

PENFIELD TOWNSHIP TRUSTEES

June 6, 2023

The regular meeting of the Penfield Township Trustees was called to order at 7:30 PM. All officers were present. Five guests attended the meeting. The minutes were read and approved with a motion made by Chairman Flynn, seconded by Trustee Conrad. Voucher #'s 14293-14328, PO #'s 40-41-2023, and Resolution # 23-009 approving the use of ARPA funds in the amount of \$24,925 for fence repair at the Recreation Park, and Resolution #23-010 for the Memorial Day Grant were approved with a motion made by Chairman Flynn, seconded by Trustee Johnson.

Fiscal Office Vicki Denes read the correspondence which included the LCTA Fair Booth schedule and the invoice from Crossroads for the OPWC Webster Road project. Denes questioned the inclusion of the Space Force Flag at the Cemetery Monument. Denes provided Star Ohio information to Trustees to aid in the decision to move money to a higher interest-bearing account. Denes questioned the progress of the signing of job descriptions and credit card policies. Trustee Johnson will review and advise. Denes reported that approximately 80 programs were printed for Memorial Day and we ran out. Chairman Johnson will purchase replacement batteries for the PA system. Denes questioned the mowing and snow plowing on Webster Road. Penfield Township has been doing both sides. Trustee Conrad advised that he asked Bob to mow the north side because of a call from a resident. Trustee Johnson asked if the mowing and snow plowing agreement was in writing. Denes reported that the Township had 120 volunteers on Pride Day. Thanks to all, the Township looks great!

A motion was made by Trustee Conrad, seconded by Trustee Johnson to approve all changes to the Policy Manual, including fee schedules.

A motion was made by Trustee Conrad, seconded by Chairman Flynn to move \$100,000 from our Money Market account to Star Ohio.

The Crossroads invoice was discussed and FO Denes will pursue disbursement through OPWC.

Zoning Inspector Scott Hopkins reported that he issued three permits in May. He provided a zoning update. A potential cell phone tower was discussed and decided that this is a matter for the BZA. Hopkins fielded a call from a resident regarding a ditch cleanout on Whitehead Road. This is a County road. Resident will need to contact County. The abandoned house on Whitehead Road was discussed. Trustee Johnson will draft a letter to the property owner. Scott will follow up with the Port Authority.

Recreation Board Treasurer Rachael Duling reminded all of Food Truck Thursday on June 15th. She reported that the basketball/pickleball court has been re-striped and is ready for play. She reported that she submitted the NatureWorks Grant.

BZA Alternate Greg Younglas volunteered his assistance to pickup and help serve refreshments at the Spring and Winter concerts, as well as aid in Dumpster Days.

Assistant Hall Coordinator Tom Seman advised that he and Theresa will be retiring from their positions in August or September. The Trustees will start the search for their replacements.

Trustee Johnson reported that 20 headstones were straightened at the Cemetery prior to Memorial Day. He discussed the addition of cleaning headstones to this rotation. He advised that the annual budget of \$3,900 would cover the cleaning of 78 stones, if we decide to go that route. Johnson submitted the sign grant in the amount of \$4,277.31. Johnson found the PA batteries online for \$26 each and will order same.

Trustee Conrad reported that he spoke with Don Romancek, who advised that approximately 50% of the ditch easement forms for Curtis Ditch Phase IV have been received. Peter Zwick has plans finalized and will submit to the County Commissioners for approval. The new owner of MTC will prepare a quote for the tree surround. Conrad reported on the Webster Road project. 800 tons of grindings were split between Lagrange and Penfield Townships. Conrad would like to see the grindings leveled over the rear parking lot, driveway, and front walking trail parking lot.

Chairman Flynn found replacement mower tires on Amazon for \$235 per pair and asked Trustee Johnson to order. Flynn reported that Edwards Tree Service will remove trees in Roadside Park next week, Monday thru Wednesday. Flynn reported that the new refrigerator was delivered by Home Depot last Friday. The old refrigerator will be moved to the Recreation Park. Flynn thanked all the dumpster day workers. He wishes to remind all that the Dumpster Day rules must be followed. Flynn thanked the Veterans, the Boy Scouts, the KHS Band, and Community members for a memorable Memorial Day.

The LC Fair Schedule was discussed and Penfield Township will fill two blocks.

At 8:45 PM Trustee Johnson made a motion, seconded by Trustee Conrad, to go into Executive Session to discuss the employment of a public employee.

A roll call vote was held:

Chairman Flynn	Yes
Trustee Conrad	Yes
Trustee Johnson	Yes

At 9:15 PM Chairman Flynn called the meeting back in regular session.

Roll Call:

Chairman Flynn	Here
Trustee Conrad	Here
Trustee Johnson	Here

Trustee Johnson advised that an ad will be placed for a Hall Manager. If interested, please reach out to a Township Trustee.

With no additional business to discuss, the meeting was adjourned at 9:19 PM with a motion made by Trustee Johnson, seconded by Chairman Flynn.