

**YORK TOWNSHIP**  
**September 29, 2022 - Special Meeting, Budget**  
Trustees – Chairman William Pavlick, Richard Monroe, Colene Conley  
Fiscal Officer Margaret (Peggy) Russell

**Present:**

Trustee Bill Pavlick	Kristy McElroy
Trustee Rick Monroe	
Trustee Colene Conley	Residents
Fiscal Officer Peggy Russell	

Chairman Bill Pavlick called the meeting to order at 5:00 p.m. and led the pledge of allegiance. Trustee Pavlick stated the meeting is being recorded for transcription purposes only. The purpose of the meeting is to go over budgets, purchasing procedures and any other business before the board.

**FISCAL OFFICER**

**Reports**

The following September Monthly reports were emailed and handed to each trustee: Fund Status, Fund Summary, Revenue Status, Revenue Summary and Appropriation Status. Fiscal Officer Russell explained where the money comes in, and the projection for paying for next year's road project TBD, possible payroll projections for a full-time employee. We need to be mindful that we must spend the ARPA money next year, and we have to be able to use this on road work. Trustee Monroe discussed briefly the bid he received from the engineer for Stone and Branch Paving. We need to get a bid for Wolff Road so we can look at which roads should be the priority and plan our projects for the next couple years. We cannot price a bid so high we cannot afford it, and end up with no eligible road projects.

**Purchasing Policy**

For audit purposes the appropriate path for purchasing can be summed up as follows.

1. Quote/bid solicitation - 2-3 is best when looking at new vendors or to fill grant/funding protocols.
2. Discussion at meeting.
3. Motion to accept quote and open po at meeting. W-9 must be provided before po is issued. Vendor must be informed township is tax exempt. They can request blanket sales tax-exempt form from us.
4. Arrange for work or supplies
5. Fiscal office provided with invoice at or below po price, dated after the motion.
6. Payment is issued at the next meeting after point person approves work/ receipt of supplies in writing on receiving slip, invoice or written in email.

If anything is different than stated above these are problems. Depending on what the problems are, the invoice may not be eligible for payment or payment may be delayed until proper documentation is secured. So as not to annoy our vendors and keep good relationships with those who provide us with goods and services, we should try not to do things out of order and risk delays in payment. We should also adhere to the policy approved by the trustees so we are not cited with a finding for recovery during audit. Dates are very important. Work should not be completed prior to authorization unless it is an emergency.

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These policies serve to protect everyone. What if a trustee agrees to something prior to a meeting and the board does not authorize the expense? Emergencies are a different category. They still need to be brought up at a meeting and approved. Discussion ensued about expectations of spending between meetings. ORC 507.11 NO money belonging to the township shall be paid out, except upon an order signed by at least two of the township trustees, and countersigned by the township fiscal officer. It is the responsibility of the trustees to make a motion. The board is free to decide to spend any amount on anything (legally). I have no problem paying township funds if the proper path is followed, in its simplest form; motion must be dated before the invoice.

**Public Records Training** – Handed Trustee Pavlick the newest dates for Public Record Training and the Medicare Part D Credible Coverage Notice.

**Lawn Maintenance Contract –**

1. Current contractor Blade to Blade submitted a letter to cease providing service for the township dated July 28, 2022 due to lack of employees and not being able to maintain a level of quality he and the township are satisfied with. The owner agreed to continue service for the remainder of the year, or until another contractor could be found. **Motion to accept Blade to Blade termination of services as of 9/22/2022 by Trustee Conley, second by Trustee Monroe.** Roll: Monroe, yes; Conley, yes; Pavlick, yes.
  
2. Trustee Conley solicited a lawn bid from Southwest Landscapes. Questions – The service proposal includes Seasonal Mowing of the Park Area, Historical Area, and Norwalk and Branch Cemetery. Will the Fire Department and the Town Hall and Lawson still be mowed? Will the Park mowing include the Old School House brush area? Trustee Pavlick and Trustee Monroe said they would only agree to the contract if it was the same price as Blade to Blade was charging. It is a little confusing when the contract actually starts as there are several dates listed for service to begin. (April 1, 2022, June 23, 2022, several months). The total price of the services is listed as \$21,789.20 for 8 payments of- \$2,723.65. Trustee Conley will arrange a meeting with Southwest Landscapes to discuss billing expectations and invoice layout so we can have an accurate comparison and clarity on the terms of the contract. Trustees are also in agreement that an annual contract is preferable to a three-year contract. We can see how a company performs and then we are not locked into a three-year term with something we may not be happy with. Also, if we go annually it does not meet the \$45K requirement to offer a bid. It is hard to find contractors in the current employment environment, and a one-year contract gives us greater flexibility. **Motion to accept contract with Southwest Landscaping for \$21,789.20 by Trustee Conley, second by Trustee Monroe.** Roll: Monroe, yes; Conley, yes; Pavlick, yes.

**Bent Nail Architectural** – Still need w-9 from them.

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**Cemetery Construction** – Hopefully the area with the fence and the giant hole where a tree used to be will be fixed before the next occasion to celebrate a life that has departed this earth will be held. On the future sad occasion, when we gather friends and family to pay respects, it would be nice if that construction area is cleaned up.

**Requisitions** – It is very helpful to have requisitions filled out and submitted on the date the motion is passed at a meeting with the accompanying quote. This is the start of the paperwork for the audit trail. Credit card purchases must have a requisition and a credit card form submitted with the receipt.

**Recorded Line** – Trustee Monroe questioned whether we should look into having a recorded line for the township to have a record of difficult conversations if law enforcement needs to be involved, or we need to look back on accuracy of information. Kristy will look into whether or not Armstrong has that service available.

**Decorations** – Kristy and Theresa were wondering about a budget for fall and winter decorations. They would like to add storable decorations which have a higher initial expense, but can be reused from year to year. They also wanted permission to add Christmas lights on the township portion of the complex as a continuation from the Fire Department side of the complex.

**Snow Plow Diesel Prices** - Can we do an adjustment to the contract to allow a fuel surcharge for the substantial increase in fuel costs over the course of the year? We should discuss with the prosecutor how we can amend the contract to be fair to the oversight in the contract in regard to fuel prices.

**Salt Barn** – Trustee Monroe will make sure there is room for the loader in the hoop building. It is underway, and walls are up. Mallet Creek has different zoning regulations, and the township has discussed the project with the zoning boards.

**Amazon** – requested permission to add Kristy as an authorized purchaser on the Amazon account. Trustees are fine with adding her.

**Maintenance Person Advertisement** – When and where should we advertise? Are the trustees ready to move forward? When is the start date? Mid November. Salary? \$20-22 per hour for full time person. These will be determined after interviews. We will have them on the website and the sign out front. Kristy will set up the help wanted ads in two different papers. We also need to check with the insurance company to see what requirements are necessary to have the maintenance person working on the roads with various equipment.

**Motion to Adjourn by Conley, second by Monroe.** Roll: Monroe, yes; Pavlick, yes; Conley, yes. Meeting adjourned 6:25 pm.

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William Pavlick, Chairman

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Margaret Russell, Fiscal Officer