

YORK TOWNSHIP
January 8, 2025 – 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	Cemetery/Town Hall, Theresa Forlini-Petrey
Trustee Chris Kosman	Administrative Assistant, Kristy McElroy
Fiscal Officer Peggy Russell	Resident

Chairman Pro Temp Richard Monroe called the meeting to order at 5:31pm. Trustee Monroe stated the meeting is being recorded for transcription purposes only.

Elect Chairman and Vice Chairman, Set Meeting Dates

MOTION to appoint Trustee Zieja as Chairman for 2025 **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

MOTION to appoint Trustee Kosman as Vice Chairman for 2025 **moved by Trustee Monroe, second by Trustee Zieja.** Roll: Monroe, yes; Zieja, yes; Kosman, yes.

MOTION to set Trustee Regular Meeting times and dates for 2025 as the fourth Thursday of each month, 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 23 rd	April 24 th	July 24 th	October 23 rd
February 27 th	May 22 nd	August 28 th	November 25 th *
March 27 th	June 26 th	September 25 th	December 29 th *

Business Hours

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

Areas of Responsibility

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

- Trustee Monroe: Roads, Parks and Maintenance.
- Trustee Zieja: Town Hall, Administrative, Vehicle Maintenance, Sheriff Dept. and Rumpke.
- Trustee Kosman: Fire Department, Cemetery and Zoning.

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Pay Dates and Holiday Schedule

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

MOTION to establish that full-time employees receive the same 11 paid federal holidays as Medina County for 2025. The township office is closed on these dates and part-time employees receive the same 11 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 Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

Wed., January 1st – New Year's Day

Mon., January 20th – Martin Luther King Jr. Day

Mon., February 17th – President's Day

Mon., May 26th – Memorial Day

Thu., June 19th – Juneteenth

Fri., July 4th – Independence Day

Mon., September 1st – Labor Day

Mon., October 13th – Columbus Day

Tue., November 11th – Veterans' Day

Thu., November 27th – Thanksgiving Day

Thu., December 25th – Christmas Day

Fiscal Officer

MOTION to authorize the Fiscal Officer to adjust departmental funds as needed during the year 2025 **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

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

MOTION to authorize the Fiscal Officer to make year-end adjustments **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, 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 offered, and set up automatic payments to save fees for Armstrong and Ohio Edison as offered **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

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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 Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, 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 Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, 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 Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

MOTION to cover hotel expenses, mileage, parking, and food receipts for up to \$60.00/day, for the 2026 OTA Winter Conference in Columbus for employees and elected officials attending, **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, 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 \$0.70 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 Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

MOTION to accept the Township Inventory as updated for 2024, **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

MOTION to approve final Rumpke Opt-Out List for March 2025-February 2026 of 110 residential addresses as presented (attached), this is less than 7% of opt-outs as allowed per the contract; approval to add any additional forms up to the 121 allowed addresses prior to submitting the list to Rumpke on January 13, 2025, **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

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Fees, Rules & Regulations

Discussion on zoning fees including increasing the cost for a Zoning Resolution Amendment and to add language for clarification of Site Plan Review w/ change of use.

Zoning

General Development Plan Application & Review	\$750 + \$100 per dwelling
General Development Consultation Fees	\$1,500 + any additional consultation fees
Final Development Plan Application & Review	\$750 + \$100 per dwelling
Final Development Consultation Fees	\$1,500 + 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
Commercial/Industrial Site Plan Review Application	\$300
(Zoning Certificate not included)	
Commercial/Industrial Modification of Existing Site Plan	\$300
(Zoning Certificate not included)	
Conditional Use	\$400
Zoning Resolution Amendment	\$500 \$1,000
each additional zoning resolution amendment request	\$100
Late Fee – Zoning Violation (same builder)	
First	\$500
Second	\$1000
Third	\$1,500
Fourth	\$2,500

MOTION approving the 2025 Fee Schedule with changes as listed above for Zoning; **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

Discussion took place on the Town Hall fee schedule and changes to allowed renters. Trustees agreed to open rentals to residents within the Buckeye School District which would be Liverpool Township and Litchfield Township residents. Rental fees will remain the same for York Township residents, and the fee for Liverpool or Litchfield residents will be \$250 plus the \$200 returnable security deposit.

