

PENFIELD TOWNSHIP TRUSTEES

December 30, 2019

The year-end meeting of the Penfield Township Trustees was called to order at 10:00 AM. All officers were present. Two guests attended the meeting.

Voucher #'s 12900 – 12910, and Withholding Voucher #'s 51-53-2019 were approved with a motion made by Chairman Johnson, seconded by Trustee Conrad.

Fiscal Officer Denes read the minutes and advised that a correction was required as the following was omitted: Trustee Conrad reported that Dean Bremke is willing to serve another term expiring 12/31/24 on the BZA.

Fiscal Officer Denes read the correspondence which included information on the 2020 NOPEC Community Event Grant, a request to present at the January 7th meeting from Lauren Ksiazek, Executive Director of Lorain County Office on Aging, notice on the LCSW district Grant meeting on January 14th at 10:30 which FO Denes will attend, a proposal from Finkel for Cemetery services in 2020, the endorsement for Faithful Performance of Duty from OTARMA and a letter from John Deere.

Zoning Inspector Linden advised that he had fielded a dog barking complaint and asked if Penfield had any legislation regarding that issue. FO Denes presented a resolution from 3/3/09 pertaining to this matter. Kennels are defined in the Zoning Resolution, but breeding & selling puppies is not addressed. Linden will continue to research the fence issue. Linden presented the annual zoning report coupled with a zoning fee analysis and recommendations for fee changes.

With no additional business to discuss, the meeting was adjourned at 10:41 AM.

The 2020 Organizational meeting was called to order at 10:41 AM.

Duane Johnson made a motion, seconded by Richard Conrad to elect Eric Flynn as Chairman of the Trustees for 2020. 19-016

Eric Flynn made a motion, seconded by Duane Johnson to elect Richard Conrad as Vice Chairman of the Trustees for 2020. 19-017

Duane Johnson made a motion, seconded by Eric Flynn to elect Richard Conrad as Recycling Chairman for 2020. 19-018

Duane Johnson made a motion, seconded by Richard Conrad to elect Eric Flynn as Drug Officer for 2020. 19-019

Richard Conrad made a motion, seconded by Duane Johnson to elect Eric Flynn as Penfield Township's Representative to the SLCFD's Board with Richard Conrad serving as alternate. 19-020

Richard Conrad made a motion, seconded by Eric Flynn to elect Duane Johnson as Penfield Township's Representative to the SLCAD's Board with Eric Flynn serving as alternate. 19-021

Richard Conrad made a motion, seconded by Eric Flynn to elect Duane Johnson as Penfield Township's Cemetery Sexton, and that fees will change per the attached schedule. 19-022

Duane Johnson made a motion, seconded by Richard Conrad that all three Trustees shall jointly chair the Town Hall Department, and that fees will change per the attached schedule. 19-023

Richard Conrad made a motion, seconded by Duane Johnson that all three Trustees shall jointly chair the Road Department. 19-024

Duane Johnson made a motion, seconded by Eric Flynn that Richard Conrad shall remain as the Township's appointed representative to the RLCWA's Board of Trustees until the completion of his 4 year term 12/31/2020 19-025

Duane Johnson made a motion, seconded by Eric Flynn that Huntington Bank will continue as the Township's Primary Depository for funds. 19-026

Eric Flynn made a motion, seconded by Duane Johnson to change zoning fees per the attached schedule. 19-027

Richard Conrad made a motion, seconded by Duane Johnson that the following appointments be made to the Zoning Board and BZA; Zoning Board: Brian Douglas Zoning Commission term expiring 12/31/2021; Dean Bremke, BZA term expiring 12/31/2024 and, Colin Gordon, BZA 2nd Alternate term expiring 12/31/2021. 19-028

Richard Conrad made a motion, seconded by Duane Johnson that the following employees be re-hired for 2020, Brett Linden, Bill Albrecht, Bob Storms, Theresa Seman, and Linda Albrecht. Wages were reviewed & adjusted per the attached schedule. 19-029

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 July 7th and August 18th. The Year-End & Organizational Meeting will be held Wednesday, December 30th at 10:00 AM. 19-030

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. 19-031

Richard Conrad made a motion, seconded by Duane Johnson authorizing the Fiscal Officer to create Blanket Certificates to a maximum of \$5,000 each with all expiring at calendar year end. 19-032

Richard Conrad made a motion, seconded by Duane Johnson to reimburse mileage at the 2020 IRS rate. 19-033

Richard Conrad made a motion, seconded by Eric Flynn that the Trustee and Fiscal Officer's salaries will be paid in compliance with ORC 505.24. 19-034

