

## YORK TOWNSHIP

### Special Meeting August 4, 2021

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

#### Present:

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

#### Also Present:

Fire Chief Jason Creamer

Chairman Rick Monroe called the meeting to order at 6:30 p.m. Trustee Monroe stated the purpose of the meeting is to discuss the research of the 5-year planning committee and any other business before the board. The meeting is being recorded for transcription purposes only.

- Introduction of York Planning Committee, Roger Mittler, Guy Roach, Penny Fabich, Dave Hull, Chris Kosman, Mike Galloway, Phil Genoux, Pat Wick,
- The committee was formed to do some research into the possible needs of the township and give recommendations to the York Township Trustees to aid in thinking about the directions the township could take in the next five years. Implementation of suggestions depends on funding and a viable method of execution of such plan. Trustees will consider ideas.
- Fire Chief's plan for implementing staffing (based on levy passage) & building a new fire station. Chief Creamer hopes to start staffing the fire station 6 hours per day, working towards increasing staffed coverage to reduce response times. Increased staffing leads to increased station requirements for training, equipment.
- Vision of the York Planning Committee
  - York Township Complex (location)
    - Fire Department building
      - The fire complex facility is currently able to fill the township needs, but the building is aging, and will need to be updated or repurposed. The township maintenance is currently sharing the space and its equipment and vehicles will require more space as the township explores the possibility of increasing our employees and equipping them with the tools to complete work. It is becoming increasingly difficult to find companies to bid on maintenance work. Examples of areas that may possibly need employees and equipment include snow plowing and salting, lawn maintenance, and increasing road, cemetery, and park maintenance duties. The committee recommends utilizing the Old School House Property to consider building a new township complex for fire, roads, and maintenance work
    - Salt Dome
      - A salt bin has advantages of local placement of salt without the paying contractors to commute to the engineer's facility and

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waiting in line for salt distribution. Problems with salt bin include cost, equipment to move salt into bin, and out of bin onto trucks and paying contractors or employees to be available to move the salt when deliveries are not always as communicated in regards to time of delivery or amount of product available. Cost analysis very important when making this decision. At \$200 per hour to load, it may not be more cost effective to have a salt dome on site.

Consider talking with the other small townships to see about sharing costs. Small townships are on smaller budgets and similar environments. Maybe we can work together as our needs grow.

Trustee Pavlick said in years past we have looked into establishing a service department. There are several problems associated with this scenario. Funding cuts by the state years ago have not been replaced. Residents are unwilling to support a road's levy despite several attempts. If we had a crew of one or two, what would happen in case of call offs or illness. What happens if we have one truck and it goes in the ditch, or needs repairs. It has always been more economical to contract these services out and have the vendor bear the responsibility for staff and equipment. He has been pleased with the service we have been receiving, their knowledge of the issues and problems the township faces in terms of trouble spots, busy commuting times and reliability. He is still working to try and get the Ohio Revised Code changed to accommodate utilizing other government entities to take over plowing and salting with the appropriate legal protective measures for all parties. He feels when the time is right it would be appropriate to start with bringing lawn mowing in house, followed by road side mowing.

- Trustees & Fiscal Officer on the following properties. What funds or grants were used to pay for the properties?
  - Park/Playground property, 5.88 acres, parcel number 045-05A-41-001
  - Property north of Rail Trail on Columbia Rd., 29.92 acres, parcel number 045-05A-35-002
  - Old York School property on Norwalk Rd., 10.061 acres, 045-05A-400-20

Trustee Monroe has been in communication with the prosecutor to get in writing the permissible uses of the land based on requirements at the time of purchase. He will continue to work with the prosecutor to obtain the paperwork we need to move forward with utilizing these properties in an appropriate way for all parties concerned.

The planning committee and the trustees all agree, it is most cost effective to consider looking into a complex in one location. A footprint of the site, with designations by an architect as to placement of buildings and suggestions for development would be helpful. It would be something to show township residents the directions the township could take when seeking additional funding. It would also allow for placement of fire building, maintenance building, salt dome, park borders etc.

