

## YORK TOWNSHIP

### Work Session Meeting August 5, 2020

Trustees – Chairman Todd Zieja, William Pavlick, Richard Monroe,  
Fiscal Officer Margaret (Peggy) Russell

#### Present:

Trustee, Todd Zieja, Chairman  
Trustee Rick Monroe  
Trustee Bill Pavlick  
Fiscal Officer Peggy Russell

#### Also Present:

Dorothy Crouch – Zoning, Cemetery  
2-Residents

Chairman Todd Zieja called the meeting to order at 5:00 p.m. Trustee Zieja stated the meeting is being recorded for transcription purposes only.

**Town Hall, Zoning, Cemetery-** Steingass Preserve the Enclave at Woodside – Pulte wants a permit to start building a model home. Dorothy told them no, first there should be a road. A request for a model home is being sought from the county prior to the issuance of sanitary and water permits. Pulte homes understands the connection to sanitary sewer and water will not be allowed until the issuance of permits. Pulte Homes also realizes that any construction will be at their own risk and no fire protections will be available to them until a water permit is issued and a road is installed. Pulte is asking for building & zoning permits and understands occupancy will not be granted until they have received all required permits. Pulte sent a copy of this letter to York Township, Zoning, the Fire Department and Medina County Health Department. Chief Barrett stated earlier in the week since we have allowed it before, he does not have an issue with this. The Trustees also do not have an issue as long as we get a letter from Pulte stating York Township is not responsible for anything started prior to water and sewer permits and connection. Trustee Monroe said we should find out if there is anything else we need completed i.e. trees, signage, footage, anything else needing attention before we sign off. Dorothy stated it was too soon to tell with only preliminary plans.

The handicap ramps at Forest Creek were discussed, they still have not been installed. Fechko has been contracted to install them. The Trustees agreed that they will only authorize building at Steingass Estates after the ramps at Forest Creek are installed.

Buckeye Schools Soccer Group applied for permit for a new equipment storage shed at the soccer field. Trustee Monroe noted the new shed is already there. The Trustees agreed they would waive the permit fee, as we have done in the past for the schools and churches.

Mr. Kiley came in and wants to put up one more building. There are three parcels. He is going to apply to the county to combine the three lots into one so he can fit the lot size requirements for a new building. The existing buildings were built prior to 1995 and there were no requirements at that time. Each approval was negotiated individually. In 2003 the current requirements of 35 feet and 50 feet were voted in. Because of the current requirements, Mr. Kiley will still need a variance from the code. Dorothy is going to recommend to the Zoning Commission tabling the request until there is a variance. The Trustees do not have a problem as long as he gets a variance. Chief Barrett finds no problem if a variance is granted.

**Fiscal Officer**

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Life Force has had delays in closure authorizations this year. They are able to automatically adjust accounts and/or send accounts to collections without the community having to read and return each account. If the Trustees are interested in changing the process, they must sign the attached addendum. The Trustees stated that decision should be made by the chief.

**Motion to Approve Resident Write-Off's per Life Force recommendation to write off the 13 following resident accounts – #BYIBRO, #TAYLIN, #LEWLUL, #LEIMAR, #HOLJOA, #HOWTHO, #EMEDAV01, #ICERON, #REIJAM, #KLEMAR, #RILTON, #HAUDAV, #KOSKAT. Moved by Trustee Pavlick, second by Trustee Monroe. Roll: Monroe, yes; Pavlick, yes; Zieja, yes.**

**Motion to Approve Closure Write-Off's per Life Force recommendation to write off the following 4 accounts for Patient not Responding – #STOLOR, #SCHBRA, #SPIKRI, #VANNOA. Moved by Trustee Pavlick, second by Trustee Monroe. Roll: Monroe, yes; Pavlick, yes; Zieja, yes.**

**Motion to Approve Closure Write-Off's per Life Force recommendation to write off the following resident accounts – Deceased with no estate or assets #RUDGE0. Moved by Trustee Pavlick, second by Trustee Monroe. Roll: Monroe, yes; Pavlick, yes; Zieja, yes.**

Fiscal Officer reviewed the revenue status of each fund. A final property tax credit will hit our account in September and will determine if we will hit revenue budgets. COVID 19 has created delays in property tax payments, NEXUS needs to catch up on estimates, Interest will be 4-5K short on budget numbers, Gas Tax should meet budget expectations only because we were very conservative since it is the first year of the increase. We had hoped to carry any large amounts over to pool for matching funds for OPWC Roads money. Since COVID 19 impacted travel, revenues are down. Of the 2.4 million township Funds, approximately 1.5 million is Fire Department Carryover, saving for new vehicles when the need presents. 114K is the projected Parks Carryover. Parks Fund brings in approximately 65K per year. It is time to discuss projects to utilize park's tax money. The General Fund and the Roads Fund budgets and carryover are tight. The permissive license tax we passed last year was impacted due to the license bureaus being shut down for a time. Right now in month 8 we have received 11K of the 24K Projections from the Medina County Engineer's office.