Town Hall contract discussion included adjusting the rental time to 9:00am through 10:00pm, with the Town Hall Coordinator having the authority to approve an 11:00pm end time on a case-by-case basis. There will be no changes to the non-profit fees.

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Discussion on allowing political signs to be placed on Township property, including the park, fire department, or other township properties. Trustee Monroe said that they are not allowed; Trustees all agreed there will be no placement of political campaign signs on township property moving forward. The Township and Fire Department may place signs on township property for levies.

Minor updates to the Rental Contracts within the “Required Clean-up” section were approved.

Town Hall:

Private party (York residents)	\$100 + \$200 returnable security deposit
Wedding or Anniversary	\$250 + \$200 returnable security deposit
Private Party (Liverpool/Litchfield residents)	\$250 + \$200 returnable security deposit

MOTION approving the 2025 Fee Schedule with changes listed above for Town Hall, including minor grammatical adjustments to Rental Contracts (attached); **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

Discussion on implementing fees for cemetery plot directives or transfers ensued due to residents purchasing plots and then creating a plot directive or transfer to a non-resident, due to the purchase price difference for a resident vs. non-resident. Trustees, Theresa and Steve discussed the administrative costs such as additional paperwork, research, correspondence and notarization that is associated with these documents and proper record keeping. Due to the mentioned reasoning, moving forward directives will no longer be allowed and any transfers from a resident to non-resident will incur a \$1,000 fee per plot. Appeals can be brought to the Trustees for decision.

MOTION to approve the addition of a Cemetery Plot/Niche Transfer fee when transferring from a York Township resident to a non-York Township resident for a one-time fee of \$1,000 per plot, and to no longer allow plot directives; effective January 8, 2025; **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

Discussion on increase to plot purchase fees for residents to \$600 and non-residents to \$1,600, niche purchase fees to remain as listed. Increase the plot interment fees for adult coffins to \$1,200 for residents and \$1,400 for non-residents due to increase in excavation fees. At this time we do not have a set fee for a disinterment. Trustees discussed the many variables to perform a disinterment and that the person requesting it is responsible for hiring and paying the funeral home, excavation, and vault company costs, in addition to the township fees. We will further discuss setting a starting township fee at the January meeting.

Discussion on wording adjustments to the website and cemetery rules/policies included approval for the following:

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- Setting a 2-hour maximum time for a funeral service, after that the family is welcome to stay at their discretion, but burial of the vault will take place.
- The township requires a 72-hour (3 day) notice from the funeral home for any burials. This allows us time to prepare for the burial.
- Contact the Cemetery Sexton for Indigent Burial application, policy and requirements.
- Monument footers are installed two times per year, by vendor hired by the township. Payments and arrangements for footers are made through the monument company, who will then work with the township.

The York Township Cemetery Policy was reviewed for several updates that are recommended and Trustees approved the changes as listed. Memorial items such as, but not limited to, benches and statues, will not be allowed; and the broken bench in the cemetery will be removed. Discussion on memorial trees, bricks/pavers, or garden areas, and to proceed with putting a plan together for benches to be installed in the cemetery.

Cemetery Plot and Niche Purchases:

	Resident	Non-resident
Plot (price is per plot)	\$500 \$600	\$1,500 \$1,600
Niche (price is per niche)	\$1,200	\$2,500

**Resident is someone that owns property in, and resides in, York Township. All others will be considered non-residents.
 Limit of 4 plots ^{and}/or niches (in any combination) per person and 8 plots ^{and}/or niches (in any combination) per household.