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- Establishing a Full Time Service Department
  - Explanation of how Montville Township started a Service Department
  - Current payment to outside contractors - Attached
  - Wage Comparison of Medina County & Townships-Attached
  - Projected staffing costs – Attached

Roger Mittler states we are already paying for services, so we can use that money towards moving this inhouse.

- Equipment needed for Service Department
  - Road snowplow with dump and salt spreader – These are specific items. The lifespan of a truck can be as high as 20 years. Because of the nature of the work, these trucks eat themselves from the outside in. They live a hard life, repairs are expensive and a truck will never even reach 100K miles in its lifetime.
  - Tractor to handle road mowing, brush hogging etc.
- Zero Turn mower- Montville hopes for a ten-year life span, but year 6-10 have much higher maintenance costs per machine. They chose Hustler mowers over Ferris. Ferris are more comfortable rides, but more moving parts. Ferris mowers are slightly cheaper, but have much higher overall maintenance costs. Hustler mowers have held up better. If you have to transport the mower, we would also need a transport trailer.
- Montville has financed their maintenance by loans and leases. Payments are figured into yearly budgets. The maintenance department easily has a yearly budget of over 1 million dollars. It does include parks, roads, cemetery maintenance.

Rog said when running a levy, he feels the best process involves educating the public and communicating with the township. The three homeowner's association is willing to broadcast information to their owners if the township creates educational or informational documents.

Chris Kosman, York Resident and Montville Maintenance Service Director reported the history of Montville's establishment and development of their current department. Being in the industry, he does feel we are a little behind where we should be today. We will always say we do not have enough funds, Looking back, they always wished they would have done more. 20 years ago, Montville produced a master plan- complex, buildings, service department. Growing is a slow, gradual process. Having a plan will help us move ahead. Montville's plan they roughly followed was to do major services first, service department and administrative last. Their complex was 5 million dollars. They have loans. However, in today's dollars, they would not be able to obtain the same square footage at the same price. Montville built as large of a maintenance facility as they could afford. Square footage is the primary goal in building, we need the largest structure possible. The inside can be outfitted and configured over time. Adding on is always more expensive. Chris figures the schedule of Montville's growth is every ten years. Montville has acquired a large fleet at this time. Some new purchases, some from the Government Supply GSA, and the police win many equipment submissions that are shared with the maintenance

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crew. They are thankful to have a generous sharing and borrowing program for large equipment needs with surrounding townships.

Trustees want the committee to continue. Items for the committee to look into are meeting with other townships our size and to see how they handle their Service Department and that the committee will be contacting the Career Center to see if they would be willing to assign a class project on coming up with a conceptual drawing for a York Township complex.

Trustees thanked the committee for their hard work and extensive research. It gives them a lot to consider. In the past, the recommendation of the long-time fiscal officer was it was much more cost effective to contract these services out. The burden of insurance, benefits, staffing, construction we beyond the scope and budget of a small township. York township is one of the lowest taxed townships. Out of necessity, we are very frugal with our expenditures. We also seek as much grant money as we are eligible.

Lester Rail Trail Park area SR18 and Fenn – Nate Eppink the Director from the Medina Parks System attended this meeting to discuss possible improvements to the area. The parks system is looking for ways to make improvements to the parks property which they already own. The township and the Medina Parks own three green space lots. (Attached) If we can consider these three lots as a unified space, Nate suggested letting the Medina Parks system lease the township portion for a minimal amount, \$1 per year. This arrangement works at Medina Lake and other areas the Parks System has property. In exchange for lease privileges, the park system could plant an attractive low maintenance prairie grass display and build a vault restroom, replacing the porta-potty on location currently. Trustees will consider offer and reach out if they reach a decision. Rog asked if they would regrade the Lester Rail Trail Parking Lot as it has many potholes. Nate said they are considering the possibility of paving the lot, improving the restrooms and the site in the future.

Motion to adjourn at 8:30 pm by Trustee Zieja, second by Trustee Pavlick. Roll: Monroe, yes; Pavlick, yes; Zieja, yes.

