

YORK TOWNSHIP

February 22, 2024

Trustees – Chairman Richard Monroe, Todd Zieja, and Christopher Kosman
Fiscal Officer Margaret (Peggy) Russell

Present:

Trustee Rick Monroe

Trustee Todd Zieja

Trustee Chris Kosman

Fiscal Officer Peggy Russell

Chief Jason Creamer

Zoning Inspector/Twp Administrator, Steve Ibos

Cemetery/Town Hall, Theresa Forlini-Petrey

Administrative Assistant, Kristy McElroy

Residents

Chairman Rick Monroe called the meeting to order at 7:00pm and led the pledge of allegiance. Trustee Monroe stated the meeting is being recorded for transcription purposes only.

Approval of Minutes

Approval of Minutes – Regular Meeting January 25, 2024 and Emergency Meeting February 15, 2024 **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

FIRE DEPARTMENT – Chief Jason Creamer

Operations/Alarm Report (incident type count attached)

- 29 incidents since the last Trustees Meeting.
- Year to date incidents 72.
- Mutual aid given 6 times and received 3 times (details attached).

Administration

- We received \$1000 from the 2023 OTARMA grant that was submitted for PPE reimbursement.
- **MOTION** to approve \$16,000 for Levinson's Uniforms for 2024 uniform budget, with current PO's to be deducted from the budget **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.
- After nearly 48 years of service Eddie Echle has submitted his retirement/resignation letter to the department effective February 26, 2024. We are requesting approval to accept his retirement/resignation and permission to give him his fire helmet (which is due for 10yr replacement) at the beginning of the next trustees meeting March 28th. Chief Creamer read Eddie's letter.
- **MOTION** to accept Eddie Echle's retirement/resignation effective February 26, 2024, and to give Eddie his fire helmet in recognition of his service to EYFD, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

Fleet/ Station/ Equipment

- **MOTION** to approve the purchase of 10 new SCBA masks for \$3,300 from MES Fire Equipment, we haven't ordered any masks for 2 to 3 years and with aging/wearing out and hiring several new members we are at a place where we need to order some; **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

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Training

- Department training topics for the month consisted of pediatric medical emergencies, trauma protocol review, coronary artery syndrome protocol review, patient movement equipment, and ropes and knots.

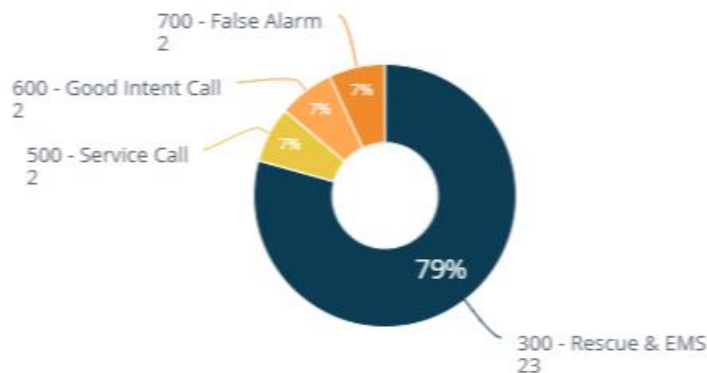
Public Outreach

- March 20th at 12:30pm we will be participating in the MCCC job fair as not only Erhart but all the Medina County Fire Departments.
- Watching events that will take place in the area for the Solar Eclipse on April 8th.

Miscellaneous

- Chief Creamer, Trustee Zieja, and Steve Ibos met to discuss improving the technology in the meeting room with the addition of TV's and equipment to assist with projected presentations during meetings and trainings. We are looking to install several TV's and the necessary equipment to connect them to the projector. The cost will be \$2,036.93 with Amazon for 3 TV monitors and mounts, HDMI matrix to operate all together, and an equipment rack, plus no more than \$1,000 from Home Depot for wiring, electrical boxes and other items needed for installation.
- **MOTION** to approve the purchase of 3 TV monitors, mounts, HDMI matrix and equipment rack from Amazon for \$2,036.93, and up to \$1,000 at Home Depot for wiring and additional needs for installation, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.
- Trustee Zieja commended the Fire Department for their immediate response when toned out for mutual aid for neighboring townships along with our own calls.
- **MOTION** to approve 2024 county wide cost allocation for Medina County Emergency Management for \$1,594.85 and to approve 2024 York Twp All Hazards Cost Allocations for \$2,013.48 **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

