

## YORK TOWNSHIP TRUSTEES

Organizational Meeting

January 6, 2011

Chairman Pro Temp Bill Pavlick called the organizational meeting to order at 6:30 p.m. He led the pledge of allegiance.

### **RESOLUTION #11-01-01 – Elect Chairman**

**Moved** by Conley, second by Pavlick to elect Rick Monroe as Chairman for 2011. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### **RESOLUTION #11-01-02 – Elect Vice Chairman**

**Moved** by Pavlick, second by Monroe to elect Colene Conley as Vice Chairman. Roll: Pavlick, yes; Monroe, yes; Conley, yes.

### **RESOLUTION #11-01-03 – Set Business Hours**

**Moved** by Conley, second by Pavlick that the business hours would be as follows:

Office: Mon. - Thurs. 8:00 - 4:30; lunch 12:30 - 1:30; office closed to the public on Wednesday

Zoning - until 7:00 p.m.; Fiscal Officer - by appointment

Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### **RESOLUTION #11-01-04 – Road Assignments**

**Moved** by Pavlick, second by Conley to approve the following road assignments:

Colene Conley: Bent Oak (.10), Cemetery (.12 – inactive), Heather Glen (.20), Pilgrim Dr. (.09), Pioneer Way (.43), Seven Bridges (.29), Spieth (2.46), Stillwater (.41) and Wolff (4.30) – approx. 8.40 miles

Rick Monroe: Beck (.89), Erhart (1.11), Hastings (.31), Haury (.10), Indoe (.05), Lampson (.11), Lester (.98), Province (.06), Royal Brook (.36), Spellman (.08), Stone (3.65) and Water (.13) – approx. 7.83 miles

Bill Pavlick: Bachtell (.46), Branch (2.73), East (.16), Emerald Run (.38), Gayer (.27), Hunters Trail (.40), Lake Dawn (.16), Livia Lane (.37), Sapphire (.16), Station (1.70) and Steigler (.44) – approx. 7.23 miles

Roll: Pavlick, yes; Conley, yes; Monroe, yes.

### **RESOLUTION #11-01-05 – Mileage Reimbursement**

**Moved** by Conley, second by Pavlick to set mileage reimbursement at .415 per mile, same as the Medina County Commissioners. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### **RESOLUTION #11-01-06 – Set Meeting Dates and Time**

**Moved** by Pavlick, second by Conley to set the meetings as the fourth Thursday of the month at 6:30 p.m. with special meetings considered as needed with the exception of November and December. The dates are:

January 27<sup>th</sup>  
February 24<sup>th</sup>  
March 24<sup>th</sup>  
April 28<sup>th</sup>  
May 26<sup>th</sup>  
June 23<sup>rd</sup>

July 28<sup>th</sup>  
August 25<sup>th</sup>  
September 22<sup>nd</sup>  
October 27<sup>th</sup>  
November 17<sup>th</sup>  
December 29<sup>th</sup>

Roll: Pavlick, yes; Conley, yes; Monroe, yes.

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### RESOLUTION #11-01-07 – Establish Pay Dates

**Moved** by Conley, second by Pavlick to establish the fourth Thursday of the month as payday for consistency with the employees. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### RESOLUTION #11-01-08 – Payment of Utilities Online

**Moved** by Conley, second by Pavlick to pay any utilities (phone, electric, gas, trash pickup) if possible, online before the due date. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### RESOLUTION #11-01-09 – Hold Special Meetings as Necessary

**Moved** by Pavlick, second by Conley to hold emergency (special) meetings as deemed necessary and make the notification as required by law. Roll: Pavlick, yes; Conley, yes; Monroe, yes.

