

# YORK TOWNSHIP

March 28, 2024

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

## Present:

Trustee Rick Monroe

Trustee Todd Zieja

Fiscal Officer Peggy Russell

Captain Dan Sparks

Zoning Inspector/Twp Administrator, Steve Ibos

Cemetery/Town Hall, Theresa Forlini-Petrey

Administrative Assistant, Kristy McElroy

Residents

## Absent:

Trustee Chris Kosman

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.

## **Fire Department – Special Recognition**

Trustee Zieja invited Firefighter Eddie Echle to the front. Trustee Zieja shared that after 48 years Eddie is retiring as a firefighter with Erhart-York Fire Department; he thanked Eddie for his years of service to our community and stated that the years he served are cherished by all and he will be missed immensely. Eddie said that his family has been a big support, his father was on the department first, then he and his daughter. Trustee Zieja, on behalf of the fire department, presented Eddie with a personalized ax commemorating his dedication to the department.

## **Approval of Minutes**

Approval of Minutes – Regular Meeting February 22, 2024 and Special Meeting, Work Session March 13, 2024, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.

## **FISCAL OFFICER**

- January and February bank statements have been reconciled. Year-end information was submitted to the State Auditor, and we officially closed 2023. Ohio Checkbook authorization was granted, and year end notification made to the Gazette.
- **MOTION** to approve Financial Reports for February 2024 including Appropriation Status, Revenue Status & Summary, Fund Status & Summary and January and February Bank Reconciliation, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **BE IT RESOLVED** by the Board of Trustees of York Township, Medina County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2024 the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year as follows, viz:  
**RESOLUTION # 24-03-01** to Approve 2024 Permanent Appropriations in the amount of \$2,817,356.00 (attached); **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to Approve Appropriation Supplemental for February 2024 **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.

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- **MOTION** to Approve Payroll and Bills (attached), **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- **MOTION** to approve Burnham & Flowers 24-hour Accidental Death & Dismemberment Insurance Proposal 3-year prepaid plan 2 for \$2,821.00 for the Fire Department, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to approve Sedgwick Renewal Invoice for Worker’s Compensation third party administration services pursuant to a service agreement between York Township and Sedgwick for \$1,675.00, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to accept 2 deposits received for OHIO EMS First Responders Hiring Grant FD; Q2 for \$18,588.29 and Q3 for \$27,833.57, **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- **MOTION** to accept the Marcs Radio Grant that was received for the Fire Department, for \$840; **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.

LIFEFORCE WRITEOFF				
NAME	REASON			AMOUNT
#KEFLIN	RESIDENT			\$ 290.00
#LICJUD	RESIDENT			\$ 22.21
#GRAJOS01	RESIDENT			\$ 290.00
#REIROB	RESIDENT			\$ 21.24
#GORROB01	RESIDENT			\$ 21.41
#CIMJER01	RESIDENT			\$ 80.00
#TOLGEN	RESIDENT			\$ 8.89
#COLALE	RESIDENT			\$ 559.99
#BLAMAR	RESIDENT			\$ 107.03
#OFFWAL	RESIDENT			\$ 103.04
#DAVJEN	RESIDENT			\$ 417.96
#THACAR	RESIDENT			\$ 75.73
#SPEVIR	RESIDENT			\$ 520.00
#DIESAN	RESIDENT			\$ 83.27
#RIVLAN01	RESIDENT			\$ 204.88
#HOLJOA	RESIDENT			\$ 290.00
#WAYBAR	RESIDENT			\$ 198.82
#GOLJOH	RESIDENT			\$ 166.76
#BRIRUT	RESIDENT			\$ 80.00
	TOTAL			\$ 3,541.23
#SHASTE	PT NOT RESPONDING			\$ 687.80
	TOTAL			\$ 687.80

- **MOTION** to Approve Resident Write-Off’s per Life Force recommendation to write off 19 resident accounts as listed totaling \$3,541.23, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to Approve Closure Authorization per Life Force recommendation to write off 1 account as listed, as non-collectable due to patient not responding \$687.00, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.

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## **FIRE DEPARTMENT – Captain Dan Sparks**

### **Operations/Alarm Report** (incident type count attached)

- 37 incidents since the last Trustees Meeting.
- Year to date incidents 109.
- Mutual aid was given 6 times and received 0 times.

### **Administration**

- We received \$2,900 from Ohio Fire Marshal’s Training Reimbursement Grant.
- We applied for the Ohio EMS Training and Equipment Grant.
- Joe Dorsey has submitted his resignation letter to the department.
- **MOTION** to accept the resignation of Joe Dorsey effective March 6, 2024, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.

