

# PENFIELD TOWNSHIP TRUSTEES

December 30, 2020

The year-end meeting of the Penfield Township Trustees was called to order at 10:35 AM. Chairman Flynn and Trustee Johnson, as well as Fiscal Officer Denes were present. Five guests attended the meeting.

The minutes of the previous meeting were read and approved. A motion was made to approve and pay Voucher #'s 13289-13314, BC #32-2020, Withholding Voucher #'s 46-47-2020 and to approve PO #'s 67-71-2020 by Trustee Johnson, seconded by Chairman Flynn.

Fiscal Officer Denes read the correspondence which included the LC Recorder's Fee Schedule for 2021, the OTARMA Board member election ballot, a proposal from Dean Finkel for 2021, as well as the cost calculation for 2021 MOW program from LCOOA.

Zoning Inspector Brett Linden presented the zoning fee analysis for 2020 and made recommendations for changes.

BZA Chair Jackie Johnson reported that she continues to work with Tom Mangan on the Wolf Tower appeal. Zoning inspector Linden will be removed from appeal and GPD and the Wolf's will be added.

Zoning Secretary Albrecht reported that she has received no response from Zoning Board Chair Lubaski regarding a zoning board organizational meeting. She will pursue.

Road man Albrecht reported that the new plow truck cutting edge has been installed by Gordon Farms. He advised that 2 pair of pads should be ordered at Judco. Bill requested a garage door opener be installed on the east bay of the garage. Fiscal Officer Denes will call Brown Overhead Door.

Groundskeeper Storms reported that the hot water heater in the garage wouldn't start. He and Albrecht worked on it to no avail. Trustee Johnson will inspect.

Trustee Johnson reported that the new website is up and running. He will have Tom Seman add notice to the LED sign. Johnson ordered 30 LED bulbs from 1000 bulbs and will begin the changeover. Johnson gave a recap on the Township progress in 2020. This list included LED sign and planter bed installation, relocation of the Park flagpole, Recycle Center closure and sale of recycle equipment, Jones Road culvert repair project, 20 headstones repaired at the Cemetery, a new disk golf course and Playground equipment installed at the Recreation Park, the old Schoolhouse relocated and renovation started, the 1<sup>st</sup> Trunk or Treat held at the Recreation Park, the Township's Bicentennial Celebration, and many Cares Act improvements at the hall and park. Projects to be tackled in 2021 include procuring summer help, backstop repair, tree removal and assessment, and window blinds completed at the Town Hall.

Chairman Flynn questioned the wind damage to a bleacher at the Recreation Park which was discovered by Groundskeeper Storms, who took photos. Fiscal Officer Denes will discuss possible insurance claim with the adjuster.

With no additional business to discuss, the meeting was adjourned at 10:39 AM with a motion made by Trustee Johnson, seconded by Chairman Flynn.

The 2021 Organizational Meeting was called to order at 10:42 AM. Chairman Flynn and Trustee Johnson were in attendance, as well as Fiscal Officer Denes. Five guests attended.

Chairman Flynn made a motion, seconded by Trustee Johnson, to approve LCOOA funding for 2021.

20-010

Trustee Johnson made a motion, seconded by Chairman Flynn, to void initial Inter-fund Advance from General Fund 1000-920-920-000 to SWAC Fund 2903-941-000 and to issue a Permanent Transfer. SWAC Fund 2903-941-000 and to issue a Permanent Transfer.

20-011

Chairman Flynn made a motion, seconded by Trustee Johnson, to elect Duane Johnson as Penfield Township's representative to the Board of Trustees of the South Lorain County Ambulance District with Eric Flynn serving as alternative for a term of one (1) year commencing 1/1/2021.

20-012

Chairman Flynn made a motion, seconded by Trustee Johnson, to elect Richard Conrad as Penfield Township's representative to the Rural Lorain County Water Authority Board of Trustees for a term of four (4) years commencing 1/1/2021.

20-013

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

20-014

Chairman Flynn made a motion, seconded by Trustee Johnson, to elect Richard Conrad as Chairman of the Trustees for 2021.

20-015

Chairman Flynn made a motion, seconded by Trustee Johnson, to elect Duane Johnson as Vice Chairman of the Trustees for 2021.

20-016

Trustee Johnson made a motion, seconded by Chairman Flynn, to elect Eric Flynn as Drug Officer for 2021.

20-017

Chairman Flynn made a motion, seconded by Trustee Johnson, 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.

20-018

Trustee Johnson made a motion, seconded by Chairman Flynn, that all 3 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.

20-019

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

20-020

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

20-021

Chairman Flynn made a motion, seconded by Trustee Johnson that all Zoning Fees remain the same. A copy of the fee schedule will be attached to the minutes.

20-022

Appointments to the Zoning Board and BZA were tabled pending further discussion.