<u>Interments:</u>	<u>Mon.-Fri.</u>	<u>Sat., Holidays, and</u>	<u>Sunday</u>
2-hour maximum for service	burials before 2:30pm	burials after 2:30pm	
Plot - Ashes	\$600 each	\$700	None/Special arrangement
	<i>*Any urn/vault over 12"x12" will have an additional charge based on size</i>		
Plot - Baby Coffin (17 & under)	\$650 each	\$750	
Plot - Adult Coffin	\$1,000 each \$1,200	\$1,200 \$1,400	
Niche - Cremation Urn	\$150 per opening	\$250 per opening	
<i>(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)</i>			

Disinterment:
 Special arrangement pricing

Columbarium Niche Engraving:

Full niche door engraving (up to 2 names, engraved at same time)	\$275
Add date of death (if done at later date)	\$275

Headstone Footers

Two ft.	\$600 \$700
Three ft	\$700 \$800
Four ft.	\$800 \$900
Above Four ft.	Determined by size
Removal of footer to re-position headstone	Determined by size/special arrangement pricing

**Any special footer or headstone placement location will need approval by the York Township Cemetery Sexton*

MOTION approving the 2025 Fee Schedule with changes as listed above for Cemetery including adjustments to the Cemetery Policy (attached); **moved by moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

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Fiscal Officer Peggy Russell provided a reminder to all that 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 from which fund, and then an invoice would follow.

MOTION to go into Executive Session at 6:40pm 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 Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

MOTION to return to Regular Meeting at 7:25pm, no decisions were made in Executive Session, **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

Employees and Officials – hours, pay rates and salaries

MOTION to approve 3.5% raises for all Fire Department members effective January 1, 2025, **moved by Trustee Monroe, second by Trustee Kosman.** Roll: Monroe, yes; Kosman, yes; Zieja, yes.

Township employees will receive the following raises effective January 1, 2025:

Stephan Ibos – Zoning Inspector, Township Administrator and Maintenance Supervisor (full-time) 3.5% raise

Paul Lindenberg – Maintenance (full-time) 3.5% raise

Kenneth Newmeyer – Maintenance (part-time) 3.5% raise

Jesse Yount – Maintenance (part-time) 3.5% raise

Michael Blecick – Maintenance (part-time seasonal) 3.5% raise

Kristyne McElroy – Administrative Assistant (part-time) 3.5% raise

Theresa Forlini Petrey – Town Hall Coordinator will increase from \$350/month to \$16.56/hour

Theresa Forlini Petrey – Cemetery Sexton will increase from \$400/month to \$16.56/hour

Mary Lenarth – Zoning Secretary will increase from \$450/month to \$500/month

Zoning Board Members – will increase from \$27.00 per meeting to \$30/meeting

Zoning Board Members – will increase from \$10.60 per training to \$30/training

MOTION to rehire all township employees for 2025 with the pay rate increases as presented effective January 1, 2025; **moved by Trustee Kosman, second by Trustee Monroe.** Roll: Kosman, yes; Monroe, yes; Zieja, yes.

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

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- 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.

There was no other business to discuss.

MOTION to adjourn at 7:28pm **moved by Trustee Monroe, second by Trustee Kosman.**

Roll: Monroe, yes; Kosman, yes; Zieja, yes.

Trustee Todd Zieja, Chairman

Margaret Russell, Fiscal Officer

March 2024 - February 2025 Rumpke Opt-Out List (numerical order)