### RESOLUTION #11-01-10 – Zoning Fee Schedule

**Moved** by Pavlick, second by Conley to adopt the following fee schedule:

Zoning:

Residential, new home	\$250 + .02 per sq. ft.
Ancillary Residential permit	75 + .02 per sq. ft.
Commercial & Industrial	300 + .02 per sq. ft.
Pools	50
Ponds, Lakes	100
Signs	100
Home Occupation (Type 2)	100
Home Occupation (w/conditional permit)	400
Each additional request	50
Lot Splits (per lot)	50 + review fees if applicable
Variance	400
Each additional request	50
Site Plan Review with change of use	300
Conditional Use Permit	400
Each additional request	50
Zoning Resolution Amendment	500
Each additional request	100
Late Fee – Zoning Violation (same builder)	
First	250
Second	500
Third	1,000
Appeal	400

Roll: Pavlick, yes; Conley, yes; Monroe, yes.

### RESOLUTION #11-01-11 – Town Hall Fee Schedule

**Moved** by Pavlick, second by Conley to approve the following fee schedule:

Town Hall:

Private party (returnable \$100 security deposit)	\$100 + security deposit
Wedding or anniversary (returnable \$150 security deposit)	200 + security deposit

Roll: Pavlick, yes; Conley, yes; Monroe, yes.

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**RESOLUTION #11-01-12 – Cemetery Fee Schedule**

**Moved** by Pavlick, second by Conley to approve the following fee schedule:

Gravesite Purchase:

Resident Taxpayer	\$350 each
Non-resident Taxpayer	400 each
Non-resident	1,000 each

Interments:

	<u>Mon.-Fri.</u>	<u>Sat.</u>	<u>Sun.</u>
Ashes	\$250 each	\$325	\$400
Baby Coffin	350 each	475	600
Adult Coffin	550 each	775	1,000

Roll: Pavlick, yes; Conley, yes; Monroe, yes.

**RESOLUTION #10-01-13 – Continue to Participate in the OPEC Funding Plan**

**Moved** by Pavlick, second by Conley to continue to participate in the OPEC Funding Plan for the 2011 renewal period. Roll: Pavlick, yes; Conley, yes; Monroe, yes.

**REPORTS:**

**Dorothy Crouch, Zoning Inspector:**

- Medina Co. Sanitary Engineer put in a new water meter at the Town Hall.
- Dorothy gave the trustees the end of year report for permits.

**RESOLUTION #11-01-14 – Thank You to Jim Miller**

**Moved** by Conley, second by Pavlick to approve the following:

WHEREAS, York Township has observed your hard work and dedication for many years as a member of the Zoning Commission Board, and

WHEREAS, that work hasn't always been under the best of circumstances, and

WHEREAS, the residents of York Township, have benefited from your dedication to the Zoning Commission Board,

NOW, THEREFORE BE IT RESOLVED that the York Township Trustees would like to thank you for all of your hard work and dedication as a member of the Zoning Commission Board.

Roll: Conley, yes; Pavlick, yes; Monroe, yes.

**RESOLUTION #11-01-15 – Thank You to Bill Schultz**

**Moved** by Conley, second by Pavlick to approve the following:

WHEREAS, York Township has observed your hard work and dedication for many years as a member of the Zoning Board of Appeals, and

WHEREAS, that work hasn't always been under the best of circumstances, and

WHEREAS, the residents of York Township, have benefited from your dedication to the Zoning Board of Appeals,

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NOW, THEREFORE BE IT RESOLVED that the York Township Trustees would like to thank you for all of your hard work and dedication as a member of the Zoning Board of Appeals.

Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### **Fiscal Officer:**

#### **RESOLUTION #11-01-16 – Request Any and All Tax Advances**

**Moved** by Conley, second by Monroe to request any and all tax advances from the County Auditor. Roll: Conley, yes; Monroe, yes; Pavlick, yes.

