

PENFIELD TOWNSHIP TRUSTEES

December 27, 2017

The yearend meeting of the Penfield Township Trustees was called to order at 9:40 AM. All officers were present.

The minutes of the previous meeting were approved as presented with a motion made by Richard Conrad, seconded by Duane Johnson. Voucher #'s 12051 – 12075 were approved with a motion made by Richard Conrad, seconded by Duane Johnson.

Fiscal Officer Denes read the correspondence, which included a letter from the Lorain County Engineer's office denying the SWAC grant request for the Peck Wadsworth ditch project, an email from the LC Sheriff's office advising that we would be added to the distribution list for monthly reports, a letter from NOPEC advising that we qualify for a \$255 grant with details to follow, and a quote from Plas Bros Paving for \$2,500 to resurface the walking track. Denes reminded the Trustees that no action was taken on the Sweet Lawns quote. Discussion was held & it was decided to remain with Sweet Lawns for 2018. Denes presented the 2018 inventory for review & will submit same to the LC Engineer's office.

Trustee Conrad advised that Zambo's were amenable to the Township's continued use of their driveway if repairs are made. Trustee Conrad will follow up on the repair.

Trustee Johnson reported that the Leimbach burial was held & presented a check for \$500 for the fees.

Trustee Gordon reported that the water wagon nears completion. He advised that he would be making calls for additional salt delivery. The quotes for the fire extinguisher service were discussed and it was decided to go with Superior Fire Service. Gordon reported that he had discussed the timing of our tractor replacement contract with Polen and we will be okay for next the next round.

The yearend meeting was adjourned at 10:00 AM with a motion made by Duane Johnson, seconded by Rick Conrad.

The organizational meeting was called to order at 10:00 AM. All officers were present. One guest attended the meeting. Resolution #'s 2017.12.27.01 thru 2017.12.27.24 were passed. A listing of all is attached.

Duane Johnson made a motion, seconded by Lloyd Gordon to elect Richard Conrad as Chairman of the Trustees for 2018.

2017.12.27.01

Richard Conrad made a motion, seconded by Lloyd Gordon to elect Duane Johnson as Vice Chairman of the Trustees for 2018

2017.12.27.02

Duane Johnson made a motion, seconded by Lloyd Gordon to elect Richard Conrad as Recycling Chairman for 2018.

2017.12.27.03

Duane Johnson made a motion, seconded by Richard Conrad to elect Lloyd Gordon as Drug Officer for 2018.

2017.12.27.04

Richard Conrad made a motion, seconded by Duane Johnson to elect Lloyd Gordon as Penfield Township's Representative to the SLCFD's Board with Richard serving as alternate.

2017.12.27.05

Lloyd Gordon made a motion, seconded by Richard Conrad to elect Duane Johnson as Penfield Township's Representative to the SLCAD's Board with Lloyd Gordon serving as alternate.

2017.12.27.06

Lloyd Gordon made a motion, seconded by Richard Conrad to elect Duane Johnson as Penfield Township's Cemetery Sexton, and that all fees remain the same. A copy of the fee schedule will be attached to the minutes.

2017.12.27.07

Duane Johnson made a motion, seconded by Richard Conrad that all three Trustees shall jointly chair the Town Hall Department, and that all fees remain the same. A copy of the fee schedule will be attached to the minutes.

2017.12.27.08

Richard Conrad made a motion, seconded by Duane Johnson that all three Trustees shall jointly chair the Road Department.

2017.12.27.09

Duane Johnson made a motion, seconded by Lloyd Gordon that Huntington Bank will continue as the Township's Primary Depository for funds.

2017.12.27.10

Lloyd Gordon made a motion, seconded by Duane Johnson to accept revised Zoning Fees. A copy of the fee schedule will be attached to the minutes.

2017.12.27.11

Richard Conrad made a motion, seconded by Duane Johnson that the following appointments be made to the Zoning Board and BZA; Zoning Board: Wayne Schmigel will serve another term as member, Eric Flynn will serve another term as 1st Alternate, and Clark Lubaski will serve a term as 2nd alternate, BZA: Sandra Thomas will serve another term as member, Dave Lenzer will serve another term as 1st Alternate, and Tim Tyrone will serve a term as 2nd Alternate.

2017.12.27.12

Richard Conrad made a motion, seconded by Lloyd Gordon that the following employees be re-hired for 2018, Richard Donahue, Bill Albrecht, Bob Storms, Tim Tyrone, and Linda VanMeter. Wages were reviewed & adjusted. A compensation schedule will be attached to the minutes.