Percentage of Incident Type Group



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Aid Given by Agency

Incident Number	Alarm DateTime	Aid Given Or Received	Aided Agency	Aiding Agency
EYTFD2400043	1/27/24	Mutual aid given	Valley City/Liverpool Township Fire Department	N/A
EYTFD2400044	1/27/24	Mutual aid given	Litchfield Fire & Rescue Department	N/A
EYTFD2400048	1/31/24	Mutual aid received	N/A	Medina Fire Department Valley City/Liverpool Township Fire Department Westfield Fire & Rescue
EYTFD2400049	2/1/24	Mutual aid given	Valley City/Liverpool Township Fire Department	N/A
EYTFD2400060	2/11/24	Mutual aid received	N/A	Litchfield Fire & Rescue Department
EYTFD2400061	2/12/24	Mutual aid given	Seville-Guilford Fire & EMS	N/A
EYTFD2400066	2/16/24	Mutual aid given	Medina Fire Department	N/A
EYTFD2400069	2/20/24	Mutual aid given	Litchfield Fire & Rescue Department	N/A
EYTFD2400072	2/21/24	Automatic aid received	N/A	Valley City/Liverpool Township Fire Department

TOWNSHIP ADMINISTRATION – Stephan Ibos, Zoning Inspector/Township Administrator

- Park Bathrooms continue to be an issue with frequent messes being left inside. Looked into some options to automate locking of the doors and most are in the \$2,000-\$3,000 price range; will meet with Trustee Monroe to discuss options. The water has been turned back on this week.
- Requesting feedback on ability to approve additional hours for part-time employees such as Maintenance and Administrative Assistant. Trustee Monroe said we can discuss a policy, Trustee Zieja agreed that we should get something put into place.
- Thanked the Fire Department for cleaning out a blocked culvert on Stone Rd. this week, it has helped and we've seen no signs of roadway flooding since the clean out.
- Our internet went down today in the office and fire complex, we are waiting on IT to complete what is needed to fix the issue.

CEMETERY/TOWN HALL – Theresa Forlini-Petrey, Cemetery Sexton

Townhall

- Voting is coming up on March 19th and the hall will be blocked off March 17-21 for setup and booth delivery prior to voting and booth pickup and cleaning after.
 - Early Voting is at the Board of Elections only! Signs will be put on the doors and info will be put on the sign and website.

Cemetery

- Would like approval to reach out to local scout troops to organize planting flowers in flagpole area, Trustees said they do not have a problem with that.
- Cemetery decorations are to be cleaned up by March 11th, we will get this on the website and sign.
- Boy Scouts completed the box at the cemetery for any decorations we remove to be placed in, items will remain in the box for about 2 weeks before being discarded.
- We have been getting revised quotes for footers for the Columbarium, received 3 quotes but one company backed out. Two vendors came in under the \$3,000 which was approved at the November meeting, EGAL currently does our headstone footers and quoted \$1,948 and Kurtz Concrete quoted \$2,800. The other quote was for the entire circle with multiple footers and does not want to do the single footer. Would like to proceed with EGAL.

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- **MOTION** to accept the bid from EGAL to do the footer work for the Cemetery Columbarium for \$1,948 **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.

TRUSTEES

TRUSTEE ZIEJA

- Attended the Ohio Township Association Winter Conference; the classes were very informative, they provided great training and networking opportunities.
- Would like to schedule a work session with the purpose of discussing Trash and Snow-plowing Contracts and any other township business. Trustees discussed options for dates and finalized Wednesday, March 13 at 5:30pm.

TRUSTEE KOSMAN

- Shared that the OTA Winter Conference was really good this year and was great for networking.
- We do have a new cemetery policy that we have put in place for Indigent Burials. Thanked Theresa and Kristy for the excellent job typing the policy up and preparing everything. This policy was something we were lacking and needed to be added to the cemetery rules and regulations.

