

# PENFIELD TOWNSHIP TRUSTEES

January 2, 2024

The Organizational meeting of the Penfield Township Trustees was called to order at 7:30PM. All officers were present. Ten guests attended the meeting.

Chairman Flynn made a motion, seconded by Trustee Conrad, to elect Trustee Johnson as Penfield Township's representative to the Board of Trustee of the South Lorain County Ambulance District with Chairman Flynn serving as alternate for a term of one year commencing 1/1/24. 24-001

Trustee Johnson made a motion, seconded by Trustee Conrad, to elect Chairman Flynn as Penfield Township's representative to the Wellington Fire District's Board with Trustee Johnson serving as alternate for a term of one year commencing 1/1/24. 24-002

Chairman Flynn made a motion, seconded by Trustee Johnson, to elect Trustee Conrad as Chairman of the Trustees for 2024. 24-003

Chairman Conrad made a motion, seconded by Trustee Flynn, to elect Trustee Johnson as Vice Chairman of the Trustees for 2024. 24-004

Trustee Johnson made a motion, seconded by Chairman Conrad, to elect Trustee Flynn as Drug Officer for 2024. 24-005

Chairman Conrad made a motion, seconded by Trustee Flynn, to elect Trustee Johnson as Penfield Township's Cemetery Sexton. The Fee Schedule will be discussed at the 1/10/24 Policy Review Meeting. 24-006

Trustee Flynn made a motion, seconded by Trustee Johnson, that all 3 Trustees shall jointly chair the Town Hall Department. The Fee Schedule will be discussed at the 1/10/24 Policy Review Meeting. 24-007

Chairman Conrad made a motion, seconded by Trustee Johnson, that all 3 Trustees shall jointly chair the Road Department. 24-008

Trustee Johnson made a motion, seconded by Trustee Flynn, that Huntington will continue as the Township's Primary Depository for funds. 24-009

Chairman Conrad made a motion, seconded by Trustee Flynn, that all Zoning Fees will be discussed at the 1/10/24 Policy Review Meeting. 24-010

Trustee Flynn made a motion seconded by Chairman Conrad, to appoint the following to the Zoning Commission and BZA: BZA – Eric Gnant term expiring 12/31/28; Greg Younglas term expiring 12/31/25. ZC – no appointments. 24-011

Trustee Flynn made a motion, seconded by Chairman Conrad, that the following employees be re-hired for 2024; Bob Storm, Amy Smith, and Scott Hopkins, and that Tim Tyrone be hired effective 1/1/24. 24-012

Trustee Flynn made a motion, seconded by Trustee Johnson, to go into executive session at 7:42 PM to discuss compensation of public employees.

Roll Call:

Chairman Conrad	Yes
Trustee Johnson	Yes
Trustee Flynn	Yes

Chairman Conrad declared the meeting back in regular session at 8:20 PM.

Roll Call:

Chairman Conrad	Yes
Trustee Johnson	Here
Trustee Flynn	Here

Trustee Flynn made a motion, seconded by Trustee Johnson, that the following wages be paid for 2024: Zoning Inspector Scott Hopkins \$900 Monthly; Zoning Secretary Amy Smith \$1,100 Annually; Bob Storms \$20.00 Hourly; Tim Tyrone \$18.25 Hourly.  
24-013

Trustee Flynn made a motion, seconded by Trustee Johnson, that the Township Trustee's 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 2<sup>nd</sup>, and August 20<sup>th</sup>. The Year End Meeting will be held Friday December 27<sup>th</sup> at 10:00 AM. Pride will be held May 18<sup>th</sup>. Dumpster Days will be held May 18<sup>th</sup>, August 10<sup>th</sup>, and October 12<sup>th</sup>. Earth Day Concert will be held April 22<sup>nd</sup> and the Holiday Concert December 7<sup>th</sup> pending availability of the Lagrange Community Band. The Organizational Meeting will be held on January 7<sup>th</sup> at 7:30 PM.  
24-014

Trustee Johnson made a motion, seconded by Chairman Conrad, to hold the 2025 Budget Hearing on June 18<sup>th</sup> at 7:00 PM.  
24-015

Trustee Flynn made a motion, seconded by Trustee 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 as need to conduct Township business.  
24-016

Chairman Conrad made a motion, seconded by Trustee Flynn, authorizing the Fiscal Officer to create Blanket Certificates up to a maximum of \$5,000 each with all expiring at year end.  
24-017