2017.12.27.13

Richard Conrad made a motion, seconded by Duane Johnson that the Township Trustees' meetings will be held at 7:30 PM on the 1st and 3rd Tuesdays of each month at the Township Hall, with the exception of August 21st. The Year End & Organizational Meeting will be held Thursday, December 27th at 10:00 AM.

2017.12.27.14

Richard Conrad made a motion, seconded by Duane Johnson to establish the Fiscal Officer's authority to make supplemental appropriations as needed to conduct Township business and to execute transfers to and from investment accounts.

2017.12.27.15

Richard Conrad made a motion, seconded by Duane Johnson authorizing the Fiscal Officer to create Blanket Certificates up to a maximum of \$5,000 each with all expiring at calendar year end.

2017.12.27.16

Duane Johnson made a motion, seconded by Lloyd Gordon to accept the 2018 Inventory.

2017.12.27.17

Lloyd Gordon made a motion, seconded by Duane Johnson to reimburse mileage at the 2018 IRS rate.

2017.12.27.18

Lloyd Gordon made a motion, seconded by Duane Johnson to reimburse the Zoning Inspector, Richard Donahue, for his home office internet.

2017.12.27.19

Duane Johnson made a motion, seconded by Richard Conrad that the Trustee and Fiscal Officer's salaries will be paid in compliance with ORC 505.24.

2017.12.27.20

Duane Johnson made a motion, seconded by Richard Conrad that the maximum monthly payment for health care thru Lorain County Commissioners for the Trustee's will be \$7,531.00 and \$883.00 for the Fiscal Officer. The total annual payment will not exceed \$90,372.00.

2017.12.27.21

Richard Conrad made a motion, seconded by Lloyd Gordon that the Fiscal Officer will attend certified Public Record's Training as the Trustee's designee.

2017.12.27.22

Richard Conrad made a motion, seconded by Lloyd Gordon that the Records Retention Committee consist of Duane Johnson as Trustee, Fiscal Officer, Vicki Denes and Jackie Johnson as the Township resident. The Committee will meet at a date to be decided prior to yearend.

2017.12.27.23

Richard Conrad made a motion, seconded by Lloyd Gordon to approve Policy Manual revisions as presented.

2017.12.27.24

Dumpster Dates: May 19, 2018 – Pride Day

August 11, 2018

October 20, 2018

Keystone Community Band Dates:

April 21, 2018 – Earth Day

December 1, 2018

Newsletter Mail Date:

April 20, 2018

With no additional business to discuss a motion to adjourn was made by Duane Johnson, seconded by Richard Conrad.

Cemetery Fee Schedule:

Resident grave	\$200
Non-resident grave	\$1,000
Opening and closing	\$500
Opening and closing – Saturday	\$550
Opening and closing – Holiday	\$600
Cremation	\$100
Infant	\$100
Disinterment	\$500
Footers:	
Flush stones	\$40 per foot
Raised stones:	
2 Foot Stone	\$85
3 Foot Stone	\$125
4 Foot Stone	\$175

Rental Fee Schedule:

Town Hall (Small Hall)

Deposit \$50.00

Rental Fee \$100.00

Community Room

Deposit \$200.00

Rental Fee \$300.00

Additional Fees (Either hall)

Reentry Fee \$20.00

Extra opening, on day prior to rental, after 5:00 PM \$50.00

Zoning Fee Schedule:

1	New house	\$150
2	Additions	\$25
3	Accessory Buildings & garages	\$25
4	Agricultural Structure (Permit required) (Properties with CAUV designated as primary use of property)	\$0
5	Pools in ground or above	\$25
6	Fences, Residential	\$25
7	Fences, Commercial	\$25
8	Ponds	\$25
9	Billboard Sign	\$100
10	Application for Zoning Change	\$250
11	Conditional use Permit/Renewal	\$25
12	Home Occupation Permit or Renewal	\$25
13	Commercial Building	\$100
14	Application for variance	\$200
15	Application to appeal decision	\$200
16	Security Deposit on Mobile Home	\$1,000
17	Security Deposit, Old Home Removal	\$5,000

Other fees:

18	Zoning Resolution book	\$15
19	Zoning maps	\$1.00
20	Zoning pages	\$.10 per page
21	Other copies	\$.10 per page
22	Web site downloads	Free

Employee Compensation Schedule				
2018				
	Hourly Rate	Monthly Salary	Annual Salary	Per Meeting
Albrecht, Bill	\$ 16.00			
Donahue, Richard	\$ 14.00	\$400.00		
Storms, Robert	\$ 15.00			
Tyrone, Tim	\$ 15.50			
Van Meter, Linda			\$550.00	
Zoning Bd. Members				\$30.00
BZA Members				\$30.00