

PENFIELD TOWNSHIP TRUSTEES

December 28, 2022

The year-end meeting of the Penfield Township Trustees was called to order at 10:00 AM. All officers were present. Two guests attended the meeting.

The minutes of the previous meeting were read and approved with a motion made by Trustee Flynn, seconded by Trustee Conrad. A motion was made to approve Voucher #'s 14109 thru 14133, and Withholding Voucher #'s 44-46-2022 by Chairman Johnson, seconded by Trustee Flynn.

Fiscal Officer Denes read the correspondence which included information on the OPWC Webster Rd. legal ad, and info on a Huntington Credit Card dispute. Denes questioned the disparity on the two John Deere replacement tractor quotes. Trustee Flynn will discuss with Tony Polen.

Zoning Inspector Brett Linden gave a recap of 2022 permits versus 2021 permits. Linden believes zoning fees are in line.

Bob Storms reported that the Litchfield turnaround markers have been removed and asked if a new location should be found. Trustee Conrad offered to ride with Bob to locate a new spot.

Trustee Conrad had nothing to report

Trustee Flynn reported on his attendance at the LCTA banquet. Flynn was approached by Steve Showalter regarding a benefit for the Weably family, whose home was a total loss, and the use of the Community Room at no charge. Discussion was held and as this will benefit a Keystone family the free usage was approved with a motion made by Trustee Conrad, seconded by Chairman Johnson.

Trustee Johnson questioned the plates for the new pickup truck and FO Denes advised she was handling. The inventory was discussed and all three trustees will schedule a time to conduct same.

With no further year end business to discuss the meeting was adjourned at 10:39 AM.

The organizational meeting was called to order at 10:47 AM. All officers were present and three guests attended the meeting.

Chairman Johnson made a motion, seconded by Chairman Conrad to elect Trustee Flynn as Chairman of the Trustees for 2023.

22-017

Trustee Flynn made a motion, seconded by Chairman Johnson to elect Trustee Conrad as Vice Chairman of the Trustees for 2023.

22-018

Trustee Flynn made a motion, seconded by Chairman Conrad to elect Trustee Johnson as Penfield Township's representative to the Board of Trustees of the South Lorain County Ambulance District with Trustee Flynn serving as alternate for a term of one (1) year commencing 1/1/2023.

22-019

Chairman Johnson made a motion, seconded by Trustee Conrad to elect Trustee Flynn as Penfield Township's Representative to the WCFD's Board with Trustee Johnson

serving as alternate for a term of one (1) year commencing 1/1/2023.

22-020

Chairman Johnson made a motion, seconded by Trustee Conrad to elect Trustee Flynn as Drug Officer for 2023.

22-021

Trustee Conrad made a motion, seconded by Trustee Flynn to elect Chairman 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.

22-022

Trustee Conrad made a motion, seconded by Trustee 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.

22-023

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

22-024

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

22-025

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

22-026

Trustee Flynn made a motion, seconded by Trustee Conrad to appoint Amy Younglas to the BZA Board with a term expiring 12/31/27, Scott Hopkins to the BZA Board with a term expiring 12/31/25, and Greg Younglas 1st alternate to the BZA with a term expiring 12/31/23. Chuck Magel was appointed to the Zoning Commission with a term expiring 12/31/27.

22-027

Trustee Flynn made a motion, seconded by Chairman Johnson that the following employees be re-hired for 2023; Bill Albrecht, Bob Storms, Theresa Seman, and Tom Seman and Amy Smith.

22-028

Trustee Flynn made a motion, seconded by Chairman Johnson to go into Executive Session at 11:00 AM to discuss compensation of public employees.

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

Chairman Johnson called the meeting back in regular session at 12:04 PM.

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

Chairman Johnson made a motion seconded by Trustee Conrad to give all hourly employees a \$1.00 per hour increase, to increase the BZA & Zoning Commission members per meeting pay to \$50.00, and to increase the ZC & BZA Chairs to \$75.00 per meeting. It was decided to discuss compensation for Board Chairs attendance at the other Board's meetings at the Policy Review meeting. A compensation schedule will be attached to the minutes.