TRUSTEE MONROE

- Also attended the OTA Winter Conference and came away with some good points and information.
- **MOTION** to approve \$2,000 for preventative maintenance on the 4 weather sirens through Federal Field Services, **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes; Kosman, yes.
- Attended Pipeline Training seminar on the 15th with Steve, good information from the seminar.
- **MOTION** to approve \$250 for installation of an additional hard drive for more storage and preventative maintenance on video camera system at the Cemetery by Video Systems and Security, **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.
- Spoke with Angie Sullivan on the Wolff Rd. paving project, the paving bid will go out on March 5th.
- We receive payment each year from Don Ziegler for the property he rents, did we receive the check from him? Fiscal Officer Russell said yes, in December of 2023.
- Wheel Loader is due for service, and we get one free service; Steve will contact Southeastern Equipment to schedule.
- Sits on the Board that oversees the .5% sales tax for Medina County, which goes to the schools. This year there was \$18 million distributed to Medina County Public Schools. 34-36% of the sales tax that comes in is due to people from outside of Medina County coming into Medina County and spending money. Buckeye receives around \$1.5 million with Brunswick as one of the biggest schools in the county receiving around \$4.2 million.

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FISCAL OFFICER

- Bank Statement for January has not been reconciled because Charles Harris is still working on our Hinkle notes for 2023. Once those are complete, we can submit our year end information to the State Auditor and officially close 2023. Until 2023 is completely closed, the UAN software will not allow the January Bank Reconciliation to be posted.
- **MOTION** to approve Financial Reports for January 2024 including Appropriation Status, Revenue Status & Summary, Fund Status & Summary **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.
- **MOTION** to Approve Appropriation Supplemental for February 2024 **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.
- **MOTION** to Approve Payroll, Bills, PO's & BC's as presented (payment listing attached) **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.
- **MOTION** to approve the following payments for the Roads and Maintenance lean-to addition on the Cemetery barn that was approved at the November 2023 meeting, total project not to exceed \$15,260: Homenik Door Company for \$1550.49 for garage door, Mack's for \$1,655.33 for metal roof and siding, Mack's for \$1,846.35 for building materials, and Medina Concrete for \$3,200.00 for concrete flooring; **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.
- Thank you to township for sending me to OTA. As always it is good to connect with other township and state elected officials, get continuing education. Thanked Trustees for being easy to work with and for being a great team as other townships don't always work together as well.
- **MOTION** to approve amended Mid-America proposed plan for 2024 and authorize the fiscal officer to provide necessary signatures, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.
- **MOTION** to accept new life insurance quote from Nippon Life benefit for all full time employees as it is a lower cost than our current plan with Anthem and without reduction of benefits based on age, **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.
- **MOTION** to move \$700k to Star Ohio, current interest rate is 5.5% so it will provide a great return of around \$15,000/month as long as rates remain steady, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.
- Quote from Burnham & Flower for Fire Department Invoice and Bind Request will look at further and discuss at the next meeting.
- Sherman & Sons submitted a quote for the 5-step fertilization. Trustee Monroe said we will talk to Sherman and further discuss next month.
- Westfield Bank Credit card limit increase to \$2,000 for Steve Ibos. With the maintenance team accomplishing so much, it is necessary to keep supplies available for work as it is being done. Steve has always been responsible for all paperwork in a timely manner, and with Westfield it takes time for the balance to clear after payment is sent.

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- **MOTION** to approve increasing Westfield Bank Credit Card limit from \$1,000 to \$2,000 for Zoning Inspector/Township Administrator, Steve Ibos, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes.
- Annual Township Local Tax Certification CY2023 submitted for Lodging tax 2/9/2024.
- On 2/9/24 Andy Conrad sent a task force email which was forwarded to Trustees. Andy reached out as a follow up for a decision from us. Trustee Kosman said he would be the representative for York.
- **MOTION** to approve purchase of flags for park, fire department, town hall and shipping for \$1,063.00 from Falls Flag, **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Monroe, yes

ADMINISTRATIVE – Kristy McElroy, Administrative Assistant

- Thank you to Rolling Thunder Chapter 8 for dropping off a replacement POW/MIA flag for park pole.

PUBLIC COMMENT

- **Terry Gerspacher** – during scheduled siren testing on February 3rd, he was by the Beck Rd. siren and can confirm that the siren did not go off. It was rotating but no sound was heard from it. Trustee Monroe said the Federal Field Services will be out to make the repair.
- **Andy Kavc** – Is there a rule about not being able to come in at 6:30 before a meeting? Trustees said there is no rule and we will unlock the door earlier if someone is here.

MOTION to Adjourn at 7:37pm moved by Trustee Zieja, second by Trustee Kosman. Roll: Zieja, yes; Kosman, yes; Monroe, yes.

