

PENFIELD TOWNSHIP TRUSTEES

December 7, 2021

The regular meeting of the Penfield Township Trustees was called to order at 7:30 PM. All officers were present. Five 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 13649 thru 13677, Withholding Voucher #'s 43-45-2021, Purchase Orders 41-42-2021, and Resolution #'21-0090 and 21-010 by Trustee Johnson, seconded by Trustee Flynn.

Fiscal Officer Denes read the correspondence which included notice that the Township was awarded \$87,231 in OPWC grant money for a joint project with Lagrange Township, the LC Sheriff's report, a repair quote from Crest Fence for \$1,025 for the damaged Town Hall fence, the proposed 2022 ARC Blood Drive schedule, and a report on Township street lights from LMRE's Scott Norheim. Denes reported that she has asked Kathy Grasz, of LMRE, to prepare a proposal for fiber optic broadband service for the Township. This is a possible use for the ARPA funds. Kathy or General Manager Edward VanHoose will present proposal at a January meeting. Denes advised that 21 units of blood were collected at the 11/24 ARC Blood Drive. Denes reminded all of 1/12 deadline for OTA Winter Conference pre-registration. Denes reported that a request was made to Penfield Recreation Board Treasurer, Keri Gordon on 11/19 and again on 12/3 for the September and October Recreation Board Financial Reports and a corrected June financial report. Rec Board Vice Chair Tom Seman will follow up with Treasurer. Denes presented Resolution 21-010, extending the Township's Health Care Coverage with Lorain County thru December 31, 2024, for signature. A motion was made to accept Crest Fence's estimate by Chairman Conrad, seconded by Trustee Johnson. Trustee Flynn made a motion, seconded by Chairman Conrad, to approve the ARC schedule for 2022. FO Denes reported that an additional file cabinet is needed in the Fiscal Office. Discussion was held and a motion was made by Trustee Johnson, seconded by Trustee Flynn for FO Denes to research and purchase same from Schlabbach Furniture. Denes fielded a call from resident Lori Jackson questioning the availability of plywood sheets. All plywood has been placed into Township service or sold.

Fiscal Officer Denes asked for approval to add fund #2273 to record ARPA funds. A motion was made by Trustee Johnson, seconded by Trustee Flynn to add this fund.

Zoning Commission member Jerry Rathwell attended the Holiday Concert and enjoyed the event.

Assistant Hall Coordinator Tom Seman reported that the Cub Scouts wished to use the Community Room and Town Hall for their Pinewood Derby in January. This would entail set-up on a Saturday with the event on Sunday. He will follow up with Scouts regarding the date of their event. Seman advised that the Recreation Board is discussing a craft show, with a potential date of 4/30, which would require the use of both halls. Seman questioned whether the contract with Keystone Local Schools for the use of the ball fields included the restrooms. The contract does not specify this. Seman reported that there will be no Recreation Board meeting in December with the January meeting to be held on the 15th. Seman requested the Trustee's attendance at this meeting to discuss and understand the ball field usage contracts with the School and Hot Stove. Seman advised that the non-working Pepsi cooler has been scrapped. Water leftover from Penfield Day will be moved from the Concession Stand to the Town Hall to prevent freezing. Seman questioned the installation of a cash lock box for hall rental money. FO Denes stated that cash payments of rental money were the exception, not

the rule. Discussion was held and it was decided that anytime the Hall Rental Coordinators secure a cash payment they will text FO Denes with the details.

Grounds Maintenance man Bob Storms, PHS Treasurer Jackie Johnson, and Roadman Bill Albrecht were in attendance but had no questions or comments.

Trustee Flynn thanked Rachael Duling for her excellent work in recording the minutes of the November 16th meeting in FO Denes' absence. Flynn reported delivery of an address sign to a resident. Trustee Flynn asked Vice Chairman Seman to remove and store the volleyball net at the Recreation Park. Flynn reported that resident Justin Jackson had contacted him regarding his son Cannon's need of Community Service hours. Trustees Flynn and Johnson will coordinate this project.

Trustee Johnson reported that there were 70 guests and 25 band members at the Holiday Concert on Saturday. Johnson made repairs to the Community Room storage area door that failed due to poor quality construction. The light at the corner of the Town Hall walkway was repaired and converted to an LED by Trustees Johnson and Flynn. Johnson received approval from the Lorain County Prosecutor's office via email that the proposed usage of ARPA funds to improve and expand the Township camera/security system was an allowable expenditure. Johnson will forward email to FO Denes for her file. Johnson spoke with Ilona Seman of Ipanda Designs regarding electronic record storage for the Township. She will work on a plan and training.

Chairman Conrad reported that he, Trustee Johnson, and Trustee Flynn met and walked the ditches by the Eberling drainage issue. This was discussed with Don Romancek who advised that this could be funded with SWAC funding as Phase IV of the Curtis Ditch project. Romancek is pursuing an engineering report as some water flows east to the Black River and some flows west to the Curtis Ditch. As SWAC grant applications are due in March there may not be time to apply for 2022 funds, but instead 2023. Trustee Flynn advised all affected residents to attend meetings to record their concerns and to email associated problems, pictures, and costs to the Trustees or Fiscal Officer to help substantiate grant application. Conrad advised that Don Romancek stated that he had some COVID money for projects which is exclusive of SWAC funding. Conrad reported that LCPH Department director Dave Covell's retirement party is Friday the 10th.

With no additional business to discuss, the meeting was adjourned at 8:28 PM with a motion made by Trustee Johnson, seconded by Trustee Flynn.