Trustee Johnson made a motion, seconded by Chairman Flynn, that the following employees be re-hired for 2021; Brett Linden, Bill Albrecht, Bob Storms, Theresa Seman, Tom Seman, and Linda Albrecht. A compensation schedule will be attached to the minutes.

20-023

Chairman Flynn made a motion, seconded by Trustee Johnson, to go into Executive Session at 11:25 AM to discuss compensation of public employees.

Roll Call:	Chairman Flynn	Yes
	Trustee Conrad	Absent
	Trustee Johnson	Yes

Chairman Flynn called the meeting back in regular session at 11:54 AM.

Roll Call:	Chairman Flynn	Here
	Trustee Conrad	Absent
	Trustee Johnson	Here

Trustee Johnson made a motion, seconded by Chairman Flynn, that the Township Trustees' 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 6<sup>th</sup>, and August 14<sup>th</sup>. The Year End and Organizational Meeting will be held Wednesday, December 29<sup>th</sup> at 10:00 AM. Pride Day will be held May 15<sup>th</sup>. Dumpster Days will be held May 15<sup>th</sup>, August 14<sup>th</sup>, and October 16<sup>th</sup>. Earth Day Concert will be held April 24<sup>th</sup>, and Holiday Concert December 4<sup>th</sup> pending availability of the Keystone Community Band.

20-024

Chairman 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 needed to conduct Township business.

20-025

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

20-026

Chairman Flynn made a motion, seconded by Trustee Johnson, to reimburse mileage at the 2021 IRS rate of \$0.56 per mile.

20-027

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

20-028

Chairman Flynn made a motion, seconded by Trustee Johnson, that the maximum monthly payment for health care through 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.

20-029

Trustee Johnson made a motion, seconded by Chairman 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.

20-030

Chairman Flynn made a motion, seconded by Trustee Johnson, to approve Permanent Appropriations in the amount of \$486,157.76.

20-031

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

20-032

Park Board organization and board appointments were tabled until further discussion.

With no additional business to discuss, the meeting was adjourned at 12:05 PM.

Note: Newsletter Folding Date: April 6<sup>th</sup>.

**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 foot<sub>1</sub>

1. Effective January 1, 2020

**Hall Rental Fee Schedule**

(Effective January 1, 2019)

**Town Hall (Small Hall)**

Deposit \_\_\_\_\_ \$100.00<sub>1</sub>

Rental Fee \_\_\_\_\_ \$100.00

**Community Room**

Deposit \_\_\_\_\_ \$250.00<sub>1</sub>

Rental Fee \_\_\_\_\_ \$300.00

**Additional Fees (Either hall)**

Reentry Fee \_\_\_\_\_ \$20.00

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

**PENFIELD TOWNSHIP TRUSTEES**

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.<sup>1</sup>

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

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).<sup>1</sup>

Other discounts may be given at the Trustee's discretion.<sup>1</sup>

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

### Penfield Township Zoning Permit Fees

Revised December 30, 2019

New House	_____	\$450.00 <sub>1</sub>
Accessory Building or Garage	_____ \$0.20 per square foot (\$50.00 min \$300 max)	
Addition or Deck	_____	
	_____ \$80.00 <sub>1</sub>	
Pool (Above Ground)	_____	\$40.00 <sub>1</sub>
Pool (In-ground)	_____	
	_____ \$40.00 <sub>1</sub>	
Pond	_____	\$75.00 <sub>1</sub>
Driveway (Township Roads)	_____	
	\$25.00	
Fence (Residential or Commercial)	_____	
	\$35.00 <sub>1</sub>	
Commercial Building	_____	\$300.00 plus \$0.30 per Sq. Ft.
Billboard Sign	_____	
	_____ \$100.00	
Wireless Communication Tower	_____	\$1,000; \$250 for each additional antenna <sub>1</sub>
Conditional Use Permit	_____	
	_____ \$250.00 <sub>1</sub>	
Conditional Use Renewal	_____	
	_____ \$60.00 <sub>1</sub>	
Application for Zoning Change	_____	
	_____ \$350.00 <sub>1</sub>	
Application for Variance	_____	
	_____ \$350.00 <sub>1</sub>	

Application to Appeal Decision \_\_\_\_\_  
 \_\_\_\_\_ \$350.00<sub>1</sub>

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

**PENFIELD TOWNSHIP TRUSTEES**

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**2021 Compensation**

	*****	2021	*****	*****	
	Hourly	Monthly	Annual	Per	Annual
	Rate	Salary	Salary	Meeting	Gross
Albrecht, Bill	\$ 17.50				
Albrecht, Linda			\$725.00		
Linden, Brett		\$750.00			
Seman, Theresa	\$ 14.50				
Seman, Thomas	\$ 14.50				
Storms, Robert	\$ 16.50				
Zoning Bd.				\$40.00	

Members					
BZA Members				\$40.00	
Bd. Alternates				\$40.00	