

YORK TOWNSHIP
January 5, 2023 – Organizational Meeting
Trustees – Chairman William Pavlick, Richard Monroe, Colene Conley
Fiscal Officer Margaret (Peggy) Russell

Present:

Trustee Bill Pavlick	Fiscal Officer Peggy Russell
Trustee Rick Monroe	Zoning Inspector, Steve Ibos
Trustee Colene Conley	Administrative Assistant, Kristy McElroy

Chairman Pro Temp Bill Pavlick called the meeting to order at 5:00pm. Trustee Pavlick stated the meeting is being recorded for transcription purposes only.

Elect Chairman and Vice Chairman

MOTION to elect Trustee Colene Conley as Chairman for 2023 **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

Meeting turned over to new Chairman.

MOTION to elect Trustee Richard Monroe as Vice Chairman **moved by Trustee Conley, second by Trustee Pavlick.** Roll: Conley, yes; Pavlick, yes; Monroe, yes.

MOTION to set Meeting Times and Dates for 2023 as the fourth Thursday of each month at 6:30pm with changes for January, March, and November **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

January 24 th	May 25 th	September 28 th
February 23 rd	June 22 nd	October 26 th
March 30 th	July 27 th	November 22 nd
April 27 th	August 24 th	December 28 th

Business Hours

MOTION to set business hours/schedule for Office, Zoning, Town Hall, and Cemetery as follows, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

- Office: Mon-Thu 8:00am-4:30pm; closed to the public on Wednesdays
- Zoning: same as office hours; by appointment as needed
- Cemetery: by appointment
- Town Hall: by appointment
- Fiscal Officer: by appointment

Road Assignments

MOTION to approve the following road assignments **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

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Colene Conley: Bent Oak (.10), Cemetery (.12 – inactive), Crosswind Court (.03), Diamond Creek (.34), Heather Glen (.20), Pilgrim Dr. (.09), Pioneer Way (.43), Seven Bridges (.467), Spieth (2.46), Sterling Lake (.20), Stillwater (.41) and Wolff (4.30) – approx. 9.15 miles

Rick Monroe: Beck (.89), Elmer Way (.19), Erhart (1.11), Hastings (.31), Haury (.10), Indoe (.05), Lampson (.11), Lester (.98), Province (.06), Royal Brook (.36), Sharon Court (.18), Spellman (.08), Stone (3.65) and Water (.13) – approx. 8.2 miles

Bill Pavlick: Arapaho Way (.283), Atwood Drive (.05), Bachtell (.46), Branch (2.73), Daintree Lane (.389), East (.16), Emerald Run (.38), Gayer (.27), Hamilton (.49), Hunters Trail (.40), Lake Dawn (.16), Livia Lane (.37), Sapphire (.41), Station (1.70) and Steigler (.44) – approx. 8.69 miles

Private roads noted as: Crooked Creek (.10), Indian Wells (.28), Island Creek (.20), and Tidewater Cove (.10)

Employees and Officials – hours, pay rates and salaries

Trustee Conley requested to discuss the rehiring and pay rates of all township employees for the 2023 year in an executive session. Hours, pay rates and salaries will be approved pending the decisions made during the executive session. Fiscal Officer Peggy Russell stated the payroll is one month in arrears and the January payroll will be paying December wages. The Trustees will not see the new pay rates and 1.75 Cost of Living increases until the February payroll for January wages. The Fiscal Officer will receive a COLA for April payroll, paid in May. In the upcoming year, we will pay all the Trustee wages out of the general fund. Special circumstance pay rates and job codes will be discussed in the executive session as well.

MOTION to establish pay dates as the fourth Thursday of the month unless it is a holiday, then paid the preceding date, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION to establish that full-time employees receive the same 11 paid federal holidays as Medina County. The township office is closed on these dates and part-time employees receive the same 11 days off, unpaid, the Fire Department follows a different holiday schedule and holiday pay scale, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

Mon., January 2nd – New Year's Day (observed)

Mon., January 16th – Martin Luther King Jr. Day

Mon., February 20th – President's Day

Mon., May 29th – Memorial Day

Mon., June 19th – Juneteenth

Tue., July 4th – Independence Day

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Mon., September 4th – Labor Day