22-029

Chairman Johnson made a motion, seconded by Trustee Flynn that the Township Board of Trustees meetings will be held at 7:30 PM on the 1st and 3rd Tuesdays of each month at the Township Hall, with the exception of July 4th, and August 15th. The Year End Meeting will be held Wednesday, December 27th at 10:00 AM. Pride Day will be held May 20th. Dumpster Days will be held May 20th, August 12th, and October 14th. The Earth Day Concert will be held April 22nd, and the Holiday Concert December 2nd

pending availability of the Keystone Community Band.

22-030

Trustee Flynn made a motion, seconded by Chairman 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.

22-031

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

22-032

Chairman Johnson made a motion, seconded by Trustee Conrad to reimburse mileage at the 2023 IRS rate of \$0.625 per mile.

22-033

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

22-034

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

22-035

Trustee Conrad made a motion, seconded by Trustee Flynn that the Records Retention Committee consist of Trustee Flynn as Trustee Chairperson, Fiscal Officer, Vicki Denes and Joy Rathwell as the Township resident. The Committee will meet at a date to be decided prior to year-end.

22-036

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

22-037

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

22-038

Chairman Johnson made a motion, seconded by Trustee Flynn to remove FO Denes as the Trustee's designee to attend Public Record Training.

22-039

With no additional business to discuss, the meeting was adjourned at 12:04 PM.

Newsletter Folding Date: April 4th.

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 foot₁

1. Effective January 1, 2020

Penfield Township Hall Rental Fee Schedule

Town Hall (Small Hall)

Deposit _____	\$100.00 ₁
Rental Fee _____	\$100.00
TV Access _____	\$10.00

Community Room

Deposit _____	\$250.00 ₁
Rental Fee _____	\$300.00
Laser Projector Access _____	\$100.00

Additional Fees (Either hall)

Reentry Fee _____	\$20.00
Opening, on day prior to rental, after 5:00 PM _____	\$50.00

2023 Employee Compensation Schedule				
	Hourly Rate	Monthly Salary	Annual Salary	Per Meeting
Albrecht, Bill	\$ 19.25			
Hopkins, Scott		\$800.00		
Seman, Theresa	\$16.25			
Seman, Tom	\$16.25			
Smith, Amy			\$1,000	
Storms, Robert	\$18.25			
Zoning Board Members *				\$50.00
BZA Members *				\$50.00
Board Alternates				\$50.00
Board Chairs				\$75.00

Note: Minimum Call In - 1 hour - added in 2013

*Applies to all board members, including alternates, attending any meeting called by their respective boards.

Penfield Township Zoning Permit Fees

Revised January 1, 2023

New House	\$500.00 ₃
Multi-Family Dwelling	\$500.00 per dwelling ₃
Solar Energy Structure	\$100.00 ₂
Geothermal Loop	\$100.00 ₂
Accessory Building or Garage	\$0.20 per square foot (\$50.00 min) ₃
Addition	\$0.20 per square foot (\$80.00 min) ₃
Deck	\$80.00 ₁
Pool (Above Ground)	\$50.00 ₃
Pool (In-ground)	\$50.00 ₃
Pond	\$75.00 ₁
Driveway (Township Roads)	\$50.00 ₃
Fence (Residential or Commercial)	\$35.00 ₁
Commercial Building	\$500.00 plus \$0.30 per Sq. Ft. ₃
Billboard Sign	\$100.00
Wireless Communication Tower	\$1,000; \$250 for each additional antenna ₁
Satellite Dish (40 inches or greater)	\$100.00 ₂
Conditional Use Permit	\$350.00 ₃
Conditional Use Renewal	\$60.00 ₁
Application for Zoning Change	\$500.00 ₃
Application for Variance	\$500.00 ₃
Application to Appeal Decision	\$500.00 ₃
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
Any Required Permits Not Listed	\$100.00 ₃

Fees are doubled if construction begins before obtaining a permit!

1. Effective January 1, 2020
2. Effective June 16, 2020
3. Effective January 1, 2022