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Richard Monroe, Chairman

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Margaret Russell, Fiscal Officer

## Agenda for August 4, 2021, Joint York Trustees & York Planning Committee

- Introduction of York Planning Committee
- Introduction of York Trustees and Fire Chief
- Trustees plan for York Township over the next 5 years
- Fire Chiefs plan for implementing staffing (based on levy passage) & building a new fire station
- Trustees & Fiscal Officer on the following properties. What funds or grants were used to pay for the properties?
  - Park/Playground property, 5.88 acres, parcel number 045-05A-41-001
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  - York Township Complex (location)
    - Fire Department building
    - Salt Dome
- Establishing a Full Time Service Department
  - Explanation of how Montville Township started a Service Department
  - Current payment to outside contractors
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  - Projected staffing costs
- Equipment needed for Service Department
  - Road snowplow with dump and salt spreader
  - Tractor to handle road mowing, brush hogging etc.

**Number of Employees & Average Hourly Wages for Townships in Medina County**

Township	# of Full Time Employees	Average Hourly wage for General Maintenance person	Benefits Package Cost per hour at 30%	Benefits Package Cost per hour at 40%	Hours per year	Total Cost per Year at 30%	Total Cost per Year at 40%	Notes
Guilford	1 Full Time & 1 Part Time	\$23.75	\$7.13	\$9.50	2080	\$64,220.00	\$69,160.00	Guilford Twp has one full-time road supervisor who is paid \$21.69 per hour, he receives 10 days off with pay, 80 hours of vacation pay plus medical, dental and vision insurance. One part-time assistant road supervisor who works 24 hour per week and is paid \$18.54 per hour. The total anticipated amount for salaries this year is around \$70,000.00. They also dig graves when needed for two of our cemeteries and mow the grounds on one of the cemeteries. Hinckley has four full-time Service Department workers. They work on roads, cemetery, parks and general maintenance for the other departments. Here are their wages and I have attached their cumulative benefits and wages which come out of Gas Tax and Road and Bridge. Service Superintendent for the year 2021 at an annual salary of \$61,800.00 and the use of a township vehicle to and from home.
Hinkley	4 Full Time							

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				30%	40%				
Homer Lafayette	1 Full time					2080			Homer township has 1 full time employee for roads and he helps with opening and closing cemetery lots. The following is from the minutes of our organizational meeting: The full time persons is 24.26 per hour for 2021 for a 40 hour week. Any overtime must be approved by a trustee and any hours worked over the 40 hours are to accumulate as comp time, weekly and can be used at Mr. Lawton's discretion. Each hour worked over the 40 hours in one week will equal one and one-half hours of comp time. No comp time is to be carried over, any unused comp time remaining at the end of the year will be paid at the rate of \$18.90 per hour. He must work 40 hours Monday - Friday including holiday time but excluding any sick or vacation time before comp time can be earned. The full time persons holiday, sick and vacation days as follows: ten (10) paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day as well as (5) sick days (40 hours), ten (10) vacation days (80 hours) per year paid. Vacation time may be carried over for a maximum of two (2) weeks or 80 hours. Sick time may accumulate to a maximum of ten (10) weeks. Clothing allowance up to \$300 per year, not to be carried over for safety shoes and clothing.
Litchfield	3 Part Time	\$15.00				1664			Litchfield has only part-time workers. We have 3 workers on the road crew who also take care of the cemetery, usually 1-3 part-time summer help, 1 part-time town hall manager, 1 part-time cemetery sexton. The workers are paid any where from \$10 - \$15/hr with no paid benefits (including no medical insurance), work 32 hours or less, and are hired on an "as needed" basis.

