2025-003 to Mutual Release from the Northeast Joint Fire District Exhibit I. Motion seconded by Mike. Resolution read by Jim Branch.

On a Call of Roll: Mike Cliff – Yes, Jim Branch – Yes, Karl Brunell – Abstained from vote. Motion passed.

9) Jim made a motion to adopt Resolution 2025-004 to Appropriate Funds from Unencumbered Balances for the purpose to correct "advances not repaid" to the Motor Vehicle License Fund (Amendment 1 of \$50,000.00) and the Street Lighting Fund (Amendment 2 of \$14,000.00). Motion seconded by Mike.

Resolution read by Jim Branch.

On a Call of Roll: Mike Cliff – Yes, Karl Brunell – Yes, Jim Branch – Yes. Motion passed.

10) Jim made a motion to adopt Resolution 2025-005 to Transfer Appropriated Funds from General Fund.

Amendment 1 - \$50,000.00 to Road & Bridge Fund for the purpose of correcting "advances not repaid" to the Motor Vehicle License Fund.

Amendment 2 - \$14,000.00 to Street Lighting Fund for the purpose of correcting "advances not repaid" to the General Fund. Motion seconded by Mike.

Resolution read by Jim Branch.

On a Call of Roll: Mike Cliff – Yes, Karl Brunell – Yes, Jim Branch – Yes. Motion passed.

11) Mike made a motion to table indigent burial request pending further information. Motion seconded by Karl. Motion passed.

12) Jim made a motion to approve health insurance renewal. Motion seconded by Mike. Discussion on renewal with rate increase of 6.2%. Motion passed.

13) Mike made a motion to renew Otarma Insurance policy with change to reduce insured value of 1999 Sutphen to \$200,000.00 which reduces premium by \$2,539.00. Motion seconded by Karl. Motion passed.

14) Fiscal Officer, Mike DeFazio advised a transfer of funds from STAR OHIO to the checking account may be necessary for continued operations until first half tax settlement is received.

**PUBLIC COMMENTS/CONCERNS:** None

Mike made a motion to adjourn the March 12, 2025 regular meeting of the Kingsville Township Trustees. Motion seconded by Karl. All in favor. Motion passed.

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Michael Cliff, Chairman

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Michael DeFazio, Fiscal Officer



## **Kingsville Township Fire Department Meeting Report**

03/12/2025

### Departmental Updates:

- Runs to date (03/10/2025): +27 = 206  
EMS - +24=167
  - Mutual Aid Provided-
    - Conneaut- = 10
    - North Kingsville-+4 =27
    - Monroe - +1=6
    - Sheffield - =4
    - Plymouth - =1
    - Pierpont - =0
    - Ashtabula Township - =0
    - Ashtabula city - =0
  - Total Mutual aid provided:= +5 =48
- Fire Station-
  - Discussion on minor adjustments to plans.
- Fire Inspections-
  - ACBDD hood suppression completed by MES
- Employee Matters-
  - Issued myself via Asst. Chief Hammon a verbal counseling for missing an AUX call during an overnight shift I signed up for.
- Schedule (Current)
  - - The March schedule has been in place, working to fill an 8 hour time slot.



- April schedule has been sent out and the availability is able to be applied for in First Due now.
- Recall / All Call - Unremarkable
- Overnight Shifts
  - See dept update
- After hours / AUX / Second out calls:
  - 12 total calls : x5 handled by mutual aid
  - Provided M/A : 1
  - Needed M/A(only one responder from KFD or HBOA) : 1
  - 2nd out calls: 0
  - 2nd out calls HBOA:0
- Budget - 2025
  - Total EMS revenue: see attached(2025 EMS revenue)
    - Payment summary
- Computer Aided Dispatch / MARCS
  - Working with NEC to schedule our radios to be upgraded.
- OTARMA
  - Unremarkable.
- Emergency Reporting System/Health EMS/Apps
  - First Due - continuing to move forward with implementation.
- Turnout Gear / Gear / apparel
  - All fire gear have been received.
  - Received the majority of our recent order.
- Squad 619(First out)
  - Full PM completed - Cost of \$1882.24
  - Issue with liquid spring diagnosed and parts ordered.
- Engine 621



- Unremarkable.
- Engine 611
  - Unremarkable.
- Squad 609(Reserve)
  - 02/26 - Power load serviced again due to a non charging issue.
  - New invoice forwarded to Fiscal Officer.
- Brush Truck 604
  - Unremarkable.
- EMS supplies -
  - Unremarkable.
- Medical oxygen -
  - Unremarkable.
- Knox Boxes -
  - Unremarkable.
- Monthly Trainings-
  - UH EMS training - Medic refresher online starting 04/14
- ★ Departmental update-
  - First Due
    - Working on completing the EPCR implementation
  - Instituted overnight coverage on 03/7
    - Coverage from 2200-0600 hours planned @ \$40 AUX pay to sign up then one hour of straight time for EMS calls and straight time until completion for fire related calls.
    - Since the last meeting we had five calls from 2200-0600 that were handled by mutual aid or one person responded, since 03/07 we've had four calls(3 in Kingsville and 1 in NK) from the 2200-0600 timeline that we have answered with a full crew and transported.
  - Will be having sessions with leadership to revamp and update our SOPs
  - Updated ESO to discontinue service D/T switching to First Due.
  - BWC claim for C.Lee completed and paid.