Mon., October 9th – Columbus Day

Fri., November 10th – Veterans’ Day (observed)

Thu., November 23rd – Thanksgiving

Mon., December 25th – Christmas Day

Fiscal Officer

MOTION to authorize the Fiscal Officer to adjust departmental funds as needed during the year 2023 **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

MOTION to allow the York Township Fiscal Officer to handle all township investments **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION to approve Blanket Certificates up to the amount of \$100,000.00 and to remain open all year, until December 31, 2023, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION to authorize the Fiscal Officer to make year-end adjustments **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION to authorize the Fiscal Officer to pay any utilities (phone, electric, gas) and WEX Credit Fuel online and before the due date, if online bill pay is offered **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

MOTION to hold special meetings as deemed necessary and to make the notification as required by law. In accordance with the ORC Section 121.22 adopting the Notice of Special Meetings, Schedule of Public Meetings, rules for the Notification of Meetings to the Public and News Media, and Open Meetings Sunshine Law. Special Meetings require 24 hours’ notice, with a specific purpose and Emergency Meetings with a specific purpose, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION stating that Public Record’s Requests should be sent to the Chairman of the Board of Trustees or the Fiscal Officer **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION to expend funds for the proper public purpose of providing refreshments and beverages such as tea, coffee, coffee additives, pop, bottled water and paper products for

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use on Township Properties including buildings and parks, and for the township to express gratitude in the case of sympathy and joyous occasions, which is a proper public purpose for the past and current employees and for people who provide countless hours of hard work on behalf of the township, **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

MOTION to cover hotel expenses, mileage, parking, and food receipts for up to \$40.00/day, for the 2024 OTA Winter Conference in Columbus for employees and elected officials attending, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

MOTION to set the reimbursements rates for meals during travel to the maximum of forty dollars (\$40) per day when detailed receipts are provided, no alcohol; mileage rate of 65.5 cents per mile as currently allowed by the IRS for travel; and reimbursement for lodging outside of the county at reasonable rates for the area, **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

MOTION to accept the Township Inventory as presented **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

Fees, Rules & Regulations

MOTION approving the 2023 Fee Schedule as listed below, with the addition of ‘and Holidays’ added to Cemetery Interments, following the same 11 federal holidays schedule as listed in Resolution 23-01-07, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

York Township Fee Schedule
Zoning/Cemetery/Townhall

Zoning

General Development Plan Application & Review	\$750 + \$100 per dwelling
General Development Consultation Fees	\$1,500.00 + any additional consultation fees
Final Development Plan Application & Review	\$750 + \$100 per dwelling
Final Development Consultation Fees	\$1,500.00 + any additional consultation fees
Residential, new home	\$500 + .05 per sq. ft.
Ancillary Residential permit	\$100 + .05 per sq. ft.
Commercial & Industrial	\$500 + .05 per sq. ft.
Ponds, Lakes	\$200
Pools	\$100 above ground \$200 in ground
Signs	\$150
Home Occupation (Type 2)	\$100

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Home Occupation w/ Conditional Use	\$400
each additional home occupation request at same address	\$50
Lot Splits (per lot)	\$150
Variance	\$400
Site Plan Review w/Change of use	\$300
Conditional Use	\$400
Zoning Resolution Amendment	\$500
each additional zoning resolution amendment request	\$100
Late Fee – Zoning Violation (same builder)	
First	\$500
Second	\$1000
Third	\$1,500
Fourth	\$2,500

Gravesite Purchase:

Resident Taxpayer	\$500 each
Non-resident Taxpayer	\$750 each
Non-resident	\$1,500 each

Interments:

	<u>Mon.-Fri.</u>	<u>Sat. & Holidays</u>	<u>Sunday</u>
Ashes	\$400 each	\$500	None/Special arrangement
	<i>*Any urn/vault over 12"x12" will have an additional charge based on size</i>		
Baby Coffin (17 & under)	\$450 each	\$550	
Adult Coffin	\$800 each	\$1000	

(Holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, Christmas Day)

Disinterment:

Special arrangement pricing

Cemetery Footers

Two ft.	\$300
Three ft	\$400
Four ft.	\$500
Above Four ft.	Determined by size
Removal of footer to re-position headstone	Determined by size/special arrangement pricing
<i>*Any special footer or headstone placement location will need approval by the York Township Cemetery Sexton</i>	

