

YORK TOWNSHIP

December 4, 2024 – Work Session

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

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 5:30pm and led the pledge of allegiance. Trustee Monroe stated the meeting is being recorded for transcription purposes only. Trustee Zieja arrived at 5:41pm.

Employee Handbook

Township Administrator, Steve Ibos explained that each Trustee and the Fiscal Officer were provided with a copy of the Employee Handbook that will be discussed, including some input from Fiscal Officer Peggy Russell and suggested changes and discussion points from Trustee Zieja. The handbook is a combination of policies we had in place, Montville Township and Medina County policies, and OTARMA's recommended policies.

The Trustees, Fiscal Officer and Steve Ibos discussed updates on several pages within the handbook to better meet the needs of the Township and employees. Fiscal Officer Peggy Russell stated that if the fire department does not have their own policy on something it will fall back under the township policies, which need to be considered in policies covering holidays, paid time off, personal time, and so-on. This will need to be discussed with Chief Creamer and Assistant Chief Barrett.

Discussion included, but was not limited to, policy or procedural adjustments and/or requirements, and defining terminology within the following sections:

- Probation Period
- Grievance Procedure Policy
- Substance Abuse Policy
- Personal Leave
- Victim Leave/Jury Duty
- Sick Leave
- Vacation Policy
- Holiday Pay Policy

Resident Ken Barco asked for clarification on a few policies that were discussed and provided a few suggestions.

Resident Sue Monroe asked if the township has a copy of the Fire Department handbook. Trustee Zieja explained that it is through Lexipol and is not printed out because it can change monthly so we can access it through the Chief if needed.

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Employee Performance

Steve Ibos stated that he completed employee performance reviews and provided Trustees with documentation. Trustees will review and go into an executive session at the December regular meeting to discuss.

Tree Trimming

Steve Ibos stated he received quotes to do tree trimming on Stone Rd. and Wolff Rd. from Over the Top Tree Services for \$2,350 and from Hammond Tree Services \$4,000.

MOTION to approve Over the Top Tree Services for \$2,350 to trim trees on Stone Rd. and one tree on Wolff Rd.; **moved by Trustee Zieja, second by Trustee Kosman.** Roll: Zieja, yes; Kosman, yes; Monroe, yes.

PUBLIC COMMENT

Sue Monroe (Lester) – regarding ‘Needs for 2025’, would like to see more community events as there were in the past. Suggested to bring back providing hot dogs after the Memorial Day parade, Trustee Monroe stated that was a Fire Association event; Trustee Zieja stated that Covid did a lot of things in and the Association has been doing the food truck fundraisers. Several employees voiced that they would like to see more events as well.

Administrative Assistant, Kristy McElroy discussed that there was mention of not recording meetings and to type minutes as the meetings proceed, as well as what detail is expected in minutes. Trustees all stated we will continue to record and Trustee Zieja and Trustee Kosman stated to summarize discussions within the minutes.

MOTION to Adjourn at 7:13 pm moved by Trustee Zieja, second by Trustee Kosman.
Roll: Zieja, yes; Kosman, yes; Monroe, yes.

Trustee Richard Monroe, Chairman

Margaret Russell, Fiscal Officer