<u>#</u>	<u>Address</u>	<u>Street</u>	<u>#</u>	<u>Address</u>	<u>Street</u>	<u>#</u>	<u>Address</u>	<u>Street</u>
1	6560	Stone	41	5363	Wolff	81	5330	Royal Brook
2	6590	Stone	42	7905	Branch	82	5324	Royal Brook
3	4575	Columbia	43	7130	Stone	83	3515	Erhart
4	5954	Fenn	44	3084	Station	84	3535	Erhart
5	5421	Hamilton	45	7868	Stone	85	3070	Abbeyville
6	6253	Branch	46	7181	Wolff	86	5880	Spieth
7	6267	Branch	47	6645	Norwalk	87	5844	Wolff
8	6949	Branch	48	7447	Branch	88	6471	Stone
9	6940	Branch	49	3871	Columbia	89	2978	Island Creek
10	7880	Stone	50	3536	Station	90	6218	Norwalk
11	4347	Erhart	51	2885	Island Creek	91	6222	Norwalk
12	2906	Abbeyville	52	7271	Spieth	92	4229	Columbia
13	5518	Hamilton	53	3232	Columbia	93	7223	Branch
14	5533	Hamilton	54	6707	Spieth	94	6740	Norwalk
15	7389	Wolff	55	6684	Stone	95	5605	Arapaho
16	6567	Norwalk	56	4089	Columbia	96	4347	Abbeyville
17	6129	Wolff	57	7143	W. Smith	97	4296	Columbia
18	3249	Columbia	58	7004	Branch	98	4378	Abbeyville
19	5474	Royal Brook	59	4901	Spieth	99	4149	Abbeyville
20	5005	Columbia	60	7775	W. Smith	100	4069	Erhart
21	6200	Wolff	61	7510	Branch	101	6162	Spieth
22	6294	Wolff	62	7787	Branch	102	6405	Wolff
23	6320	Wolff	63	7475	W. Smith	103	5330	Fenn
24	2866	Station	64	7100	Branch	104	7301	Norwalk
25	7540	Norwalk	65	6800	Lake Dawn	105	4050	Columbia
26	7724	Elyria	66	7897	Haury	106	5775	Fenn
27	6021	Fenn	67	3966	Lampson	107	6920	Branch
28	3630	Hastings	68	3280	Bent Oak	108	7411	Branch
29	5556	Hamilton	69	5430	Indian Wells	109	4023	Beck
30	3357	Abbeyville	70	6333	W. Smith	110	5470	Daintree
31	2871	Abbeyville	71	6127	Stone	111		
32	2951	Erhart	72	6650	Norwalk	112		
33	4200	Columbia	73	5576	Wolff	113		
34	4208	Columbia	74	4615	Erhart	114		
35	6737	Stone	75	4260	Marks	115		
36	3710	Station	76	4274	Marks	116		
37	3540	Columbia	77	7323	Elyria	117		
38	6451	Fenn	78	7335	Elyria	118		
39	3054	Station	79	7715	Branch	119		
40	6955	W. Smith	80	3927	Beck	120		
						121		

updated 1/7/24

FINAL approved by Trustees 1/xx/24

Youth Group and Non-Profit Group Town Hall Rental Agreement

The Hall is available for rent by Buckeye School district nonprofits only! Proposed

Must be 21 years or older to rent the Town Hall | Rental day is 9am - ~~11pm~~ ^{change the time?} 10PM

Organization Name: _____

Date(s) of Function: _____ Function: _____

Contact Person #1 Name: _____ Phone: _____
(key holder) Address: _____ Driver's License: _____

Contact Person #2 Name: _____ Phone: _____
(key holder) Address: _____ Driver's License: _____

Rental information and fees:

A refundable security deposit of \$200.00 is required to use the Town Hall as of Jan. 08, 2019. The deposit will be refunded after the monthly Trustee meeting following your function or at the end of the calendar year if applicable, provided that all requirements are met and there is no damage to the hall. Please make checks payable to York Township. The rental fee is waived for authorized Youth Groups and Non-Profit Groups who provide proof of non-profit 501(c)(3) status.

If you are not going to use the hall on a scheduled date, please email Theresa at tm4petrey@yorktwp.org.

Deposit and Rental Fee must be paid at the time of booking. To reserve a date(s) to rent the Town Hall, a rental contract must be completed, and the applicable payments paid in full. We are unable to hold your date(s) without a completed contract and payment. Check or Money Orders are accepted and must be from the York Township resident that is signing this contract. We are unable to accept payment from anyone other than the person(s) signing this contract.