Town Hall:

Private party	\$100 + security deposit
(returnable \$200 security deposit)	
Wedding or Anniversary	\$200 + security deposit
(returnable \$300 security deposit)	

ALL updated/approved by Trustees 1/12/21
CEMETERY updated/approved by Trustees 6/28/22
ALL updated/approved by Trustees 1/5/23

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Rumpke Opt-Out

Administrative Assistant, Kristy McElroy, presented the Trustees with the final Rumpke opt out list of 100 residences for March 2023-February 2024. 113 opt out forms were received during the January 3, 2023, 4-7pm opt out at the Town Hall. 1 additional form was dropped off on January 4th. The final list will be posted on the website and office door.

MOTION to approve Cemetery Rules and Regulations which have all been approved by Mr. Karris, **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

MOTION to approve Geocaching Rules and Regulations which have all been approved by Mr. Karris, **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

Trustees need to confirm contact information to be included; and the Geocaching Application is also approved by Mr. Karris with a note to update with York Township information.

MOTION approving Steve Ibos to do some of the minor repairs and installations needed in the town hall. Steve and Theresa went over the list, he will not be installing any electrical items on the list. The pay rate will match his current rate of \$19.00 per hour and a new job code will be created, **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

MOTION to approve PO's and BC's as submitted **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

Trustee Conley thanked everyone for the jobs they've done over the past year.

MOTION to go into Executive Session for the purpose of discussing employee compensation at 5:31pm **moved by Trustee Conley, second by Trustee Monroe.** Roll: Conley, yes; Monroe, yes; Pavlick, yes.

MOTION to return to Regular Meeting at 6:16pm, no decisions were made in Executive Session, **moved by Trustee Pavlick, second by Trustee Monroe.** Roll: Pavlick, yes; Monroe, yes; Conley, yes.

Employees and Officials – hours, pay rates and salaries

MOTION as follows, **moved by Trustee Conley, second by Trustee Monroe.** Roll: Conley, yes; Monroe, yes; Pavlick, yes.

- To rehire all township employees for 2023 at the attached pay rates with the following pay rate changes effective January 1, 2023: all Erhart York Fire

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Department members will receive a 2.75% raise; Theresa Forlini-Petrey will receive a cemetery pay rate increase of \$50.00 per month; a \$45.00 per hour special one-time payment for the Rumpke Opt-Out for 3.5 hours for Kristy McElroy; and to add Maintenance pay codes for Steve Ibos who will supervise a maintenance person when hired and for performing maintenance as needed.

- To set that employees classified as part time work less than 28 hours per week up to a maximum of 1,980 hours per year and waive all benefits.
- To set the Fiscal Officer and Trustees’ annual salaries not to exceed the maximum amount set forth in ORC 505.24 and ORC 507.09.
- To confirm Pay Rates as follows

Chief Jason Creamer - \$27,584.27 annual salary starting January 1, 2023

Stephan Ibos - \$19.00/hr. Zoning Inspector and Maintenance/Supervisor

Theresa Forlini-Petrey – \$350.00/mo. Town Hall

Theresa Forlini-Petrey – \$200.00/mo. Cemetery Sexton

Jesse Yount – \$18.00/hr. General Maintenance

Zachary Thacker - \$18.00/hr. General Maintenance

Daniel Lubertazza - \$18.00/hr. General Maintenance

Mary Lenarth - \$450.00/mo. Zoning Secretary

Mary Lenarth - \$12.00/hr. Office Work

Kristy McElroy - \$15.00/hr. Administrative Assistant

Zoning Board Members - \$27.00 per meeting

Zoning Board Members - \$10.60 per training

Fire Department – pay scale rates continue as adopted on January 5, 2023 effective January 1, 2023. Attached.

Zoning Inspector, Steve Ibos stated that he escalated another violation to the Prosecutor and that the township may see a fee for a title search.

MOTION to adjourn at 6:21pm **moved by Trustee Monroe, second by Trustee Pavlick.** Roll: Monroe, yes; Pavlick, yes; Conley, yes.

Trustee Colene Conley, Chairman

Margaret Russell, Fiscal Officer