

PENFIELD TOWNSHIP TRUSTEES

December 29, 2021

The year-end meeting of the Penfield Township Trustees was called to order at 10:15 AM. All officers were present. Six 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 13698 thru 13715, and Withholding Voucher #'s 48-50-2021 by Trustee Johnson, seconded by Trustee Flynn.

Fiscal Officer Denes read the correspondence which included a thank you from LCOOA for funding the Meals on Wheels program for Township residents when their funding was lacking. FO Denes questioned the recording of the revised zoning resolution pertaining to ponds. Trustee Flynn will handle same. Denes questioned the resolution for the contract with Keystone School District. Trustee Johnson will follow up.

Residents Joy Rathwell, BZA Chair Jackie Johnson, BZA Vice Chair Ken Koubek, Zoning Inspector Brett Linden, Roadman Bill Albrecht, and Rec Board member Rachael Duling were in attendance but had no questions or comments.

Trustee Flynn reported that he and Trustee Johnson met with Cannon Jackson to work on installation of the Recreation Park restroom dividers. The ladies restroom is almost finished. Thanks to Cannon for his service to our Community.

Trustee Johnson requested that he be sworn in, Fiscal Officer Denes did same.

With no further year end business to discuss the meeting was adjourned at 10:20 AM.

The organizational meeting was called to order at 10:20 AM

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 1/1/2022.

21-012

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

21-013

Trustee Flynn made a motion, seconded by Chairman Conrad, to elect Trustee Johnson as Chairman of the Trustees for 2022.

21-014

Trustee Johnson made a motion, seconded by Chairman Conrad, to elect Trustee Flynn as Vice Chairman of the Trustees for 2022.

21-015

Trustee Johnson made a motion, seconded by Chairman Conrad, to elect Trustee Flynn as Drug Officer for 2022.

21-016

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

21-017

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

21-018

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

21-019

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

21-020

Chairman Conrad made a motion, seconded by Trustee Flynn, that all Zoning Fees be changed per discussion. A copy of the fee schedule will be attached to the minutes.

21-021

Trustee Johnson made a motion, seconded by Trustee Flynn, to re-appoint Jerry Rathwell to the Zoning Commission with a term expiring 12/31/26.

21-022

Chairman Conrad made a motion, seconded by Trustee Flynn, to appoint Colin Gordon to the BZA Board with a term expiring 12/31/26, and Amy Younglas contingent upon an interview with her conducted by all three trustees.

21-023

BZA Vice Chair Ken Koubek questioned Chairman Conrad about the removal of Chair Jackie Johnson from the Board. Conrad stated that she was not removed from the Board, but not re-appointed instead. Koubek questioned why someone with years of knowledge and experience would be removed. Chairman Conrad stated that he wanted to move the Township in a different direction. Koubek questioned Conrad as to what that direction was. Conrad gave no response but stated he had years of being a Trustee for the Township and attempted to redirect the meeting. Koubek sought reassurance from the Trustees that this non-reappointment was not a retaliatory act based on a recent BZA variance granted in order for him continue to serve on the BZA Board. He stated that the Trustees have a history of not supporting BZA decisions, and again sought reassurance that there would be future support from the Trustees for the BZA. Koubek stated that he was resigning from the BZA Board because of this lack of support.

Chairman Conrad recapped his motion for FO Denes' notes. He stated that he made a motion to appoint BZA 2nd Alternate Colin Gordon to the BZA Board with a term expiring 12/31/26, to appoint Amy Younglas as BZA 1st Alternate with a term expiring 12/31/22, contingent upon an interview with all three trustees, and to appoint Brad Niece as 2nd Alternate with a term expiring 12/31/22.

Trustee Flynn made a motion, seconded by Chairman Conrad that the following employees be re-hired for 2022; Brett Linden, Bill Albrecht, Bob Storms, Theresa Seman, and Tom Seman and. A compensation schedule will be attached to the minutes.

21-024

Trustee Flynn made a motion, seconded by Chairman Conrad, to go into Executive Session at 11:34 AM to discuss compensation of public employees.

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

Chairman Conrad called the meeting back in regular session at 12:06 PM.

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

Chairman Conrad made a motion seconded by Trustee Johnson to give all hourly employees a \$0.75 per hour increase, and to increase Zoning Inspector Brett Linden's monthly salary by \$50.

21-025

Trustee Flynn made a motion, seconded by Trustee Johnson, 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 5th, and August 16th. The Year End and Organizational Meeting will be held Wednesday, December 28th at 10:00 AM. Pride Day will be held May 21st. Dumpster Days will be held May 21st, August 13th, and October 15th. Earth Day Concert will be held April 23rd, and Holiday Concert December 3rd, pending availability of the Keystone Community Band.

21-026

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

21-027

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

21-028

Chairman Conrad made a motion, seconded by Trustee Johnson, to reimburse mileage at the 2022 IRS rate of \$0.585 per mile.

21-029

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

21-030

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

21-031

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

21-032

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

21-033

With no additional business to discuss, the meeting was adjourned at 12:08 PM.

Newsletter Folding Date: April 6th.

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 ₁
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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

Penfield Township Zoning Permit Fees

Revised January 1, 2022

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

Employee Compensation Schedule				
2022				
	Hourly Rate	Monthly Salary	Annual Salary	Per Meeting
Albrecht, Bill	\$ 18.25			
Linden, Brett		\$800.00		
Storms, Robert	\$ 17.25			
Open			\$TBD	
Theresa Seman	\$15.25			
Tom Seman	\$15.25			
Zoning Board Members *				\$40.00
BZA Members *				\$40.00

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

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

Effective January 1, 2022
Revised December 29, 2022. Effective January 1, 2022.