

**YORK TOWNSHIP**  
**January 10, 2024 – Organizational Meeting**  
 Trustees – Chairman Richard Monroe, Todd Zieja, and Christopher Kosman  
 Fiscal Officer Margaret (Peggy) Russell

**Present:**

Trustee Rick Monroe	Zoning Inspector/Twp Administrator, Steve Ibos
Trustee Todd Zieja	Administrative Assistant, Kristy McElroy
Trustee Chris Kosman	Residents
Fiscal Officer Peggy Russell	

Chairman Pro Temp Richard Monroe called the meeting to order at 4:00pm. Trustee Monroe stated the meeting is being recorded for transcription purposes only.

**Elect Chairman and Vice Chairman**

**MOTION** to elect Trustee Monroe as Chairman for 2024 **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**MOTION** to elect Trustee Zieja as Vice Chairman **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

**MOTION** to set meeting times and dates for 2024 as the fourth Thursday of each month, changing the time to begin at 7:00pm, and with date changes for November and December due to holidays, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

January 25 <sup>th</sup>	May 23 <sup>rd</sup>	September 26 <sup>th</sup>
February 22 <sup>nd</sup>	June 27 <sup>th</sup>	October 24 <sup>th</sup>
March 28 <sup>th</sup>	July 25 <sup>th</sup>	November 27 <sup>th*</sup>
April 25 <sup>th</sup>	August 22 <sup>nd</sup>	December 23 <sup>rd*</sup>

**Business Hours**

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

**Cemetery/Roads/Town Hall/Zoning/Maintenance/Admin**

Trustees discussed removing specific road assignments and instead designating a Trustee to be the primary contact for each of the departments.

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**MOTION** to approve setting areas of responsibility for the Trustees as follows, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.

Trustee Monroe: Roads, Parks, and Maintenance.

Trustee Zieja: Town Hall, Administrative, and Vehicle Maintenance.

Trustee Kosman: Fire Department, Cemetery, and Zoning.

**Employees and Officials – hours, pay rates and salaries**

**MOTION** to establish pay dates as the 15<sup>th</sup> and 30<sup>th</sup> of each month unless it is a holiday or weekend, then paid the preceding business date, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**MOTION** to establish that full-time employees receive the same 12 paid federal holidays as Medina County. The township office is closed on these dates and part-time employees receive the same 12 days off, unpaid. If a holiday falls on a Friday, full-time employees receive pay for the holiday and can take a day off during the week of the holiday. The Fire Department follows a different holiday schedule and holiday pay scale. **Moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

Mon., January 1<sup>st</sup> – New Year's Day

Mon., January 15<sup>th</sup> – Martin Luther King Jr. Day

Mon., February 19<sup>th</sup> – President's Day

Mon., April 8<sup>th</sup> – Total Solar Eclipse Day

Mon., May 27<sup>th</sup> – Memorial Day

Wed., June 19<sup>th</sup> – Juneteenth

Thu., July 4<sup>th</sup> – Independence Day

Mon., September 2<sup>nd</sup> – Labor Day

Mon., October 14<sup>th</sup> – Columbus Day

Mon., November 11<sup>th</sup> – Veterans' Day

Thu., November 28<sup>th</sup> – Thanksgiving Day

Wed., December 25<sup>th</sup> – Christmas Day

**Fiscal Officer**

**MOTION** to authorize the Fiscal Officer to adjust departmental funds as needed during the year 2024 **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

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

**MOTION** to approve Blanket Certificates up to the amount of \$100,000.00 and to remain open all year, until December 31, 2024, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

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

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

**MOTION** to cover hotel expenses, mileage, parking, and food receipts for up to \$60.00/day, for the 2025 OTA Winter Conference in Columbus for employees and elected officials attending, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**MOTION** to set the reimbursements rates for meals during travel to the maximum of sixty dollars (\$60) per day when detailed receipts are provided, no alcohol; mileage rate of 67 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 Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

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**MOTION** to accept the Township Inventory as updated for 2023, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes

**Fees, Rules & Regulations**

**MOTION** approving the 2024 Fee Schedule as listed below for Zoning and Town Hall; **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**York Township Fee Schedule - Zoning/Cemetery/Townhall**

Prices subject to change. Any changes will be reflected on the fee schedule.

