

PENFIELD TOWNSHIP TRUSTEES

December 28, 2018

The yearend meeting of the Penfield Township Trustees was called to order at 10:15 AM. All officers were present. The meeting was attended by 4 guests.

The minutes of the previous meeting were approved as presented with a motion made by Richard Conrad, seconded by Duane Johnson. Voucher #'s 12484 – 12494, and Resolution #'s 2018-12-28.01 & .02 were approved with a motion made by Duane Johnson, seconded by Lloyd Gordon.

Fiscal Officer Denes read the correspondence, which included a letter of resignation from both Zoning Secretary & Board member Linda VanMeter & Zoning Board Chair Ron Runion, communication from Hannah Rosenberg, Food Services Coordinator of Oberlin Community Services who wishes to attend a meeting to explain a new food program, and notice of mandatory NIMS training.

BZA Chair Jackie Johnson discussed a procedure change on Home Occupation Permits which would reduce paperwork & time required for renewals.

Zoning Inspector Donahue reported on his meeting at the Gresho property attended by Tom Mangan. Mrs. Gresho's son-in-law answered the door & stated he was the only family member home. Donahue has a meeting scheduled with Tom Mangan & Jerry Innes on January 5th to discuss further action.

Trustee Johnson reported that new bearings for the merry-go-round have still not been received. He will follow up on this matter.

Trustee Gordon thanked Linda Albrecht for her service.

The yearend meeting was adjourned at 10:29 AM with a motion made by Duane Johnson, seconded by Lloyd Gordon.

The organizational meeting was called to order at 10:29 AM. All officers were present. Four guests attended the meeting. Resolution numbers 2018.12.28.01 thru 2018.12.28.21 were passed. A listing of all is attached.

Richard Conrad made a motion, seconded by Lloyd Gordon to elect Duane Johnson as Chairman of the Trustees for 2019.

2018.12.28.01

Richard Conrad made a motion, seconded by Lloyd Gordon to elect Eric Flynn as Vice Chairman of the Trustees for 2019.

2018.12.28.02

Duane Johnson made a motion, seconded by Lloyd Gordon to elect Richard Conrad as Recycling Chairman for 2019.

2018.12.28.03

Duane Johnson made a motion, seconded by Richard Conrad to elect Eric Flynn as Drug Officer for 2019.

2018.12.28.04

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

2018.12.28.05

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

2018.12.28.06

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.

2018.12.28.07

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.

2018.12.28.08

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

2018.12.28.09

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

2018.12.28.10

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

2018.12.28.11

Richard Conrad made a motion, seconded by Duane Johnson that the following appointments be made to the Zoning Board and BZA; Zoning Board: Clark Lubaski will move from alternate to regular member, term expiring 12/31/23; Brett Linden will fill the remainder of Ron Runion's term which expires 12/31/2019, Jim Wright will fill the remainder of Linda VanMeter's term which expires 12/31/2020; and Chuck Magel was appointed with a term ending 12/31/2022. Dennis Sudnick move to 1st Alternate with a term expiring 12/31/19. BZA; Eric Gndt will serve another term, expiring 12/31/2023; Dave Lenzer will move from Alternate to fill the balance of Sandy Thomas' term which expires 12/31/2022. Brad Niece was appointed to 1st Alternate, term expiring 12/31/2019.

2018.12.28.12

Richard Conrad made a motion, seconded by Lloyd Gordon that the following employees be re-hired for 2019, Richard Donahue, Bill Albrecht, Bob Storms, Tim Tyrone, and Linda Albrecht. Wages were reviewed & adjusted. A compensation schedule will be attached to the minutes.

2018.12.28.13

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 January 1st, July 2nd and August 20th. The Year End & Organizational Meeting will be held Thursday, December 30th at 10:00 AM.

2018.12.28.14

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.

2018.12.28.15

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.

2018.12.28.16

Duane Johnson made a motion, seconded by Duane Johnson to reimburse mileage at the 2019 IRS rate.

2018.12.28.17

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

2018.12.28.18

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

2018.12.28.19

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 \$6,954.00 and \$924.00 for the Fiscal Officer. The total annual payment will not exceed \$94,536.00.

2018.12.28.20

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.

2018.12.28.21

Dumpster Dates: May 18, 2019 – Pride Day

August 10, 2019

October 19, 2019

Keystone Community Band Dates:

April 20, 2019 – Earth Day

December 7, 2019

Newsletter Mail Date:

April 18, 2019

At 11:25 am a motion was made to go into Executive Session to discuss compensation of a public employee with a motion made by Richard Conrad, seconded by Duane Johnson.

A roll call vote was held:

Richard Conrad – Yes

Duane Johnson – Yes

Lloyd Gordon – Yes

At 11:49 am the meeting returned to regular session.

A roll call vote was held;

Richard Conrad – Yes

Duane Johnson – Yes

Lloyd Gordon – Yes

The following wage changes were passed with a motion made by Duane Johnson, seconded by Richard Conrad:

Zoning/BZA Secretary - \$600 annually, Zoning Board/BZA members will receive \$35 per meeting, and the balance of the Township employees will receive a 50 cent per hour raise. The Compensation schedule will be attached to the minutes.

With no additional business to discuss a motion to adjourn was made by Lloyd Gordon, 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				
2019				
	Hourly Rate	Monthly Salary	Annual Salary	Per Meeting
Albrecht, Bill	\$ 16.50			
Donahue, Richard	\$ 14.50	\$400.00		
Storms, Robert	\$ 15.50			
Tyrone, Tim	\$ 16.00			
Albrecht, Linda			\$600.00	
Zoning Bd. Members				\$35.00
BZA Members				\$35.00