#### **RESOLUTION #11-01-17 – Adopt FY11 Appropriations**

**Moved** by Conley, second by Pavlick to adopt the FY11 appropriations as attached in the amount of \$1,038,379.00. Roll: Conley, yes; Pavlick, yes; Monroe, yes. (Item A)

#### **RESOLUTION #11-01-18 – Approve Blanket Certificates to Remain Open All Year**

**Moved** by Pavlick, second by Conley to approve blanket certificates to remain open until December 31<sup>st</sup> each year instead of expiring every 90 days. Roll: Pavlick, yes; Conley, yes; Monroe, yes.

#### **RESOLUTION #11-01-19 – Approve Township Association Winter Convention Expenses**

**Moved** by Conley, second by Pavlick to approve the Township Association Winter Convention expenses for trustees, fiscal officer and Dorothy Crouch. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

### **Comments/Concerns:**

- Colene received Lewis Land proposal for the sidewalk grant. We'll receive \$5,000 toward the expense and owe the balance. Colene will speak with the Co. Engineer regarding this.
- I received a copy of an e-mail from Oxbow Engineering regarding their phone system. I'll forward it to everyone for review so we can move forward.
- Bill Pavlick will call Steve Clifford for the final walk through on the addition to get it finalized with the Building Department.
- Richard Hill gave a copy of the fair housing program from the Medina Co. Planning Commission that he received at a Farm Bureau meeting.

#### **RESOLUTION #11-01-20 – Executive Session**

**Moved** by Conley, second by Pavlick to go into executive session to discuss personnel – the appointment and compensation of an employee(s). Roll: Conley, yes; Pavlick, yes; Monroe, yes.

The three trustees and fiscal officer went into executive session at 7:01 p.m. to discuss personnel – the appointment and compensation of an employee(s).

The three trustees and fiscal officer returned to open session at 7:25 p.m. after having discussed personnel – the appointment and compensation of an employee(s).

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**RESOLUTION #11-01-21 – Zoning Commission Board Appointments**

**Moved** by Conley, second by Pavlick to appoint Richard Hill to the full time Zoning Commission position and Jim Miller to the alternate Zoning Commission Board position. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

**RESOLUTION #11-01-22 – Zoning Board of Appeals Appointment**

**Moved** by Conley, second by Pavlick to appoint Christine Barnes to the full time Zoning Board of Appeals position. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

**Comments:**

- Rick Monroe stated that due to the financial uncertainty at the state level, we are not going to give anyone raises at this point in time. Once we receive additional information, we will re-visit.

**RESOLUTION #11-01-23 – Adjourn**

**Moved** by Conley, second by Pavlick to adjourn the meeting at 7:27 p.m. Roll: Conley, yes; Pavlick, yes; Monroe, yes.

Richard Monroe, Chairman

Beverly Fry, Fiscal Officer

Item A

**TOWNSHIP ANNUAL APPROPRIATIONS**  
**GENERAL FUND**

That there be appropriated for GENERAL GOVERNMENT:

**General Government**

*Administrative*

Personal Services	37,987.00
Employee Fringe Benefits	69,980.00
Purchased Services	36,825.00
Supplies and materials	1,750.00
Other	450.00

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*Townhalls, Memorial Buildings and Grounds*

Personal Services	21,000.00	
Employee Fringe Benefits	5,200.00	
Purchased Services	29,050.00	
Supplies and materials	4,500.00	
Other	0.00	

**TOTAL GENERAL GOVERNMENT** 206,742.00

That there be appropriated for ZONING

*Zoning*

Purchased Services	1,700.00	
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**TOTAL ZONING** 1,700.00

That there be appropriated for PUBLIC WORKS:

*Lighting*

Purchased Services	0.00	
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**TOTAL PUBLIC WORKS** 0.00

That there be appropriated for HEALTH:

*Health Districts*

Purchased Services	100.00	
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**TOTAL HEALTH** 100.00

That there be appropriated for CAPITAL OUTLAY:

*Capital Outlay*

Improvement of Sites	5,000.00	
Equipment - Administration	1,000.00	
Other Capital Outlay	3,000.00	