- X No alcoholic beverages, drugs, or gambling are permitted in the building or on the premises.
- X The Town Hall is a non-smoking, non-vaping facility.
- X No animals allowed in the Town Hall, except for Service Animals as defined by the ADA.
- X Functions must be over and clean up must be completed by ~~11pm~~ ^{10PM}. Please plan accordingly.

Decorations:

X No nails, pins, tacks, staples, tape, sticky-tack, painters' tape or like items that attach to or penetrate any portion of the building, inside or out. Nothing is to be taped, pinned, or hung from the curtains or curtain rods. Table decorations are suggested.

Required Clean-up (detailed cleaning checklist will be provided on day of rental):

- All items removed from the refrigerator and freezer.
- Wash/wipe down all tables, chairs, highchair, counters, refrigerator, microwave, and stove. Plastic table coverings are suggested for crafts/to protect the tables. Cleaning supplies provided.
- Vacuum, Sweep and mop (water only, no chemicals) kitchen, hallways, main hall, and bathrooms. Brooms, mops, and buckets provided. Please empty the vacuum cleaner after use. Proctor/Ford's words
- Place tables and chairs in the hall per layout posted on the refrigerator.
- All additional wood and metal chairs are returned to closet, and tables put away in hallway. Layout posted for reference.
- The bathrooms must be cleaned and in good condition and toilets flushed before leaving.

- All trash is taken and placed inside the dumpster and locked. Proposed additional wording Key for lock is provided.
- Turn off all lights and fans when you leave. (Set air conditioning to 78 degrees Fahrenheit or heat to 62 degrees Fahrenheit, based on time of year) * Bathroom lights are on a sensor and will turn off on their own. Proposed additional wording.

X_____ Renter is responsible for all guests and persons entering the Town Hall. NO children should be on the stage area unless they are part of a program. Skateboards, scooters, bicycles, roller skates, and bounce houses are prohibited in the Town Hall and on Town Hall property.

X_____ As the main key holder you are required per the rental agreement, to be at the Town Hall during the entirety of the event, including before, during and after, to ensure the requirements of the rental agreement are met before returning the key. The key must be in the possession of the renter(s) named in this agreement, at all times, not the guests. Inspection of final cleaning and locking up of the Town Hall is the responsibility of the renter(s) named in this agreement.

X_____ The United States of America and State of Ohio flags are not to be removed or moved from their locations. Items on the stage are not to be moved or used for rental purposes. Please consult the Town Hall Coordinator prior to the date of your rental if you need the flags or other items moved. You will be held responsible for damage caused by moving the flags or any other items.

X_____ A check for the security deposit will be issued to you after the Trustee meeting following your rental if all the cleanup requirements are complete per the cleaning list provided, there is no damage to the interior or exterior of the hall, or its contents and the rental agreement is followed. Trustees reserve the right to withhold any or all of the security deposit and to restrict and/or deny future Town Hall rental requests at their discretion due to, but not limited to, any of the following reasons: Rental Agreement is not adhered to, cleaning list is not completed to their satisfaction, or damage is found to the Town Hall or township property.

X_____ York Township employees and officials have unfettered access to the premises during all rentals to confirm compliance.

X_____ York Township reserves the right to terminate this agreement at any time or to remove the renter(s) and/or any of the renter(s) guests in the event that the requirements of this agreement are violated, or in the event any dangerous, disruptive, or unlawful activity is found to be occurring or has occurred on York Township property during the time covered by this agreement. Township property is monitored by security cameras and the Medina County Sheriff's Office.

*There is no parking in the Fire Department lot or in any fire lanes. Violators will be towed. *

X_____ Cancellation Policy – if cancelled less than 30 days before the day of the event, renter(s) forfeit the security deposit and/or rental fee. Township Trustees and/or Town Hall Coordinator may, at their discretion, allow deposit and/or rental fee to be used for a future rental within one calendar year.