Trustee Johnson made a motion, seconded by Trustee Flynn, to reimburse mileage at the 2024 IRS rate of \$0.67 per mile.  
24-018

Chairman Conrad made a motion, seconded by Trustee Johnson, that the Trustees' and Fiscal Officer's salaries will be paid in compliance with ORC 505.24.  
24-019

Trustee Johnson made a motion, seconded by Chairman Conrad, that the maximum monthly payment for health care through Lorain County Commissioners for the Trustees will be \$8,005.11; and \$1,036.89 for the Fiscal Officer through March 31<sup>st</sup>. From April 1<sup>st</sup> through December 31<sup>st</sup> the maximum monthly payment for the Trustee's will be \$8,005.11; and \$2,668.37 for the Fiscal Officer. The total annual payment will not exceed \$123,268.32.  
24-020

Chairman Conrad made a motion, seconded by Trustee Flynn, that the Records Retention committee will consist of Chairman Conrad as Trustee Chairperson, Fiscal Officer Rachael Duling, and Amy Younglas as the Township Resident. The Committee will meet at a date to be decided prior to year-end.  
24-021

Trustee Johnson made a motion, seconded by Trustee Flynn, to appoint Chairman Conrad as the Township's representative to the Trash Consortium.  
24-022

Trustee Flynn made a motion, seconded by Trustee Flynn, to continue the Monday and Thursday exercise group's rental rate at \$10 per person, per month.

Trustee Johnson made a motion, seconded by Trustee Flynn, to continue Chairman Conrad's appointment to the RLCWA Board thru 12/31/24. 24-024

With no additional business to discuss, the meeting was adjourned at 8:24 PM.

The regular meeting of the Penfield Township Trustees was called to order at 8:24 PM. All officers were present and there were ten guests in attendance.

The minutes of the previous meeting were read and approved with a motion made by Trustee Flynn, seconded by Trustee Johnson. A motion was made to approve WH Voucher #'s 54-56-2023, Voucher #'s 14575-14594, the December monthly reports, and Bank Statement by Trustee Johnson, seconded by Trustee Flynn.

Fiscal Officer Denes read the correspondence which included information on the 1/31 Red Cross Blood Drive. Denes presented the draft inventory report to the Trustees for review.

Zoning Inspector Scott Hopkins gave his zoning report.

SMS owner April Lent reported that she had heard back from Kyle Trimble of the Penfield Partners 4-H Club and the LC Extension office approved a \$50 security deposit to be paid by each club for the use of the Township facilities for their meetings. April will send out the new contracts to all youth groups.

Recreation Board Treasurer Rachael Duling questioned the control of the second Recreation Board's bank account by the Township. Discussion was held and it was decided that she would bring this matter up at the next Recreation Board meeting 1/10/24 at 7:00 PM. She asked for Trustee attendance at this meeting to discuss this and other items with the Recreation Board.

Resident Krista Lang had no questions or comments.

Resident Donna Lang was in attendance to discuss the recent Lorain County Public Departments billing for the registration of Home Sewage Treatment Systems (HSTS) in the amount of \$120.

Residents Bill and Kathy Kolodey were also in attendance to express their concern over this invoice with no prior notice or information provided, Trustees Johnson and Flynn advised that they had attended a meeting in Wellington where this issue was presented. They also advised that there was much information published in advance regarding this matter, both on the LCPH website and Facebook pages. Chairman Conrad will attempt to schedule a meeting with a representative from the LCPH department to discuss this matter.

Bob Storms had no questions or comments.

Tim Tyrone had no questions or comments.

Amy Younglas had no questions or comments.

Trustee Johnson reported the new range had been picked up and installed, and that he and Trustee Flynn had also picked up shelving for the recycle office for storage of Christmas decorations.

Trustee Flynn reported that he and Bob Storms had found the oil leak on the plow truck and that they made a temporary fix until after plowing season when a permanent repair will be scheduled. Flynn advised that Paul Lamb will order and install the surge protectors. He relayed a request from Will Gordon for two boxes of American flags for the Cemetery Memorial Day decorations. FO Denes advised that there are two new

boxes in the record storage room that he can have and more will need to be procured for Pride Day.

Chairman Conrad congratulated all of the rehired employees and thanked them for their service. He reminded everyone of the Policy Review meeting on January 10<sup>th</sup> at 10 AM at the Town Hall.

With no further business to discuss the meeting was adjourned at 9:01 PM with a motion made by Trustee Flynn, seconded by Trustee Johnson.