**ACTION NEEDED-**

- **Unremarkable.**

## report ending 3/8/25 Inbox

◆ Summarize this email



**Chris Bradek** <chris.bradek@kingsvilletwp.org>

Mon, 3/8/25

to Mike, Karl, me, Fiscal

Good morning,

For the last 2 weeks, Jim and I had 4 hrs of OT, plowing snow. My comp balance is 120.64 hrs.

We have a request for indigent burial for your consideration. I've left the information on the meeting table. I asked, on 2/28, if approved, how soon before the ashes would be provided response.

The AFLAC transition should be complete this week. We are still on track for a meeting with the new agent, Mark Wheeler, early next month.

I had one phone call about the seasonal position. No resumes yet. I also got a text from Ian, who worked last summer, wanting to know if he can come back. He can work Saturdays. I told him I'd get back to him at the end of the month.

We had a patron of Lulu get stuck in the snow in the driveway. They came here for help and we pushed them out.

Jim Evans brought the Christmas tree back from the park.

Bortnick's let us know that the new tractor is in. They expect to deliver it toward the end of this week. Payment will be due April 30.

We plowed snow on the 1st. We used about 8 tons of salt.

I had a call from a resident wishing to put in a new driveway. We'll need to clean some ditch. They have hired Boczar Excavating to install the drive.

Jim patched the hole on Priest at 193. I asked ODOT about patching the holes in the apron at Fox and 84. They said they would fill anything within 30' of the centerline of 84.

Suit-Kote is working on a price for chip seal, fog seal, and bulk cold patch. Normally, I go get a load of cold patch on the Freightliner in the spring. That makes it worth the trip to Su. We don't have any patch here. We got some last fall, from a local source, and it was awful stuff! It seemed to be old. It was very hard to work with. The next closest places to get cold patch are in Cleveland, or Mercer, Pa. We might be able to get small quantities from the County Highway, but we would need an open PO on file with them.

#16 and 550 were washed.

The spreader on the 550 had to be repaired. One of the cable ends broke off. A new set of ends was ordered, but I had to borrow the crimper to install it. I'll probably order a crimper.

I'm gathering pricing to fix the fender on #16. Worst case scenario, I think it's going to be about \$600, with a \$250 deductible, if we turn it in to insurance. Best case, I think we can't think it justifies an insurance claim.

At the Fire Department:

- 1) I am getting 3 quotes to have the new holding tank for the floor drains installed. This is something that has to be done, regardless. I've asked for the quotes to be ready for Wednesday.
- 2) The plumbing permit is ready to pick up. We need a zoning permit for the renovation and a check to the Ashtabula County Health Department for \$344.00.
- 3) The building permit has expired. It seems they are going to let us renew anyway. We need to re-register as General Contractors for 2025. We need a copy of our 2025 Certification check to the Ashtabula County Building Department for \$110.00.
- 4) I need you to decide on any changes this week, please, so we can get accurate quotes from the subs.
- 5) I'm meeting with the plumber at the end of the week to review the final plan. He'll need to re-quote the project, due to additional work. He should be able to do some of his rough work to be done.
- 6) Dave Shetler is updating his quote to reflect the extra work involved with the interior and the roof.
- 7) We are working on a plan for changes to the roof, per the request of the Citizen's Committee. There will be a small amount of work for the mason. Shetler will do the tear-off and install the rubber. This is going to require the top of the building to be open for 3-4 days. It will also require the ceiling to come down in the rest of the east wing. We're thinking, because of the weather, it's going to happen in late May/ early June. Of course, we'll need to collaborate the timing between Shetler and Divine. I already let Chief West know that he'll need to clean out his roof. Once the new roof is on, we should be able to move pretty quick, if the subcontractors' schedules allow.
- 8) I will have Divine re-quote the roof.

Yard waste was emptied 3 times.

If we need to talk about anything, I'll probably be at the meeting.

Thank you.

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



# **Kingsville Township Zoning Department**

## **Zoning Report February 25, 2025 - March 10, 2025**

### **Permits Issued:**

- 849 Issued to Sherilyn Carlo @ 4330 Creek Rd. for a fence.
- 850 Issued to Dan Perry @ 2393 Creamer Rd. for a detached garage.
- 851 Issued to Taylor English @ 4181 Creek Rd. for screen porch & deck.

### **Warnings / Violations/Inquiries: None**

### **Variance / Conditional Use:**

BZA has variance hearing scheduled for April 13, 2025 at 7:00 pm at the Road Garage. The hearing is for a residential addition at 2974 West Main St. with insufficient setback from road right of way.