X_____ Renter agrees to indemnify and hold harmless York Township from and against any liability for personal injury to renter(s) or guests, or property damage during the use of York Town Hall on rental date(s):

_____, Trustee Meeting Date: _____ Proposed additional wording

I have read the above requirements and fully understand my responsibilities of the rental of York Town Hall.

Signature of renter: _____ Date: _____

Signature of renter: _____ Date: _____

Office use only:
 Deposit Amount: _____ Check #: _____ Receipt #: _____ Deposit date: _____
 Key Information: _____ Key Returned date: _____ Hall Condition: _____
 Notes: _____

York Township Board of Supervisors
100 North Main Street, York, PA 17403
Must be 21 years or older to rent the Town Hall
Rental Day is 9am - ~~11pm~~ 10PM Proposed time change

Name of Renter(s)/Key Holder(s) _____
Address: _____
Phone: _____ Driver's License: _____
Date(s) of Function: _____ Function: _____

Rental information and fees:

Please see the current York Township Fee Schedule for rental fees. **Prices are subject to change.**
The Renter(s) signing this agreement must be present in the hall during the entire event, including during set-up and clean-up.

Deposit and Rental Fee must be paid at the time of booking. To reserve a date(s) to rent the Town Hall, a rental contract must be completed, and the applicable payments paid in full. We are unable to hold your date(s) without a completed contract and payment. Check or Money Orders are accepted and must be from the York Township resident that is signing this contract. We are unable to accept payment from anyone other than the person(s) signing this contract.

- X _____ No alcoholic beverages, drugs, or gambling are permitted in the building or on the premises.
- X _____ The Town Hall is a non-smoking, non-vaping facility.
- X _____ No animals allowed in the Town Hall, except for Service Animals as defined by the ADA.
- X _____ Functions must be over and clean up must be completed by ~~11pm~~ 10PM. Please plan accordingly.

Decorations:

X _____ No nails, pins, tacks, staples, tape, sticky-tack, painters' tape or like items that attach to or penetrate any portion of the building, inside or out. Nothing is to be taped, pinned, or hung from the curtains or curtain rods. Table decorations are suggested.

Required Clean-up (detailed cleaning checklist will be provided on day of rental):

- ▣ All items removed from the refrigerator and freezer.
- ▣ Wash/wipe down all tables, chairs, highchair, counters, refrigerator, microwave, and stove. Plastic table coverings are suggested for crafts/to protect the tables. Cleaning supplies provided.
- ▣ Vacuum, Sweep and mop (water only, no chemicals) kitchen, hallways, main hall, and bathrooms. Brooms, mops, and buckets provided. Please empty Vacuum after use. Proposed additional wording
- ▣ Place tables and chairs in the hall per the layout posted on the refrigerator.
- ▣ All additional wood and metal chairs are returned to closet, and tables put away in hallway. Layout posted on the refrigerator for reference.
- ▣ The bathrooms must be cleaned and in good condition and toilets flushed before leaving.
- ▣ All trash is taken out to the dumpster and re-locked. Key for lock is provided. Proposed additional wording
- ▣ Turn off all lights and fans when you leave. (Set air conditioning to 78 degrees Fahrenheit or heat to 62 degrees Fahrenheit, based on time of year) *Bathroom lights are on a sensor and will turn off on their own. Proposed additional wording

X_____ Renter is responsible for all guests and persons entering the Town Hall. NO children should be on the stage area unless they are part of a program. Skateboards, scooters, bicycles, roller skates, and bounce houses are prohibited in the Town Hall and on Town Hall property.

X_____ As the main key holder you are required per the rental agreement, to be at the Town Hall during the entirety of the event, including before, during and after, to ensure the requirements of the rental agreement are met before returning the key. The key must be in the possession of the renter(s) named in this agreement, at all times, not the guests. Inspection of final cleaning and locking up of the Town Hall is the responsibility of the renter(s) named in this agreement.

