

PENFIELD TOWNSHIP TRUSTEES

July 18, 2023

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

The minutes of the 6/20 and 6/30 meetings were read and approved with a motion made by Chairman Flynn, seconded by Trustee Johnson. A motion was made to approve Voucher #'s 14359-14371, June monthly reports and bank statement, cemetery deed 185, and PO #'s 45-46-2023 by Trustee Johnson, seconded by Trustee Conrad.

Fiscal Officer Denes read the correspondence which included 8/8 Election information, notice from RLCWA that the backflow testing had not been completed, and communication from Dave Clement, whose boat and trailer are parked in town hall lot due to mechanical problems. Denes discussed response from LC Solid Waste regarding ongoing problems with cardboard and paper recycler Royal Oak. Trustee Conrad will discuss at the LC Trash Consortium meeting on Wednesday. Denes reported that the budget has been submitted to the LC Tax Settlement department. Denes advised final numbers for the OPWC project Round 36 were \$87,231 for the grant portion, \$12,871.19 for the loan, and \$25,025.56 local share, of which Lagrange Township paid 50%. Denes advised a copy of the Round 36 application has been sent to Kyle Osborne of Lagrange Township per Trustee Conrad's request. Denes questioned whether there has been any progress on the written agreement with Lagrange Township for mowing and snow plowing on Webster Road. Trustee Conrad thought an agreement was in place. Denes will research and advise. Denes discussed a request for a refund of a hall rental fee by Allison Koch. The Town Hall's AC system was not working properly and it was 86 degrees in the hall. Trustee Conrad made a motion, seconded by Trustee Johnson to refund her rental fee of \$100. Trustees advised that the OTARMA insurance renewal quote was reviewed and several minor changes need to be made. Denes will ask Mindy Neilson to make the corrections. Trustees approved payment of the renewal invoice.

Zoning Inspector Hopkins gave a zoning recap and advised that he will discuss sign requirements with Zoning Commission Chair Clark Lubaski. He continues to make progress with junk cars in the township. He advised that certified letters had been sent on the Whitehead Road property and the last one was signed for on July 6th. The involved parties now have 30 days to respond.

Recreation Board treasurer Rachael Duling reminded all of the 7/20 Food Truck Thursday.

Assistant Hall Coordinator Tom Seman questioned if the Trustees had hired a replacement for him and Theresa. Trustees advised they were working on it. The backflow testing was discussed and Trustee Conrad will handle same.

Zoning Commission member Jaren Thompson reported high grass on Whitehead Road and asked for the Trustees help getting the matter resolved.

Trustee Johnson reported that Bob advised that he was still waiting on a hose for the pressure washer, also that the Road Flex mower has a broken part in need of welding. Chairman Flynn will handle same. Johnson asked if the Schoolhouse could be added to the extermination schedule. FO Denes will add same. Johnson asked that cattails on Short Road be sprayed. He advised that he had trimmed the trees off of the Town Hall. He questioned stump grindings at Roadside Park. He will ask Bob to take to the Recreation Park for disposal. Johnson advised of a dead tree leaning over the road at Patty Johnson's house. A crew will be needed to maintain traffic and remove tree. Johnson has installed the drop box on the town hall. Keys were given to Zoning

Inspector, Hall Coordinator, and Fiscal Officer with one to be placed in key safe. Johnson asked how the Township could compensate Ken Koubek for his time spent designing and installing the security camera system. Johnson will pursue with Koubek. Trustee Johnson questioned Trustee Conrad about progress with the Ursanic farm, no progress has been made.

Trustee Conrad reported that Kyle Osborne of Lagrange Township will handle the paperwork on the Round 38 OPWC project. Conrad advised that Don Romancek has two residents that won't sign the easement forms on the Curtis/Gott Ditch project. One of which is critical to the project. Conrad contacted the resident and was told to talk to his attorney. A meeting has been scheduled with the residents, their attorney, Don Romancek, and Trustee Conrad. Elyria Fence continues work on the backstops. Conrad will attend Trash Consortium meeting Wednesday.

Chairman Flynn reported that Terry Lyons will run his camera through the drain in search of possible breaks within the week. Flynn fielded a call from resident Greg Dugas regarding equipment for the pickleball court. This was discussed with Recreation board Treasurer Rachael Duling. It was decided that all equipment for cornhole, gaga pit, volleyball, and basketball will be put out on the 7/20 Thursday Food Truck Day and promoted heavily. The Rec Board does not have anyone that can dispense equipment on request. Different options were discussed. Flynn advised that BZA Chair Gordon had questioned paid attendance for their members for the upcoming Zoning Commission meeting. Discussion was held and it was agreed to pay BZA members for their attendance at this meeting. A motion was made by Trustee Johnson, seconded by Trustee Conrad for same.

At 8:26 PM Chairman Flynn made a motion, seconded by Trustee Johnson, 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 9:10 PM Chairman Flynn declared the meeting back in regular session.

A roll call vote was held:

Chairman Flynn	Here
Trustee Conrad	Here
Trustee Johnson	Here

Trustee Johnson made a motion, seconded by Chairman Flynn to hire Scrubs Maintenance Services to manage the hall rentals and cleaning at a rate of \$20 and hour contingent upon a written proposal and submission of a Bond. Trustee Johnson will contact the other two candidates.

Chairman Flynn made a motion seconded by Trustee Conrad to move Greg Younglas to the unfilled BZA seat with a term ending 12/31/25.

With no additional business to discuss, the meeting was adjourned at 9:23 PM with a motion made by Chairman Flynn, seconded by Trustee Conrad.