### **Fleet/ Station/ Equipment**

- **MOTION** to approve sending Engine 51 to W.W.Williams for annual PM, Pump, and Ladder testing for \$3,000, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to approve \$6,200 for the purchase of four FRC LED flood lamps from Atlantic Fire Equipment (two for the fire department and two for the township park), **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to approve \$3,694.50 for annual hose, hose appliance, and ladder testing from Waterways of Southwest PA, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.

### **Training**

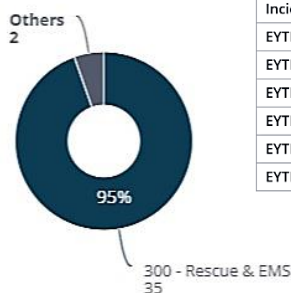
- Department training topics for the month consisted of trauma assessments and treatment, fire equipment, and vehicle extrication.
- We also currently have three members in EMT class, one in Advanced EMT class, three in Paramedic class, and one getting Hazmat Tech certified. With more members signing up or signed up to start other courses this year.

### **Public Outreach**

- April 8<sup>th</sup> during the eclipse we will have two additional EMTs on duty. This will allow us to keep a unit in service if there is an increase in calls or congestion on the roadways in the area.

Trustee Zieja said that the department was dispatched at 6:04am a few weeks ago, he was on scene and as quick as he arrived the duty crew arrived as well. The crew did an outstanding job tending to the patient and comforting the wife. Captain Sparks said they are thankful for the support of the community which means they are able to provide services.

Percentage of Incident Type Group



Incident Number	Alarm DateTime	Aid Given Or Received	Aided Agency	Aiding Agency
EYTFD2400077	2/25/24	Mutual aid given	Medina Life Support Team	NVA
EYTFD2400083	3/1/24	Mutual aid given	Valley City/Liverpool Township Fire Department	NVA
EYTFD2400090	3/10/24	Mutual aid given	Valley City/Liverpool Township Fire Department	NVA
EYTFD2400096	3/13/24	Mutual aid given	Litchfield Fire & Rescue Department	NVA
EYTFD2400097	3/15/24	Mutual aid given	Valley City/Liverpool Township Fire Department	NVA
EYTFD2400098	3/17/24	Mutual aid given	Valley City/Liverpool Township Fire Department	NVA

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**TOWNSHIP ADMINISTRATION – Stephan Ibos, Zoning Inspector/Township Administrator**

### Approvals:

- **RESOLUTION #24-03-03** supporting the Ohio Commission for the United States semiquincentennial America250-OH and township participation (attached) **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to approve the ODOT Right-of-Way update for \$2,990.68, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- Requesting approval to contact the HOA for services to clean out culvert opening that is running adjacent to Hunter Trails subdivision. Received one bid from Hermann for \$650.00 and waiting for possible second quote, will hold until a second quote has been received.
- **MOTION** to approve the installation of electric to Salt Barn by New Phase Electric for \$5,900 which includes all conduit, outlets, and lights; **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- **MOTION** to approve posting agendas prior to meeting (7 days minimum) for Zoning Commission and BZA starting in April, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to approve the full-service maintenance of the Wheel Loader with Southeastern Equipment for \$3,210.26, **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- **MOTION** to approve for Steve Ibos and Paul Lindenberg to attend the free 7-hour ODOT Herbicide Training in Columbus on April 25, 2024, to drive the township vehicle there and back and Trustee Monroe said to include lunch reimbursement. It will be a 12-hour day, so they will work ½ day the next day to make up for the extra hours; **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to make the following adjustments to inventory; **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
  - *REMOVE* - Mary's old computer (not on inventory list)
  - *ADD* - new computer for Zoning Secretary \$1,135.87. Received a new one this month and the old was at its end of life and was not working properly. Lighthouse will dispose of the data and hardware.
  - *REMOVE* - Dorothy's old computer tower \$1,598.00. It was at its end of life and not supporting any longer, we only kept it to support the door security system. That system is now being done through a web application and we have no use for the computer. Lighthouse will dispose of the data and hardware.
  - *REMOVE* - old TV in zoning office (not on inventory list), has not been used since I have been here, would like to throw it out.
  - *ADD* - Zoning laptop (\$1,700.12 computer, docking equipment 268.04, total \$1,968.16)
  - *MOVE* old zoning laptop to Service/Maintenance Dept. It is at its end of life, but Lighthouse will reimage the computer and it can be used by our maintenance

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department for viewing their emails and looking at documents for the roads and cemetery.