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Liverpool	2	\$25.50	\$7.65	\$10.20	2080	\$68,952.00	\$74,256.00	Liverpool has two full time maintenance workers. They both work 40 hours per week. The supervisor is paid \$27.00 per hour and the other is paid \$24.00 per hour. They do all types of maintenance - roads, cemetery, park and buildings. They are provided with individual/family hospitalization and dental insurance through our COSE plan. The supervisor's family coverage is \$3200.00 per month and the other's coverage is \$460.00 per month (he is younger and does not have a family plan). All of our covered employees pay 10% of the monthly cost. In addition, they are both provided with uniforms (uniforms and laundry service from UniFirst at a weekly cost of approximately \$50.00 per week). We also pay the usual employer portion of PERS @ 14% and the employer portion of Medicare @ 1.45%. Both receive three weeks of paid vacation and five days of paid sick leave each year.
Medina City		\$19.00 - \$27.00			2080			
Medina County		\$21.41	\$6.42	\$8.56	2080	\$57,892.64	\$62,345.92	Union contract



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Township	# of Full Time Employees	Average Hourly wage for General Maintenance person	Benefits		Hours per year	Total Cost per Year at 30%	Total Cost per Year at 40%	Notes
			Package Cost per hour at 30%	Package Cost per hour at 40%				
Montville	5 full time & 4 part time	\$22.27	\$0.00	\$0.00	2080	\$46,321.60	\$46,321.60	We have 5 F/T with CDL's and 4 P/T-seasonal with 2 having CDL's in the service department. Part time started at \$14/hr and currently range from \$15.54 to \$18.10/hr. The \$18.10 retired from Montville, has a CDL and returned as P/T. One P/T is a retired person from other employment and the others are teachers who work during summers and during breaks. All P/T work to a max of 1,500 or less so we are not required to offer benefits. We keep a close eye on the hours they work so they do not go over. <u>Full time</u> range from \$20.54 to \$24/hr with the dept head higher because of the responsibility level. All F/T have medical, dental, vision and life insurance, work 40 hrs/wk with vacation and sick leave according to the handbook and of course OPERS. F/T have been with us for years: 1 since 2009, 2-2011, 2-2015. With O/T their W-2's arrange from \$50,000 and up. We try to retain our employees so we the limit costly turnover of new employees.
Westfield					2080			

YORK TOWNSHIP, MEDINA COUNTY

Fund Summary

August 2021

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Fund #	Fund Name	Starting Fund Balance	Month To Date Revenue	Year To Date Revenue	Month To Date Expenditures	Year To Date Expenditures	Ending Fund Balance	Current Reserve for Encumbrance	Unencumbered Fund Balance
1000	General	\$785,191.68	\$0.00	\$410,617.77	\$0.00	\$224,877.14	\$785,191.68	\$156,798.48	\$628,393.20
2011	Motor Vehicle License Tax	\$15,486.44	\$0.00	\$6,409.71	\$0.00	\$263.23	\$15,486.44	\$236.77	\$15,249.67
2021	Gasoline Tax	\$200,665.54	\$0.00	\$78,335.11	\$0.00	\$74,825.00	\$200,665.54	\$50,175.00	\$150,490.54
2031	Road and Bridge	\$270,666.59	\$0.00	\$198,082.07	\$0.00	\$67,896.69	\$270,666.59	\$67,193.25	\$203,473.34
2041	Cemetery	\$39,955.20	\$0.00	\$11,050.00	\$0.00	\$0.00	\$39,955.20	\$0.00	\$39,955.20
2171	Park Levy	\$156,266.64	\$0.00	\$72,973.17	\$0.00	\$20,508.57	\$156,266.64	\$26,440.09	\$129,826.55
2181	Zoning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2191	SPECIAL LEVY - FIRE FUND	\$1,354,686.14	\$0.00	\$398,540.00	\$0.00	\$251,566.84	\$1,354,686.14	\$106,490.37	\$1,248,195.77
2231	Permissive Motor Vehicle License Tax	\$69,171.80	\$0.00	\$28,127.89	\$0.00	\$731.97	\$69,171.80	\$9,268.03	\$59,903.77
2272	Coronavirus Relief Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2281	Fire and Rescue, Ambulance and EMS Serv.	\$211,853.84	\$0.00	\$19,772.37	\$0.00	\$1,811.92	\$211,853.84	\$3,188.08	\$208,665.76
2901	Miscellaneous Special Revenue	\$118,030.84	\$0.00	\$9,836.06	\$0.00	\$15,228.86	\$118,030.84	\$5,954.15	\$112,076.69
4401	Public Works Commission Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4901	Miscellaneous Capital Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Report Total:	\$3,221,974.71	\$0.00	\$1,233,744.15	\$0.00	\$657,700.24	\$3,221,974.71	\$425,744.22	\$2,796,230.49

Last reconciled to bank: 07/31/2021 - Total other adjusting factors: \$0.00

Report reflects selected information.