Trustee Richard Monroe, Chairman

Margaret Russell, Fiscal Officer

Upcoming Trustee Meetings:

Regular Meeting – March 28, 2024 at 7:00pm

Regular Meeting – April 25, 2024 at 7:00pm

Correspondence

Emailed

- Fenn and Marks Road Water Main Replacement (emailed 2/9/24)
- Medina Area Transportation Task Force (emailed 2/9/24)
- Community Survey (emailed 2/9/24)

Payment Listing

February 2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
94-2024	02/06/2024	01/25/2024	EW	Ohio Department of Taxation School	\$38.39	O
95-2024	02/07/2024	02/09/2024	CH	Westfield Bank	\$75.00	O
96-2024	02/12/2024	02/09/2024	CH	WEX Bank	\$753.83	O
97-2024	02/09/2024	02/09/2024	CH	Lorain-Medina Rural Electric Coop, Inc.	\$8.10	O
98-2024	02/09/2024	02/09/2024	CH	Verizon Wireless	\$327.00	O
99-2024	02/09/2024	02/09/2024	CH	Medina Co. Sanitary Engineer	\$32.70	O
100-2024	02/09/2024	02/09/2024	CH	Medina Co. Sanitary Engineer	\$132.00	O
101-2024	02/09/2024	02/09/2024	CH	Treasurer, State of Ohio	\$266.50	O
102-2024	02/15/2024	02/10/2024	EP	Tanner Aungst	\$50.39	O
103-2024	02/15/2024	02/10/2024	EP	Kenneth Barrett	\$411.26	O
104-2024	02/15/2024	02/10/2024	EP	Patrick K Barrett	\$905.28	O
105-2024	02/15/2024	02/10/2024	EP	Matthew M Behner	\$422.08	O
106-2024	02/15/2024	02/10/2024	EP	Gary Bromley	\$326.16	O
107-2024	02/15/2024	02/10/2024	EP	Alex A Colon	\$7.44	O
108-2024	02/15/2024	02/10/2024	EP	Jason D Creamer	\$985.00	O
109-2024	02/15/2024	02/10/2024	EP	John Dean Creamer	\$944.94	O
110-2024	02/15/2024	02/10/2024	EP	Floyd E Echle	\$214.43	O
111-2024	02/15/2024	02/10/2024	EP	Ronald Michael Eckart	\$188.23	O
112-2024	02/15/2024	02/10/2024	EP	Alexander Elioff	\$336.69	O
113-2024	02/15/2024	02/10/2024	EP	Theresa Forlini-Petrey	\$330.54	O
114-2024	02/15/2024	02/10/2024	EP	Philip N Geneaux	\$408.80	O
115-2024	02/15/2024	02/10/2024	EP	Dylan J Glavasevic	\$1,558.52	O
116-2024	02/15/2024	02/10/2024	EP	Matthew K Hawthorne	\$222.91	O
117-2024	02/15/2024	02/10/2024	EP	Brandon Hayner	\$463.12	O
118-2024	02/15/2024	02/10/2024	EP	Adrienne J. Holliday	\$56.15	O
119-2024	02/15/2024	02/10/2024	EP	Stephan Ibos	\$1,231.05	O
120-2024	02/15/2024	02/10/2024	EP	Christopher R Kosman	\$553.31	O
121-2024	02/15/2024	02/10/2024	EP	Jozsef J Lenarth	\$175.16	O
122-2024	02/15/2024	02/10/2024	EP	Mary E Lenarth	\$198.23	O
123-2024	02/15/2024	02/10/2024	EP	Tal Lewis	\$508.53	O
124-2024	02/15/2024	02/10/2024	EP	Paul R Lindenberg Jr.	\$1,408.24	O
125-2024	02/15/2024	02/10/2024	EP	Zachary Lohr	\$631.05	O
126-2024	02/15/2024	02/10/2024	EP	Amanda Mason	\$1,101.68	O
127-2024	02/15/2024	02/10/2024	EP	Kristyne McElroy	\$789.55	O
128-2024	02/15/2024	02/10/2024	EP	Alexander G Miller	\$344.71	O
129-2024	02/15/2024	02/10/2024	EP	Richard M Monroe	\$501.14	O
130-2024	02/15/2024	02/10/2024	EP	Kenneth Neumeyer	\$325.34	O
131-2024	02/15/2024	02/10/2024	EP	David Rodriquez	\$208.03	O
132-2024	02/15/2024	02/10/2024	EP	Margaret M Russell	\$791.76	O
133-2024	02/15/2024	02/10/2024	EP	Ian R Shirey	\$325.88	O
134-2024	02/15/2024	02/10/2024	EP	Dean Smith	\$1,080.54	O
135-2024	02/15/2024	02/10/2024	EP	Daniel C Sparks	\$1,093.75	O
136-2024	02/15/2024	02/10/2024	EP	Edward S Szoke	\$557.17	O
137-2024	02/15/2024	02/10/2024	EP	Patrick J Villeneuve	\$204.66	O
138-2024	02/15/2024	02/10/2024	EP	Christian Vunderink	\$1,143.16	O
139-2024	02/15/2024	02/10/2024	EP	Jesse R Yount	\$0.40	O

