

# PENFIELD TOWNSHIP TRUSTEES

December 28, 2016

The year-end meeting of the Penfield Township Trustees was called to order at 10:15 AM. All officers were present. The meeting was attended by 1 guest. The minutes of the previous meeting were read and approved with a motion made by Duane Johnson seconded by Richard Conrad. Voucher #'s 11625 thru 11650, Blanket Certificate # 31-2016 and Withholding Vouchers 71-2016 thru 74-2016 were approved with a motion made by Richard Conrad, seconded by Lloyd Gordon. Fiscal Officer Denes read the correspondence which included a letter from the County Recorder's office with the 2017 zoning fees included, an email from the LCTA secretary advising that \$306 had been collected for Well Help at the winter banquet. Also included was a quote from Country Lawn Care for \$2,033.75. Discussion was held and it was decided to stay with Sweet Lawns for another year. Trustee Conrad will handle improving communication with Sweet. With no additional business to discuss the meeting was adjourned at 10:28 AM.

The Organizational Meeting for 2017 was called to order at 10:29 AM. All officers were present. The meeting was attended by 1 guest.

Duane Johnson made a motion, seconded by Richard Conrad to elect Lloyd Gordon as Chairman of the Trustees for 2017. 2016.12.28.01

Duane Johnson made a motion, seconded by Lloyd Gordon to elect Richard Conrad as Vice Chairman of the Trustees for 2017. 2016.12.28.02

Lloyd Gordon made a motion, seconded by Duane Johnson to elect Richard Conrad as Recycling Chairman for 2017. 2016.12.28.03

Duane Johnson made a motion, seconded by Richard Conrad to elect Lloyd Gordon as Drug Officer for 2017. 2016.12.28.04

Duane Johnson made a motion, seconded by Richard Conrad to elect Lloyd Gordon as Penfield Township's Representative to the SLCFD's Board with Richard Conrad serving as alternate. 2016.12.28.05

Richard Conrad made a motion, seconded by Lloyd Gordon to elect Duane Johnson as Penfield Township's Representative to the SLCAD's Board with Lloyd Gordon serving as alternate. 2016.12.28.06

Richard Conrad made a motion, seconded by Lloyd Gordon 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. 2016.12.28.07

Richard Conrad made a motion, seconded by Duane Johnson that all 3 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. 2016.12.28.08

Richard Conrad made a motion, seconded by Lloyd Gordon that all 3 Trustees shall jointly chair the Road Department. 2016.12.28.09

Richard Conrad made a motion, seconded by Lloyd Gordon that First Merit Bank will continue as the Township's Primary Depository for funds. 2016.12.28.10

Lloyd Gordon made a motion, seconded by Richard Conrad that all Zoning Fees remain the same. A copy of the fee schedule will be attached to the minutes. 2016.12.28.11

Richard Conrad made a motion, seconded by Duane Johnson that the following appointments to the Zoning Board and BZA; Zoning Board: Eric Flynn, 1<sup>st</sup> alternate;

Nort Dennison, 2<sup>nd</sup> alternate. Zoning Board of Appeals Members: Jean Eglin, Jackie Johnson and Dave Lenzer. 2016.12.28.12

Duane Johnson made a motion, seconded by Richard Conrad that the following employees be re-hired for 2017; Richard Donahue, Bill Albrecht, Bob Storms, Tim Tyrone, and Linda VanMeter. A compensation schedule will be attached to the minutes. Job Descriptions will be updated and will be on file.

2016.12.28.13

Duane Johnson made a motion, seconded by Lloyd Gordon that the Township Trustees' meetings will be held at 7:30 PM on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at the Township Hall, with the exception of July 4th. The Year End & Organizational Meeting will be held Wednesday, December 27<sup>th</sup> at 10:00 AM.

2016.12.28.14

Lloyd Gordon made a motion, seconded by Richard Conrad 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 as needed to conduct Township business.

2016.12.28.15

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

2016.12.28.16

Richard Conrad made a motion, seconded by Duane Johnson to accept the 2017 Inventory.

2016.12.28.17

Richard Conrad made a motion, seconded by Duane Johnson to reimburse mileage at the 2016 IRS rate of \$0.535 per mile.

2016.12.28.18

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

2016.12.28.19

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

2016.12.28.20

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 \$6,345, and \$843 for the Fiscal Officer. The total annual payment will not exceed \$86,256.00.

2016.12.28.21

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

2016.12.28.22

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

2016.12.28.23

Dumpster Dates were set as: May 20, 2017 – Pride Day

August 19, 2017

October 21, 2017

Keystone Community Band Dates: April 22, 2017 – Earth Day

December 2, 2017

Newsletter Mail Date: April 19, 2017

With no additional business to discuss, the meeting was adjourned at 10:59 AM with a motion made by Duane Johnson, seconded by Richard Conrad.

**Penfield Cemetery Fees:** (Effective June 16, 2010)

Resident Grave	\$200	Non-resident	\$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
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Raised Stones:

2' Stone	\$85.00
3' Stone	\$125.00
4' Stone	\$175.00

**Hall Rental Fees:**

Town Hall (Small Hall)

Deposit	\$50.00
Rental Fee	\$100.00

Community Room (Lg. Hall)

Deposit	\$200.00
Rental Fee	\$300.00

Extra Opening Fee (Both) \$20.00 (added 1/1/2015)

**Penfield Township Zoning Fees**

Type	2017 Fees
Zoning Book w/maps	\$15.00
Residential New	\$150.00
Accessory Buildings & Garages - \$0.10 per Sq. Ft.	\$25.00 Minimum/\$250.00 Maximum
Additions - \$0.10 per Sq. Ft.	\$25.00 Minimum
Pools – in ground or above ground	\$25.00
Fences	Residential - \$25.00 Comm. \$100.00
Agricultural Structure - Permit Required- (Properties with CAUV designated as primary use of property)	\$0.00
Billboard signs	\$100.00 plus \$0.20 Sq. Ft.
Application Zoning Change	\$250.00
Appeal of Zoning Decision	\$200.00
Variance	\$200.00
Conditional Use Permit	\$100 - Annual Renewal \$50.00
Home Occupation Permit	\$25.00 - Annual Renewal \$25.00