**Roads:** Fiscal Officer Russell asked for clarification on the Erhart Road shared agreement between Litchfield and York. The former agreement divided the road into sections, but the current agreement states each township should maintain their entire side for plowing and roadside mow. Initially Erhart was not striped, and when Aeromark returned to stripe the road, they did not paint Erhart from Branch to Smith. Trustee Pavlick told Litchfield we would stripe this year, and Litchfield could return the favor by striping in 3 or 4 years. Fiscal Officer Russell wondered if the unpainted section would cause problems. Trustee Monroe suggested Trustee Pavlick reach out to a Litchfield Trustee. Trustee Monroe also pointed out that Spieth from

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Erhart to SR57 was not painted. Trustee Pavlick said Aeromark received the maps from the county.

Looking back over the past three years of roadside mowing, we try to do right away to right away every third year. In 2018 the extra expense was for tree/bush trimming 5K. The trustees decided to keep an extra 5K in the budget for the non-right away years in case we need additional work. There are so many saplings out there, if we do not take care of them we will be paying additional in tree trimming.

**OPWC Roads Grants** – With the revenue hits we have taken this year in property tax, gas tax and permissive license taxes; additional expenses in striping, roadside mowing, repairs we will not have the anticipated money to try and pave a portion of road even if we can scrape together enough to try for matching funds. Trustee Pavlick stated if we cannot pass a levy we may need to return to gravel roads. Because of the uncertainty of future funds, COVID19 economic uncertainty of employment we will hold off on paving. We need to look at pressing repairs on Wolff, Stone and Branch. Tree trimming is a priority. As trees grow they encroach on the roads. It is much more cost effective to trim them when they are small then wait too long and pay the trimmer for additional time in the bucket. In years past we have had to spend approximately 10k per year for trimming.

Trustee Pavlick stated that he did not feel it would be a good idea to borrow money, even at 0% interest to qualify for OPWC grant money. Borrowing from future years is not good policy. Trustee Monroe agreed – no loans.

Payroll expenses for roads, parks and cemetery have been under utilized since John Kollar retired. Jesse Yount is getting up to speed with work expectations but there is so much work and he could use a person to help. Kollar was the engineer for the fire department. This year we have not seen many vehicles go in for routine maintenance and repairs. Fiscal Officer Russell will contact Chief Barrett and current engineer to find out the status of vehicle maintenance for 2020.

**Parks** – Discussion ensued about the triangle shaped township park property with access on SR 18, bordering the RR tracks, behind the business buildings. People have marked approximately 40 trees with caution tape, are constructing paths, building benches and fire pits, riding 4 wheelers and possibly shooting back there. Trustee Monroe has talked to Cornerstone Surveying about marking the township property lines when they come to do surveying at the cemetery. Winter is the best time for Cornerstone to do this work. According to what trustees have heard from the prosecutor, the township is not responsible for injuries occurring while trespassing. Until we are sure of borders, the sheriff will not be able to assist in enforcing restricting the area. On the North side of the property there has also been evidence people are dumping trash and construction waste here. When I2C comes with the camera quote we will ask for additional trail cams or owls to track activity. Trustee Pavlick Texted Steve Hambly in regards to the matching grant for cameras for Parks. If he does not hear from him, he will call to find the status of our submission.

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We also need the 30+ acres of park property adjacent to Community Park on Columbia surveyed.

Trustee Zieja inquired if trustee salaries could be paid out of parks since so much of their time is spent maintaining park property. Discussion ensued about which funds might be eligible to draw trustee salaries from. Fiscal Officer Russell will contact the prosecutor to advise on the question.

**Park Grants** – Because of carryover in the parks funds, we talked about increasing trails in wooded areas of township property. The most likely area to be developed in this way would be the 30+ acres adjacent to the park. In order to apply for matching grants from the ODNR Rails to Trails or OPWC Clean Green ,much legwork needs to be done. The project descriptions, project components, easements, access, etc. must be laid out in plans and drawings. Trustee Zieja asked if we know anybody who has that ability to put on this project? No one did. Trustee Monroe will contact Nate from the County Parks system to see if he has any advice on how to proceed with development of the property and submission requirements. Since there is so much leg work needing to be organized we will look to discuss ideas over the next year and determine if we are able come up with a plan.

**Cares Act Grant** – Trustee Monroe thinks we can get computers with the COVID-19 Cares Act Money. Dorothy should not be sharing computers with other township employees who come it to do work on the website or new electric sign program. Her 15 year old computer is in need of updating. Dorothy wondered about getting a new truck so she would not have to share a vehicle? We will contact other townships to see what they are spending the money on, how much they have received, and if they have a template to follow.

**Motion to Adjourn by Monroe, second by Pavlick.** Roll: Monroe, yes; Pavlick, yes; Zieja, yes.

Meeting adjourned 6:15p

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Todd Zieja, Chairman

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Margaret Russell, Fiscal Officer