- All retired computers are with Lighthouse and will be wiped and destroyed.
- **MOTION** to approve adding 1 more town hall window replacement for additional \$200 to the list of the 4 that were already approved; **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- Working through park ADA accessibility plans with Trustee Monroe and Kristy to submit for a Medina County Community Block Development Grant application. Trustees approved to complete the application and submit Phase 1 for \$57,400, with mention of Phase 2) for grant consideration. This phase includes concreting part of parking lot to designate as handicap parking, apron work, concrete pad up to the bathroom, and walkways to the playground. Phase 2 is \$135,400 and adds an accessible walkway to and around the lake with sitting areas and a pad for a future pavilion that would be equipped with accessible tables and grills.

### Meeting Updates:

- Perrin will be evaluating and scheduling Forest Creek curb repair, there was a motion last year to approve this work that was passed. The work was pushed to 2024 due to the time of year and weather.
- BZA Hearing for an appeal is scheduled to take place Thursday, April 11, 2024 at 6:30pm, packets have been provided to the Fire Chief and Trustees. Trustee Kosman and George Smerigan will be attending the meeting.
- A new employee policy book is put together with information available through OTARMA; it has been provided to the Fiscal Officer and Trustees. Will work with Peggy to review and update, then will send to Trustee Zieja and Kristy for feedback and corrections before presenting for final approval.
- Time frame to complete any work to be covered by the grant we received ends on May 1<sup>st</sup> for the vacant lot (parking lot) next to fire station. We need to get the excavator to finish their work or at least understand what the end plan is so we can purchase and install fences around the property. Trustee Monroe will reach out to the excavator to discuss.
- MTD mowing at Parks – previous Trustee Bill Pavlick is identifying a new contact for us, but we are confirmed for 2024.
- Going to work with Kristy to apply all zoning amendments changes and have entire zoning resolution book recorded. New copies will be provided with an updated map upon completion of recording.

### **CEMETERY/TOWN HALL – Theresa Forlini-Petrey**

#### Cemetery

- Columbarium is completed and will arrive in 2-3 months, much sooner than anticipated.

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- Buckeye Girl Scouts will plant flowers on May 11<sup>th</sup> 2-4pm (rain date May 17<sup>th</sup> 6-8pm), it's a work in progress for sign-ups. They will plant at the flagpole first and if enough girls attend Trustees okayed additional flowers to be planted by the two front trees.
- Deed Adjustments need to be made due to some mistyping, Trustees said that is fine to make needed corrections.
- We are doing a site walk with several monument vendors this upcoming week to discuss headstones and footers to repair that are within the grant budget we received.

### ADMINISTRATIVE – Kristy McElroy

- Rumpke will begin pickup at 6am on Monday, April 8<sup>th</sup> due to the Eclipse; this is 1 hour earlier than normal.

### TRUSTEES

#### TRUSTEE MONROE

- **MOTION** to hire Greg Dobson for \$2,000 to do needed ditching on Spieth, **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to purchase and have planted 20 white ivory silk trees from KJC Nursery (Rusty Oak Nursery), \$200 each for a total of \$4,000, to be planted at the park; **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- **MOTION** to hire Sherman & Sons for 4-step fertilization program of all Township owned properties for \$4,540 for the 2024 season; **moved by Trustee Zieja, second by Trustee Monroe.** Roll: Zieja, yes; Monroe, yes.
- Reached out to Matt Martin, Assistant Highway Engineer, to discuss stripping of roads. We will be stripping all township roads except Branch, Stone and developments. Waiting to receive a quote.
- We will work on and further discuss the purchase and installation of a sign for the Gold Star Memorial with Ed from Rolling Thunder.
- Melway Paving submitted a bid for the Wolff Rd. paving project and came in the lowest at \$217,508 for about 1-mile of hot mix. The highway engineer said around \$256,000 so this leaves room for road repairs, ditching and tree work.
- In 2017 we passed a resolution to prohibit the growing and cultivating of cannabis and use in the township; we now need to pass a resolution to have no selling allowed within the township.
- **RESOLUTION #24-03-02** to prohibit adult use cannabis operators, cultivators, processors, and retail dispensaries within the unincorporated area of York Township (attached) **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- **RESOLUTION #24-03-04** to approve the final plan for the Countywide 911 System (attached) **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.
- **MOTION** to increase all Fire Department officers' pay per Chief Creamers' recommendation by 1.75% retroactive to January 1, 2024, **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.

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**TRUSTEE ZIEJA**

- It is unique seeing the Fire Department in action so fast when called, as with the call mentioned before that the crew had just begun their shift with called out at 6:04am. Our fire department is really here for the community, and he can't say enough about them.

**PUBLIC COMMENT**

There was no public comment.

**MOTION to Adjourn at 7:35pm moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes.

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Trustee Richard Monroe, Chairman

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Margaret Russell, Fiscal Officer

**Upcoming Trustee Meetings:**

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

Regular Meeting – May 23, 2024 at 7:00pm

*Correspondence*

**Binder/Table**

- MC Office for Older Adults 2023 Annual Report