X_____ The United States of America and State of Ohio flags are not to be removed or moved from their locations. Items on the stage or loft areas are not to be moved or used for rental purposes. Please consult the Town Hall Coordinator prior to the date of your rental if you need the flags or other items moved. You will be held responsible for damage caused by moving the flags or any other items.

X_____ A check for the security deposit will be issued to you after the Trustee meeting following your rental if all the cleanup requirements are complete per the cleaning list provided, there is no damage to the interior or exterior of the hall, or its contents and the rental agreement is followed. Trustees reserve the right to withhold any or all of the security deposit and to restrict and/or deny future Town Hall rental requests at their discretion due to, but not limited to, any of the following reasons: Rental Agreement is not adhered to, cleaning list is not completed to their satisfaction, or damage is found to the Town Hall or township property.

X_____ York Township personnel, Erhart-York Fire Department and the Medina County Sheriff Department have unfettered access to the premises during all rentals to confirm compliance or if an emergency situation were to require their entry.

X_____ York Township reserves the right to terminate this agreement at any time or to remove the renter(s) and/or any of the renter(s) guests in the event that the requirements of this agreement are violated, or in the event any dangerous, disruptive, or unlawful activity is found to be occurring or has occurred on York Township property during the time covered by this agreement. Township property is monitored by security cameras and the Medina County Sheriff's Office.

There is no parking in the Fire Department lot or in any fire lanes. Violators will be towed.

X_____ Cancellation Policy – if cancelled less than 30 days before the day of the event, renter(s) forfeit the security deposit and/or rental fee. Township Trustees and/or Town Hall Coordinator may, at their discretion, allow deposit and/or rental fee to be used for a future rental within one calendar year.

X_____ Renter agrees to indemnify and hold harmless York Township from and against any liability for personal injury to renter(s) or guests, or property damage during the use of York Town Hall on rental date(s):

_____, Trustee meeting Date: _____ Proposed additional wording

I have read the above requirements and fully understand my responsibilities of the rental of York Town Hall.

Signature of renter: _____ Date: _____

Signature of renter: _____ Date: _____

Office use only

Deposit Amount _____ Check # _____ Rental # _____ Deposit date _____

Key Information _____ Key Returned date _____ Hall Coordinator _____

Notes _____



York Township
Municipal Office

York Township Cemetery Policy

BURIAL PLOT AND NICHE USE

- Plot Interments are limited to one casket and one urn, or two urns per space.
- Niche Interments are limited to one standard marble urn or two plastic crematory containers per space. Niche purchaser is responsible for urn or container(s) to fit properly in niche. All urns or containers must be purchased through the Funeral Home or Crematory.
- No pets or pets' ashes are allowed to be buried within York Township Cemeteries.
- Scattering or dumping of cremation ashes is prohibited in all township cemeteries.
- See Cemetery Sexton for headstone location placement requirements, headstone policy and niche door plate engraving policy.
- The purchase fee of a plot or niche is for the deeded location only. The purchase fee does not include interments, headstones, footers, opening/closing of niche, niche door engraving, disinterment's, or deed transfers. New wording. See Fee Schedule for most up to date pricing.

NEW BURIALS

- Three sprays or arrangements allowed on plot or at base of Columbarium. They will be removed and discarded after three days by cemetery personnel.
- Decorative borders such as mulch, stone, edging or fencing around plots, headstones, and columbarium are not permitted.
(Please see the cemetery pricing and guidelines for headstone and footer information.)

MEMORIAL DAY DECORATIONS

- May be placed on plots one week prior and will be removed one week after the holiday. (Unless on shepherd's hook or top mount saddle.)
- Township personnel will place United States flags prior to Memorial Day and the Memorial Day parade. The flags will be removed after ~~Labor day~~ Veterans day *New wording* by township personnel.
- If your loved one is a Veteran with the United States Military, we will place an appropriate stake near their headstone or in designated area near columbarium. If your loved one needs a stake or has one that needs to be replaced, please contact the township office, or contact us through the cemetery section on our website.