**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
Home Occupation w/ Conditional Use	\$400
each additional home occupation request at same address	\$50
Lot Splits/Mergers (per lot/legal description)	\$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

**Town Hall:**

Private party	\$100 + security deposit
(returnable \$200 security deposit)	
Wedding or Anniversary	\$250 + security deposit
(returnable \$300 security deposit)	

**MOTION** to increase the fees for all Interments by \$200 each as noted on the fee schedule below, effective January 10, 2024, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.

**Gravesite Purchase:**

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

*Resident is someone that owns property in, and resides in, York Township. All others will be considered non-residents.*

*\*Limit of 4 individual lots per person and 8 individual lots per household.*

**Interments:**

	<b><u>Mon.-Fri.</u></b>	<b><u>Sat., Holidays, and</u></b>	<b><u>Sunday</u></b>
	<b><u>burials before 2:30pm</u></b>	<b><u>burials after 2:30pm</u></b>	
Ashes	<del>\$400</del> each <b>\$600</b>	<del>\$500</del> <b>\$700</b>	None/Special arrangement
Baby Coffin (17 & under)	<del>\$450</del> each <b>\$650</b>	<del>\$550</del> <b>\$750</b>	
Adult Coffin	<del>\$800</del> each <b>\$1,000</b>	<del>\$1000</del> <b>\$1,200</b>	

*\*Any urn/vault over 12"x12" will have an additional charge based on size*

*(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

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**MOTION** to increase the fees for Cemetery Footers by \$200 each as noted on the fee schedule below, effective January 10, 2024, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.

<u>Cemetery Footers</u>	
Two ft.	<del>\$400</del> \$600
Three ft	<del>\$500</del> \$700
Four ft.	<del>\$600</del> \$800
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>	

**MOTION** to approve the Fee Schedule as discussed, with increases to Interments and Cemetery Footers, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**MOTION** to approve PO of \$300,000.00 for Atlantic Emergency Solutions, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

Fiscal Officer Peggy Russell gave a brief overview of the Township Budget for 2024 including Fund Status, Fund Summary, Revenue Summary, Revenue Status, and Appropriation Status. Attached. When spending money, the Auditors need to see that it has been discussed in a meeting, that a quote or quotes were received, a motion was then made making the decision to spend the money, and then an invoice would follow.

**MOTION** to go into Executive Session at 5:01pm for the purpose of discussing employee compensation, Peggy Russell was invited to join immediately, Steve Ibos and Chief Jason Creamer will be brought in when Trustees are ready, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**MOTION** to return to Regular Meeting at 6:17pm, no decisions were made in Executive Session, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**Employees and Officials – hours, pay rates and salaries**

**MOTION** to rehire all township employees for 2024 at the below pay rates with the following increases effective January 1, 2024: Stephan Ibos will increase to \$22.00/hour, Jesse Yount will increase to \$20.00/hour, and Kristyne McElroy will increase to \$16.00/hour; **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

**MOTION** to approve 3% raises for all non-officer Fire Department members effective January 1, 2024. Officer pay to remain at current levels, **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, abstain.

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**MOTION** for the following, **moved by Trustee Zieja, second by Trustee Kosman.** Roll:  
Zieja, yes; Kosman, yes; Monroe, yes.

- To set that employees classified as part time work less than 28 hours per week up to a maximum of 1,976 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.
- **Chief Jason Creamer** - \$27,584.27 annual salary starting January 1, 2024
- Stephan Ibos** - Zoning Inspector, Township Administrator and Maintenance Supervisor +\$1.00/hr raise, new rate to be \$22.00/hr
- Theresa Forlini-Petrey** – \$350.00/mo. Town Hall
- Theresa Forlini-Petrey** – \$400.00/mo. Cemetery Sexton
- Paul Lindenberg** – \$21.00/hr. Maintenance
- Kenneth Neumeyer** – \$20.00/hr. Maintenance
- Jesse Yount** – General Maintenance +\$2.00/hr raise, new rate to be \$20.00/hr
- Mary Lenarth** - \$450.00/mo. Zoning Secretary
- Mary Lenarth** - \$12.00/hr. Office Work
- Kristy McElroy** - Administrative Assistant +\$1.00/hr raise, new rate to be \$16.00/hr
- Zoning Board Members** - \$27.00 per meeting
- Zoning Board Members** - \$10.60 per training

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

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Trustee Monroe, Chairman

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Margaret Russell, Fiscal Officer