

RECORD OF PROCEEDINGS

BOARD OF TRUSTEES REGULAR SESSION

Held: February 20, 2017

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The Board of Sheffield Township Trustees of Sheffield Township convened in regular session from 6:00 P.M. to 6:55 P.M. in the Sheffield Township Administrative Building 5166 Clinton Ave. Lorain, OH 44055. Chairman Parsons called the meeting to order with the following members and visitors present:

Mr. Timothy Mihalcik	Present	Ms. Patricia Echko	Present
Mr. Chad Parsons	Present		

EMPLOYEES: Cindy Caldwell, Dave Underwood, Joe Bandagski, Mark Naro

VISITORS: Cleda Bentley, Elza Satterfield, Harold Rutledge, Heidi Adkins, Linda Greene, Margaret McGluckrich, Mike Baker, Rolland Moore, Ted Adkins, Tom Maltarich

The meeting was called to order by Chairman, Chad Parsons. The pledge to the flag was recited; a moment of silent reflection; and the roll call. All elected officials are in attendance. Chairman Parsons asked the Board to say a few words about our deceased Trustee Mark Horton. Trustee Mihalcik said he never knew Trustee Horton before he became a Trustee and really didn't get to know him. Fiscal Officer Echko said Mark was a wonderful man who only wanted to bring progress to Sheffield Township. Mark had so many wise saying but he left us with one very powerful statement, "You know in your heart what is right, now just go do it". Miss Echko said he will be missed by herself and the community who elected him. Chairman Parsons had nothing to say.

A motion and 2nd was made to pay all bills viewed and signed. A roll call vote was taken 2 ayes. Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. **General (2373-17)**

A motion and 2nd was made to accept the minutes as written. A roll call vote was taken 2 ayes. Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. **General (2374-17)**

Fiscal Officer

Miss Echko gave the Road Superintendent the LAP report outlining where the majority of the accidents occur in Sheffield Township. Miss Echko picked up the report at the Ohio Township Association Winter Conference. Miss Echko presented the Trustees with a letter from Barbara Burrill Horton, the widow of Trustee Horton. She let the Trustees know she was interested in being appointed to Mark's position until the General Election in November.

Zoning Department

Zoning Inspector, Mark Naro reported 2 letters sent and 2 permits issued. Mr. Naro wants to involve the LC Prosecutor on the junk car problem at 5113 Elyria Ave. Lorain, OH 44055. Nothing has been done on the Varner property at 1640 School Street. There is no electric, water, nor gas on at the house. Mr. Naro wants to turn the property over to Pat Metzger and the County Land Bank.

Zoning Secretary, Cindy Caldwell, spoke out about issues in the Zoning Department. She made each Trustee aware of issues in the hope they would handle them without having to bring them up in a public meeting. However another month has passed and nothing has been done. I get text messages from the zoning inspector instructing me to do zoning business. All zoning business is a matter of public record. If someone were to request this information, it is not an easy task to hand them a copy of a text message. For the record I did as requested. The Zoning Inspector has a habit of asking me to do things right before a meeting. Due to timing, if it is impossible to complete those things, he blames it on me.

Another issue is the Zoning Inspector granting permits that are directly in conflict with our Zoning Resolution. A permit was issued on January 26, 2017 for a garage to be built on a vacant lot on Louis Ave. It is a direct violation to build an accessory building without a house on the property. Our zoning states if a home were on the lot the maximum size of the garage could be. This permit was written for a structure to be 4,800 square feet. I don't believe blueprints have been submitted for the issued permit. Cindy would like this to be addressed as soon as possible before construction begins. Cindy presented exhibits as a timeline for the events and the violation of The Sheffield Township Zoning Resolution by the current Zoning Inspector. These exhibits will be attached to these minutes.

Fire Department

Chief Bandagski reported 18 fire calls and 75 ambulance incidents. The Chief was happy to report both Kerri Tolvay and Robby Perkins passed the Firefighter I class.