Payment Listing

February 2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
140-2024	02/15/2024	02/10/2024	EP	Monica D Zieja	\$816.21	O
141-2024	02/15/2024	02/10/2024	EP	Todd Anthony Zieja	\$419.50	O
142-2024	02/15/2024	02/10/2024	EP	Gregory Zuehlke	\$630.70	O
144-2024	02/15/2024	02/10/2024	EW	Internal Revenue Service	\$5,421.50	O
145-2024	02/15/2024	02/10/2024	EW	Public Employers Retirement System	\$3,947.87	O
146-2024	02/14/2024	02/14/2024	CH	Columbia Gas	\$425.53	O
147-2024	02/20/2024	02/20/2024	CH	Columbia Gas	\$111.16	O
148-2024	02/20/2024	02/20/2024	CH	Ohio Edison Co.	\$2,165.56	O
21850	02/22/2024	02/21/2024	AW	Credit Card Services	\$6,769.38	O
21851	02/22/2024	02/21/2024	RW	Girl Scouts of NEO Troop 90280	\$200.00	O
21852	02/22/2024	02/21/2024	AW	Amazon Capital Services, INC	\$1,080.69	O
21853	02/22/2024	02/21/2024	AW	Atlantic Emergency Solutions	\$530.00	O
21854	02/22/2024	02/21/2024	AW	Charles E. Harris & Associates, Inc.	\$550.00	O
21855	02/22/2024	02/21/2024	AW	Crossroads Home Exteriors LLC	\$300.00	O
21856	02/22/2024	02/21/2024	AW	Dobson Excavating	\$21,000.00	O
21857	02/22/2024	02/21/2024	AW	Dolphin Group Inc.	\$400.00	O
21858	02/22/2024	02/21/2024	AW	Stephan Ibos	\$148.20	O
21859	02/22/2024	02/21/2024	AW	Kosman, Chris	\$147.40	O
21860	02/22/2024	02/21/2024	AW	Landmark	\$59.39	O
21861	02/22/2024	02/21/2024	AW	Landon Wilson	\$318.97	O
21862	02/22/2024	02/21/2024	AW	Levinson's Uniforms	\$91.00	O
21863	02/22/2024	02/21/2024	AW	LEAF	\$1,572.00	O
21864	02/22/2024	02/21/2024	AW	Life Force Management, Inc.	\$650.60	O
21865	02/22/2024	02/21/2024	AW	Medina Co Emergency Mgmt	\$3,608.33	O
21866	02/22/2024	02/21/2024	AW	Mack's Inc	\$1,655.33	O
21867	02/22/2024	02/21/2024	AW	Mack's Inc	\$1,846.35	O
21868	02/22/2024	02/21/2024	AW	Medina Co. Engineer	\$4,248.05	O
21869	02/22/2024	02/21/2024	AW	Medina Co. Sanitary Engineer	\$33.80	O
21870	02/22/2024	02/21/2024	AW	Municipal Emergency Services, INC	\$3,300.00	O
21871	02/22/2024	02/21/2024	AW	Ohio Business Machines	\$287.68	O
21872	02/22/2024	02/21/2024	AW	Monroe, Richard	\$147.40	O
21873	02/22/2024	02/21/2024	AW	Ohio Insurance Services Agency, INC.	\$6,257.09	O
21874	02/22/2024	02/21/2024	AW	Ohio Public Entity Consortium	\$904.63	O
21875	02/22/2024	02/21/2024	AW	Margaret Russell	\$147.40	O
21876	02/22/2024	02/21/2024	AW	Sherman & Sons Lawn Care LLC	\$8,406.05	O
21877	02/22/2024	02/21/2024	AW	Sweetwater Pond Services	\$662.00	O
21878	02/22/2024	02/21/2024	AW	Tactical Planning, LLC	\$630.00	O
Total Payments:					\$102,528.57	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$102,528.57	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Payment Listing

February 2024

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.