**TOTAL CAPITAL OUTLAY** 9,000.00

That there be appropriated for OTHER FINANCING USES:

*Other Debt Service*

Other Debt Service	33,900.00	
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*Operating Transfers Out*

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Transfers out	30,000.00	
<b>TOTAL OTHER FINANCING USES</b>		<u>63,900.00</u>
<b>TOTAL GENERAL FUND</b>		<u><u>281,442.00</u></u>

**MOTOR VEHICLE FUND**

That there be appropriated for PUBLIC WORKS:

*Highways*

Purchased Services	5,000.00	
Supplies and Materials	10,000.00	
<b>TOTAL MOTOR VEHICLE FUND</b>		<u><u>15,000.00</u></u>

**GASOLINE FUND**

That there be appropriated for PUBLIC WORKS:

*Highways*

Purchased Services	60,000.00	
Supplies and Materials	25,000.00	
<b>TOTAL GASOLINE FUND</b>		<u><u>85,000.00</u></u>

**ROAD AND BRIDGE FUND**

That there be appropriated for PUBLIC WORKS:

*Highways*

Personal Services	17,977.00	
Fringe Benefits	3,100.00	
Purchased Services	268,500.00	
Supplies and Materials	25,000.00	

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**TOTAL ROAD AND BRIDGE FUND**

314,577.00

**CEMETERY FUND**

That there be appropriated for HEALTH:

*Cemeteries*

Personal Services	1,700.00
Fringe Benefits	225.00
Purchased Services	5,925.00
Supplies and Materials	150.00
Other	0.00
Capital Outlay	0.00

**TOTAL CEMETERY FUND**

8,000.00

**ZONING FUND**

That there be appropriated for GENERAL GOVERNMENT:

*Zoning*

Personal Services	5,930.00
Fringe Benefits	3,825.00
Purchased Services	6,145.00
Supplies and Materials	1,100.00
Other	0.00

**TOTAL ZONING FUND**

17,000.00

**FIRE AND RESCUE FUND**

That there be appropriated for PUBLIC SAFETY:

*Fire Protection*

Personal Services	19,500.00
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Fringe Benefits	7,975.00
Purchased Services	69,835.00
Supplies	24,500.00
Other	550.00

*Emergency Medical Services*

Personal Services	13,500.00
Fringe Benefits	5,300.00
Purchased Services	71,600.00
Supplies	7,500.00
Other	500.00

**TOTAL PUBLIC SAFETY** 220,760.00

That there be appropriated for CAPITAL OUTLAY:

*Capital Outlay*

Machinery, Equipment and Furniture	55,000.00
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**TOTAL CAPITAL OUTLAY** 55,000.00

That there be appropriated for OTHER FINANCING USES:

*Other Debt Service*

Other Debt Service	22,600.00
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**TOTAL OTHER USES** 22,600.00

**TOTAL FIRE AND RESCUE FUND** 298,360.00

**PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND**

That there be appropriated for PUBLIC WORKS:

*Highways*

Purchased Services	7,500.00
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Supplies and Materials 7,500.00

**TOTAL PERMISSIVE MOTOR VEHICLE FUND**

15,000.00

**EMERGENCY MEDICAL SERVICES (2281)**

That there be appropriated for PUBLIC SAFETY:

*Emergency Medical Services*

Purchased Services 4,000.00

**TOTAL EMERGENCY MEDICAL SERVICES FUND**

4,000.00

**RECAPITULATION OF FUNDS**

General Fund 281,442.00

Motor Vehicle Fund 15,000.00

Gas Fund 85,000.00

Road and Bridge Fund 314,577.00

Cemetery Fund 8,000.00

Zoning Fund 17,000.00

Fire and Rescue Fund 298,360.00

Permissive Motor Vehicle License Tax Fund 15,000.00

Emergency Medical Services Fund 4,000.00

**TOTAL ANNUAL APPROPRIATIONS - ALL FUNDS**

1,038,379.00