Road Department

Dave Underwood, Road Superintendent reported 18 scrap tires were collected in February along with a total of 34 tires this year so far. He is going to enlist the help of the litter control policing to help get this stopped. 2028 Roosevelt and 5406 Orchard had tile cleaned out. 105 feet of open ditch at 5083 Vincent; 3708 Lowell had a waterline break and the City of Lorain broke the tile. The City and the Township worked together to fix the tile. Two- 12 inch tile was replaced at 3614 Lowell. We will work with SWAC to finish replacing all the way to Albany Ave. The EPA report was submitted February 16, 2017 to the Storm Water District. Jim Rowe of Oakwood was happy to report no flooding during the recent heavy rains. The Chip and Seal program the Township participated in hasn't worked out so well. The stone isn't sticking and the roads are not holding up after only a few months. Elyria Township uses a different emulsion when they do their chip and seal. There is a constant problem 45 foot from the end of Clifton. This would be a good SWAC project.

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Road Department Continued

The Sheffield Estate retention pond has been cleaned out other than the stumps. It is working but needs a drain outlet. Mr. Underwood is seeking assistance from the Lorain County Engineer to advise where to send the water.

Sheriff

Deputy Bungard said to stay vigilant.

A motion and 2nd was made to hear from the public present. A roll call vote was made 2 ayes. Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. *General (2376-17)*

Rolland Moore complained about loud mufflers. He asked the sheriff "is illegal"? The Sheriff replied, "It can be". By the time the law is called the offender is gone. Rolland once again brought up the cars on the properties SR 254. He also complained about E. 39th and Elyria Ave. having too many cars. This has gone on for over 2 years and nothing has been done.

Harold Rutledge complained about leaves lying around the township. Mr. Underwood explained the circuit board on the leaf machine is out of order. Frankford Ave. that was recently chipped and sealed looks really bad. Mr. Rutledge thinks the Trustees should let the LC Engineer know the job fell apart within 90 days.

A motion and 2nd was made to return to the meeting. A roll call vote was taken 2 ayes Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. *General (2377-17)*

OLD BUSINESS

A few questions regarding the Community Hall rental need to be addressed.

1. Do Zoning Commission members and Zoning Board of Appeals members get a free annual rental and if so who will open and close the Township? The Trustees answered; yes they get a free rental. Chad Parsons, Tim Mihalcik, or Joe Bandagski will open the hall for them.

2. How much do we charge for a funeral luncheon? If the hall is available the fee is \$50.00 if the deceased is a resident of the Township.

3. Do Non-profits get the hall for free? The Trustees said it will be on a case by case basis and must be brought to the Trustees at a regular Board of Trustee's Meeting.

A motion and 2nd was made to accept the changes to the Hall rental as outlined. A roll call vote was taken 2 ayes. Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. *General (2378-17)*

Hall rental hours are noon to 5:00 p.m. What is the latest a rental can last and how much extra for the time? The latest the Community Hall can be used is 7:00 p.m. and the charge for after 5:00 p.m. is \$30.00 per hour. A motion and 2nd was made to accept this change to the Community Hall Rental. A roll call vote was taken 2 ayes. Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. *General (2379-17)*

Miss Echko requested the Board suspend the meeting to go into executive session to discuss a payroll issue. A motion and 2nd was made to go into executive session for a payroll issue. A roll call vote was taken 2 ayes.

Votes were: Mr. Timothy Mihalcik, Aye; Mr. Chad Parsons, Aye. *General (2380-17)*

A motion and 2nd was made to return to the meeting from Executive Session. A roll call vote was taken 2 ayes. Votes were: Mr. Chad Parsons, Aye; Mr. Timothy Mihalcik, Aye. *General (2381-17)*

Plan review

The Trustees said there will be no change from the organizational meeting regarding zoning plan review fees. They will seek a legal opinion and look for a qualified person to perform the plan reviews.

The Trustees directed Fiscal Officer to put an ad in the Morning Journal and the Elyria Chronicle regarding the appointment of an interim Trustee. They want a cover letter along with a resume stating reason for wanting to be a Trustee. The next meeting will be a special meeting to discuss and appoint the interim Trustee if possible. The meeting will be Friday March 10, 2017 at 5:00 p.m. The next regular monthly meeting will be March 20, 2017 at 6:00 p.m.

The meeting was adjourned till March 10, 2017 at 5:00 P.M. at the Sheffield Township Administrative Building 5166 Clinton Ave. Lorain, OH 44055.

Mr. Chad Parsons

Ms. Patricia Echko