## Annual Wage Cost For A Full Time Employee

Hourly Wage	Hours per Year 2080	Benefits Cost 30.00%	Total Cost at 30%	Benefits Costs 40.00%	Total Cost At 40%
\$19.00	\$39,520.00	\$11,856.00	\$51,376.00	\$15,808.00	\$55,328.00
\$19.50	\$40,560.00	\$12,168.00	\$52,728.00	\$16,224.00	\$56,784.00
\$20.00	\$41,600.00	\$12,480.00	\$54,080.00	\$16,640.00	\$58,240.00
\$20.50	\$42,640.00	\$12,792.00	\$55,432.00	\$17,056.00	\$59,696.00
\$21.00	\$43,680.00	\$13,104.00	\$56,784.00	\$17,472.00	\$61,152.00
\$21.50	\$44,720.00	\$13,416.00	\$58,136.00	\$17,888.00	\$62,608.00
\$22.00	\$45,760.00	\$13,728.00	\$59,488.00	\$18,304.00	\$64,064.00
\$22.50	\$46,800.00	\$14,040.00	\$60,840.00	\$18,720.00	\$65,520.00
\$23.00	\$47,840.00	\$14,352.00	\$62,192.00	\$19,136.00	\$66,976.00
\$23.50	\$48,880.00	\$14,664.00	\$63,544.00	\$19,552.00	\$68,432.00
\$24.00	\$49,920.00	\$14,976.00	\$64,896.00	\$19,968.00	\$69,888.00
\$24.50	\$50,960.00	\$15,288.00	\$66,248.00	\$20,384.00	\$71,344.00
\$25.00	\$52,000.00	\$15,600.00	\$67,600.00	\$20,800.00	\$72,800.00

\*Currently a family monthly benefit package runs \$2000.00 per month.  
 If reimbursing HRA could additionally cost \$10,000 per year. COVID  
 could impact these prices negatively in the upcoming year.

York Township Major Outsourcing Expenses 2020 - 2021

	Blade to Blade	Fabrizi Constr	Medina Engineer	Melway Paving	Dobson Excavating	Ohio CAT	Croston Constr	Aero Mark	Melway Paving
Jan-20	438.71	4,664.50	5,483.99						
Feb-20		23,642.00	5,375.00	25,771.86	1,099.88				
Mar-20	360.00	8,024.00	10,508.76						
Apr-20	1,745.00								
May-20	2,032.00	544.00			896.25				
Jun-20	5,767.50				11,100.00	9,825.75			
Jul-20	2,122.50				1,550.00		32,597.59		
Aug-20	3,910.00					480.00			
Sep-20	3,110.00					16,257.25		164,781.87	
Oct-20	3,470.00					2,550.00			
Nov-20	3,142.50	322.00				150.00			
Dec-20	910.00		1,734.86			1,125.00			
Total	26,569.50	37,196.50	23,102.61	25,771.86	13,749.88	896.25	30,388.00	32,597.59	164,781.87
Jan-21	450.00	26,836.00	6,682.39		1,675.00		650.00		
Feb-21		36,377.90	7,333.22				2,250.00		
Mar-21	382.50	18,694.00	11,518.67				500.00		
Apr-21	1,465.00	1,216.00							
May-21	3,285.00	2,128.00	197.69				1,700.00		
Jun-21	3,695.00						6,825.00		5,109.00
Jul-21									
Aug-21									
Sep-21									
Oct-21									
Nov-21									
Dec-21									
Total	9,277.50	85,251.90	25,731.97		1,675.00		11,925.00		5,109.00



Basemap MCSE Aerial Floodplain



LESTER RAIN TRAIL

1.16 acres

Trail Parking

0.15 acre

0.41 acre