DECORATIONS (GENERAL)

- Decorations in glass containers, ceramic, or metal cans are prohibited and subject to immediate removal.
- Decorations are removed by cemetery personnel when they fail to conform to size and/or material limitations. These will be placed in the designated decoration box near the cemetery garage and will be discarded from there after 3 weeks.
- No trees, shrubs, rosebushes, or ornamentation shall be placed within the cemetery or on any lot. ~~without written permission from Township Trustees and Cemetery Sexton. If any tree, shrub, or rosebush standing on any lot shall, by means of its roots, branches or otherwise, become detrimental, dangerous, or inconvenient to adjacent lots, streets, or for any other reason;~~ Township personnel, under the direction of the Township Trustees have the right and duty to remove such trees, shrubs, and rosebushes or any part thereof as may be deemed best.

- Memorial items such as, but not limited to, benches and statues, **will not** be allowed. ~~only with the guidance and written approval of the Township Trustees and Cemetery Sexton.~~
- All fences or other structures around graves are prohibited. ~~unless written permission is obtained by the Township Trustees and Cemetery Sexton.~~
- Loose stones, painted rocks, marbles, gravel, rock, or bricks are not allowed around columbarium, graves, headstones, or their perimeter. Cemetery personnel can remove and discard items that impede the maintenance of the cemetery grounds.

PLOT DECORATIONS (does not apply to Columbarium niches)

- Decorations, live or artificial, on the ground are prohibited from March 1st through November 1st.
- Ground decorations are permitted from November 1st until March 1st. ~~the first week of March.~~
- Live or artificial flowers are permitted at plot headstones year-round when they are mounted on a shepherd's hook or top mount saddle.
- Flowers, wreaths, funeral designs, and flags will be removed from the graves when they have become withered, soiled and/or unsightly, upon judgement of the cemetery personnel. Decorations of any kind are not allowed to be placed, chained, nailed, or hung from trees or fencing in or around the cemetery property. They will be removed immediately by cemetery personnel. Decorations are to be placed on a raised monument or on a Shepard hook and are to be kept within the plot location and not overflow into a neighboring plot.
- Shepard hooks are to be placed by the headstones only. *New wording*
- Recommendations: fresh or silk flowers, live or silk wreaths; an iron or metal shepherd's hook to hang a floral basket or live wreath; and top mount saddles.

COLUMBARIUM DECORATIONS (does not apply to plots)

- Decorations such as, but not limited to, niche attachments (floral vases, suction cups, 3M type hooks), shepherd's hooks, signs, trinkets, etc. are prohibited on or around the Columbarium.

SPRING CEMETERY CLEAN-UP

- Graves are to be cleaned off ~~prior to the beginning of the second week of March~~ by March 1st or decorations will be discarded by cemetery personnel.

GENERAL RULES

- All visitors to the cemetery are expected to respect the solemnity of the cemetery and observe the rules which have been established by the Township Trustees for the purpose of securing quiet and good order within the grounds.
- Parking is permitted only on road surfaces and designated parking areas; please do not park or drive on the grass.
- Fast driving of automobiles or any other motor vehicles will not be permitted. The operation of mini-bikes, snowmobiles, and all-terrain vehicles on the grounds of any York Township cemetery is prohibited.
- Cemeteries are monitored by surveillance cameras.
- To place a Geocache within a York Township cemetery, please visit www.yorktwp.org/geocaching or contact the office for more information.
- Cemetery closes at dusk.

Cemetery rules and regulations are subject to change.

YORK TOWNSHIP SIGN IN SHEET

Date: January 8, 2025

Meeting: Organizational

PLEASE PRINT CLEARLY

Name

Address

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
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12.	_____	_____
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14.	_____	_____
15.	_____	_____