

PENFIELD TOWNSHIP TRUSTEES

December 21, 2021

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

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 Voucher #'s 13678 thru 13697, Purchase Order #43-2021, the November bank reconciliation and monthly reports, and Resolution #'21-011 approving Permanent Appropriations for 2022 in the amount of \$575,646 by Trustee Flynn, seconded by Chairman Conrad.

Fiscal Officer Denes read the correspondence which included a semi-annual invoice prepared for Lagrange Township's share of two previous OPWC Webster Road projects, and communication from LCOOA Director Lauren Ksiazek stating that LC Community Development funding for the meals on wheels program will start in February and their general fund will be able to support the program until then. She thanked the trustees for their support of the program in the past when their funding was very uncertain. Fiscal Officer Denes asked for approval to add fund #9004 to record Fire Loss Claim funds. A motion was made by Trustee Johnson, seconded by Trustee Flynn to add this fund. Denes presented the trustees with a rough draft of the 2022 Township organization meeting agenda and asked for their input on additions or corrections. This meeting will be held on December 29th at 10 AM. Denes reminded all that we need to start working on the spring newsletter soon as it will be mailed out in early April. Denes ordered a file cabinet for the fiscal office from Schlabach Furniture at a cost of \$559. The lead time for the cabinet is 9 months. Denes returned the signed proposal acceptance to Crest Fence and prepared a Purchase order for same. Denes asked if Bill Albrecht or Bob Storms could cut off the broken fence post at ground level as it may be sometime before material for repair can be procured. Denes questioned the return of the signed resolution/contract from the Keystone School District for the use of the ball fields in 2022. Trustee Johnson forwarded same to the Superintendent who will have it signed at a Board meeting and return same.

Residents Joy and Jerry Rathwell and Amy Younglas were in attendance but had no questions or comments. BZA Chair Jackie Johnson, Zoning Secretary Linda Albrecht, and Roadman Bill Albrecht were in attendance, but also had no questions or comments.

Zoning Inspector Brett Linden advised that he was working on a barn addition permit with a resident that will carry over into 2022 due to the required paperwork. He questioned the use of the current zoning fee schedule because of this. It was discussed and decided that the current schedule was the correct one to use. Linden fielded a call from a resident who has a property line dispute with an adjoining neighbor. He advised that the residents seek a single line survey to determine the correct boundaries. Linden fielded a call from the party that was interested in purchasing the 97-acre lot on St. Rt. 18 and was seeking a zoning variance for their planned usage. They reported that the seller had declined their contingent offer for purchase in lieu of a cash offer.

Trustee Flynn reported that they have started interviews for a Zoning Secretary replacement and thanked Trustee Johnson for advertising and organizing the process to fill this vacancy. Flynn reported that he and Trustee Johnson will meet with Cannon Jackson on Wednesday to work on installation of the Recreation Park restroom dividers which will fulfill his community service requirement.

Trustee Johnson reported that he met with Ken Koubek to further discuss the town hall security and camera upgrades. Koubek is preparing a list of required equipment and its cost for trustee approval.

Chairman Conrad reported that he fielded a call from Missy Simmons regarding a memorial bench for Keith Kaiser to be placed at the Recreation Park as well as renaming the Recreation Park after him. Conrad questioned the process and cost for procuring a bench. Fiscal Officer Denes was asked to help coordinate this project.

With no additional business to discuss, the meeting was adjourned at 7:58 PM with a motion made by Trustee Johnson, seconded by Trustee Flynn.