

**Regular Meeting  
March 2, 2026 @ 7:00 pm**

**Meeting location: 6699 Buffham Rd, Seville OH 44273**

**James Likley called the meeting to order at 7:00 pm**

Pledge of Allegiance

Roll call: Joseph Doty, James Likley, Kent Patterson

Others in attendance: Julie Carr, Tera Siewert, Shawn Newcomer

*Siewert*

**Comments from the Floor- none**

**Roads and Cemetery Report, Shawn Newcomer**

- Stone Bid- Shawn is looking for bids from local stone companies
- Gradall- current bid is \$4,001. Bid closes 3/3 at 2:50 pm. May review other options of selling. Doty shared that we should sell and get what we can. Patterson asked what was paid for it 20 years ago, which was \$7,000. Shawn will keep in contact with trustees when the bid closes.

**Likley makes a motion to accept the sale of the gradall for a minimum amount of \$4,000. Doty seconded the motion. Roll Call- Doty- aye, Patterson- aye, Likley- aye.**

**Motion passed.**

- Budget plan- Shawn will get with Tera to discuss.
- Township has been offered the sign grant. March 17<sup>th</sup> is scheduled training for sign tracking. Doty shared that we are eligible for the grant. Doty emailed the information to Shawn and asked him to complete what was needed in order for the township to apply for the grant.
- Ditch enclosures- the township is no longer allowed to enclose ditches at no cost of labor. Shawn will follow up with legal counsel in regard to permits, fees and quality of work. Likley asked Shawn to reach out to the county to see what policies need to be put into place and if they have recommended contractors.
- Shawn will be creating a tool budget, as we do not currently have one. Likley asked Doty and Shawn to take a look at the budget to see how we can work with this and where the funds are allocated from. Trustees reviewed the Roads budget lines. A line for shop tools will be added to the budget in the amount of \$3,500.
- Shawn would like to change providers of shop supplies. He would like to use Terminal Supply as a more affordable option. Doty shared that this is Shawn's department and they want him to make the best decisions on where to order from.

Feb 16, 2026 regular meeting minutes have been reviewed.

Doty made a motion to approve the minutes of Feb 16, 2026

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

**Zoning Inspector Report, Julie Carr**

Zoning Income for the month: \$16,660.60 totaling 4 applications

PB Blaster is changing their use to include light manufacturing. Will go to ZC to review to be scheduled late March.

Presented with a potential build on a lot with a natural hazard district. Discussed with Trustees, if an application is presented, will work with county engineers to ensure that the driveway is outside of natural hazard district.

Junk car zoning violation is being addressed on Buffham Rd.

Junk and debris property on being addressed on Seville Rd

Lot combination presented and reviewed by Trustees

**Township Administrator, Julie Carr**

Indigent burial – Documents are signed. Head stone will be roughly \$250

**Zoning Report**

Zoning special mtg. March 11<sup>th</sup> @ 6:30pm

Public Hearing date for zoning amendment- Set in April

Planned unit Development language- board is discussing

**Fiscal Officer Report.**

Funds Status Checking: \$386,200

Savings Status of \$863,630.41

Bills/Warrants \$16,937.86 payment listing.

Doty made a motion to approve the payment listing of \$16,937.86

Patterson seconded the motion.

Roll Call- Doty- aye, Patterson- aye, Likley- aye. Motion passed.

Likley asked about the cost of the 6 scheduled hall cleanings for the year.

Permanent Appropriations Status- Meeting is on March 4, 2026 at 6:00pm

Training Conference March 19-20. FO is attending.

Correspondence;

Waste water treatment boundary correspondence was received. Tera asked Trustees to review this.

**Old Business.**

- Personnel Policy Handbook amendments- meeting 3/23/2026 at 5:30 pm
- Ballot language from AP Kott- this was sent in email to review. Likley provided feedback but wanted a clear explanation around elimination of the 2.5 collection amount. Prosecutor is looking for a resolution around collection dates limitations. Likley will follow up with the auditor's office.
- ODA Land Use Grant- Feb 19- Patterson attended. He wrote a letter of support for Denise Testa. Patterson shared our desire to be rural and preserve farm land. He was told we can get financial help on the cost of updating the townships comprehensive plan. He will get more information regarding this.
- School project podium- Likley spoke with the shop teacher and showed him the current wood and color we have. Estimated cost is \$320.
- Cyber security- no updates as of now
- Solid Waste Plan mtg.- no updates. Doty shared nothing is scheduled as of now.
- Website changes- will be updated soon. New section around special announcements is coming soon.

**New Business.**

- Records retention schedule- Carr shared she had updated the old form to a word document as requested by the previous trustees in 2024. Pattersen shared it was valid. Likley asked if that policy was reviewed by Ohio History Connection Archives and Library? It does not appear to have been and was unsure if they had them reviewed at that time. Likley, said this is a work in progress but our schedule needs to be reviewed and approved by the State Auditor and Ohio History Connections. Doty found the correct forms on the website. The board discussed what equipment is needed to be kept in the offices and storage room.
- Document shred costs- Likley received quotes from:  
Sanmandy- \$70 for 250/300 lb bin. Or a Community Day for \$500 for 3 hours.  
Discount Shred- \$200 truck fee which is 2 bins and \$50 per bin after that.  
Black Ops- \$150 for the first bin.  
Trustees will determine after we finalize a records retention schedule.
- Hall rental- March 12<sup>th</sup>- Shawn will open and Likley will close.

**Comments from the Floor-** resident asked about the cost of headstones for indigent burials. Carr explained what is required by the township per the Ohio Revised Code.

**Announcements**

March 16, 7:00pm Regular mtg.

**MOTION TO ADJOURN**

Likley made a motion to adjourn at 9:20pm

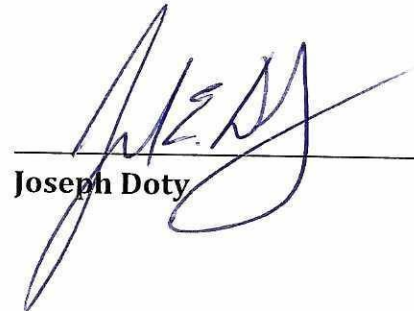
Doty seconded the motion.

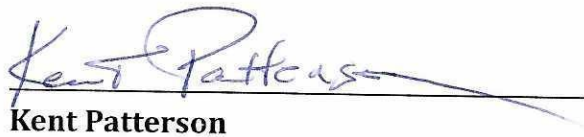
Roll Call- Doty- aye, Likley- aye. Motion passed.

Minutes prepared by Township Administrator, Julie Carr.

Signed:

  
James Likley

  
Joseph Doty

  
Kent Patterson

Date approved 3/16/2024