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 \$7,419.00 and \$986.00 for the Fiscal Officer. The total annual payment will not exceed \$100,860.00. 19-035

Richard Conrad made a motion, seconded by Eric Flynn 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 year end. 19-036

Duane Johnson made a motion, seconded by Eric Flynn that the agreement with LCOOA for the Meals on Wheels program be renewed for 2020 with a cap of \$1,000 at which time the agreement will be reviewed. 19-037

Dumpster Dates: May 16, 2020 – Pride Day

August 8, 2020

October 17, 2020

Dumpster Days will run from 8 AM to 3 PM

Keystone Community Band Dates:

April 18, 2020 – Earth Day

December 5, 2020

Newsletter Mail Date:

April 15, 2020

Chairman Johnson made a motion, seconded by Trustee Flynn to go into executive session to discuss compensation of a public employee at 12:31 PM.

Roll call vote:

Chairman Johnson: Yes

Trustee Flynn Yes

Trustee Conrad Yes

Chairman Johnson declared the meeting back in regular session at 12:55 PM.

Roll call vote:

Chairman Johnson: Yes

Trustee Flynn Yes

Trustee Conrad Yes

Trustee Conrad made a motion, seconded by Trustee Flynn to give pay increases per attached schedule.

With no additional business to discuss the meeting was adjourned at 12:59 PM.

Penfield Township Cemetery

(Effective June 16, 2010)

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:

All stones \$45 per foot₁

1. Effective January 1, 2020

Penfield Township

Hall Rental Fee Schedule
(Effective January 1, 2019)

Town Hall (Small Hall)

Deposit _____ \$100.00¹

Rental Fee _____ \$100.00

Community Room

Deposit _____ \$250.00¹

Rental Fee _____ \$300.00

Additional Fees (Either hall)

Reentry Fee _____ \$20.00

Opening, on day prior to rental, after 5:00 PM _____ \$50.00

The cost of damage or extraordinary cleaning requirements will be determined by the Trustees and staff and will be deducted from the security deposit or, if extensive, will be billed separately.

The halls are rent-free for community youth groups such as 4-H and Boy and Girl Scouts. The hall is also rent-free for the Penfield Historical Society and the Penfield Recreation Board.¹

The halls are rented at half price for community groups holding fundraisers, such as KATS and KYO.¹

The Community Room (Large Hall) is free for wakes and luncheons held for deceased Penfield Township residents. (People who were living in Penfield when they died or had been until they moved to a nursing facility).¹

Other discounts may be given at the Trustee's discretion.¹

1. Added December 30, 2019. Effective January 1, 2020.

Penfield Township Zoning Permit Fees

Revised December 30, 2019

New House _____	\$450.00 ₁
Accessory Building or Garage _____ \$0.20 per square foot (\$50.00 min \$300 max)	
Addition or Deck _____	\$80.00 ₁
Pool (Above Ground) _____	\$40.00 ₁
Pool (In-ground) _____	\$40.00 ₁
Pond _____	\$75.00 ₁
Driveway (Township Roads) _____	\$25.00
Fence (Residential or Commercial) _____	\$35.00 ₁
Commercial Building _____	\$300.00 plus \$0.30 per Sq. Ft.
Billboard Sign _____	\$100.00
Wireless Communication Tower _____	\$1,000; \$250 for each additional antenna ₁
Conditional Use Permit _____	\$250.00 ₁
Conditional Use Renewal _____	\$60.00 ₁
Application for Zoning Change _____	\$350.00
Application for Variance _____	\$350.00 ₁
Application to Appeal Decision _____	\$350.00 ₁
Security Deposit on Mobile Home _____	\$1,000.00
Security Deposit Old Home Removal _____	\$5,000.00
Zoning Resolution _____	\$15.00
Zoning Map _____	\$1.00
Zoning Pages _____	\$.10 per page
Other Copies _____	\$.10 per page

Fees are doubled if construction begins before obtaining a permit!

1. Effective January 1, 2020

Employee Compensation Schedule				
2020				
	Hourly Rate	Monthly Salary	Annual Salary	Per Meeting
Albrecht, Bill	\$ 17.00			
Linden, Brett		\$700.00		
Storms, Robert	\$ 16.00			
Albrecht, Linda			\$700.00	
Theresa Seman	\$14.00			
Zoning Board Members				\$35.00
BZA Members				\$35.00

Note: Minimum Call In - 1 hour - added in 2013

Revised December 30, 2019. Effective January 1, 2020.