

**YORK TOWNSHIP**  
**January 9, 2026 – Organizational Meeting**  
 Trustees – Chairman Todd Zieja, Christopher Kosman and Dennis Downey  
 Fiscal Officer Margaret (Peggy) Russell

**Present:**

Trustee Dennis Downey	Zoning Inspector/Twp Administrator, Kevin Comes
Trustee Todd Zieja	Cemetery/Town Hall, Theresa Forlini-Petrey
Trustee Chris Kosman	Residents
Fiscal Officer Peggy Russell	

Chairman Pro Temp Todd Zieja called the organizational meeting to order at 4:01pm. Trustee Zieja stated the meeting is being recorded for transcription purposes only and led the Pledge of Allegiance.

**Elect Chairman and Vice Chairman, Set Meeting Dates**

**MOTION** to appoint Trustee Kosman as Chairman for 2026 **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**MOTION** to appoint Trustee Downey as Vice Chairman for 2026 **moved by Trustee Kosman, second by Trustee Zieja.** Roll: Kosman, yes; Zieja, yes; Downey, yes.

Trustee Zieja turned the meeting over to Trustee Kosman. Trustee Kosman thanked Trustee Zieja for his leadership as Chairman last year and welcomed Trustee Downey.

**MOTION** to set Trustee Regular Meeting times and dates for 2026 as the fourth Thursday of each month, to begin at 7:00pm, and with date changes for April, July, November and December as discussed, **moved by Trustee Kosman, second by Trustee Downey.** Roll: Kosman, yes; Downey, yes; Zieja, yes.

January 22 <sup>nd</sup>	April 30 <sup>th</sup> *	July 30 <sup>th</sup> *	October 22 <sup>nd</sup>
February 26 <sup>th</sup>	May 28 <sup>th</sup>	August 27 <sup>th</sup>	November 24 <sup>th</sup> *
March 26 <sup>th</sup>	June 25 <sup>th</sup>	September 24 <sup>th</sup>	December 22 <sup>nd</sup> *

**Business Hours**

**MOTION** to set business hours/schedule for Office, Zoning, Cemetery, Town Hall, and Fiscal Officer as follows, **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.  
 Office: Mon-Thu 9:00am-3:00pm; closed to the public on Wednesdays  
 Zoning: same as office hours; by appointment as needed  
 Cemetery/Town Hall/Fiscal Officer: by appointment

**Areas of Responsibility**

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

Trustee Downey: Fire Department, Parks and Maintenance.

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Trustee Zieja: Town Hall, Administrative, Vehicle Maintenance, Sheriff Dept. and Rumpke.  
Trustee Kosman: Roads, Cemetery and Zoning.

**Pay Dates and Holiday Schedule**

**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 Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

**MOTION** to establish that full-time and part-time employees receive 11 paid federal holidays and 2 floating holidays (\*) and the township office is closed on these dates. Full-time employees and part-time employees are to be paid their normally scheduled hours of holiday pay if holiday falls on a regularly scheduled workday, part-time employees are unpaid if falls on non-workday. 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 Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

- |   |   |
|---|---|
| Thu., January 1 <sup>st</sup> – New Year's Day                    | Mon., October 12 <sup>th</sup> – Columbus Day             |
| Mon., January 19 <sup>th</sup> – Martin Luther King Jr. Day       | Wed., November 11 <sup>th</sup> – Veterans' Day           |
| Mon., February 16 <sup>th</sup> – President's Day                 | Thu., November 26 <sup>th</sup> – Thanksgiving Day        |
| Mon., May 25 <sup>th</sup> – Memorial Day                         | Fri., November 27 <sup>th</sup> – Day after Thanksgiving* |
| Fri., June 19 <sup>th</sup> – Juneteenth                          | Thu., December 24 <sup>th</sup> – Christmas Eve*          |
| Fri., July 3 <sup>rd</sup> – Independence Day ( <i>observed</i> ) | Fri., December 25 <sup>th</sup> – Christmas Day           |
| Mon., September 7 <sup>th</sup> – Labor Day                       |   |

**Fiscal Officer**

Fiscal Officer Russell briefly reviewed the following reports and reminded Trustees to include the Fund or Funds and percentages from each when making a motion as it is eliminates confusion.

- *Fund Status* – went over each fund code and what they are used for.
- *Revenue Status* – this shows more detail showing how much we receive and from where.
- *Revenue Summary* – this is an overview of what we expect to receive.
- *Appropriation Status* – this shows allocated money under each fund and where money may be set aside to save for larger projects if/when needed.
- *Fund Summary* – this is an overview of fund balances, shows month and year to date expenditures.

Credit Card Rewards Policy and Tax-Exempt Use Policy have been provided and both need to be reviewed.

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We need to set a date for a Records Retention Policy meeting, brief discussion ensued and meeting is scheduled for Thursday, February 19<sup>th</sup> at 3:30pm.

**MOTION** to authorize the Fiscal Officer to adjust departmental funds as needed during the year 2026 **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

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

**MOTION** to approve Blanket Certificates up to the amount of \$100,000.00 and to remain open all year, until December 31, 2026, **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

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

**MOTION** to authorize the Fiscal Officer to pay any utilities (phone, electric, gas), WEX Credit Fuel, BWC, ODJFS, and VFDF 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 Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, 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 Downey.** Roll: Zieja, yes; Downey, yes; Kosman, 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 Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**MOTION** to expend funds for the proper public purpose of providing food 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

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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 Downey.**  
 Roll: Zieja, yes; Downey, yes; Kosman, yes.

**MOTION** to cover hotel expenses, mileage, parking, and food receipts for up to ~~\$60.00/day~~ **\$80/day (amended at February 26, 2026 meeting during approval of minutes)**, for the 2027 OTA Winter Conference in Columbus for employees and elected officials attending, **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

**MOTION** to set the reimbursements rates for meals during travel to the maximum of ~~sixty~~ **eighty** dollars (~~\$60~~ **\$80; amended at February 26, 2026 meeting during approval of minutes**) per day when detailed receipts are provided, no alcohol; mileage rate of \$0.725 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 Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

**MOTION** to accept the Township Inventory as updated for 2026 with plan to review what needs to be tracked, **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**Fees, Rules & Regulations**

**CEMETERY**

**Plot and Niche Purchases:**

	<u>Resident</u>	<u>Non-resident</u>
Plot (price is per plot)	<del>\$600</del> <b>\$800</b>	\$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 <sup>and</sup>/<sub>or</sub> niches (in any combination) per person and 8 plots <sup>and</sup>/<sub>or</sub> niches (in any combination) per household.*

**Interments:**

<i>2-hour maximum for service</i>	<u>Mon.-Fri.</u>	<u>Sat., Sun., Holidays, and</u>
	<u>burials before 2:30pm</u>	<u>burials after 2:30pm</u>
Plot - Ashes	<del>\$600</del> <b>\$700</b> each	<del>\$700</del> <b>\$800</b> each
<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	<del>\$1,200</del> <b>\$1,300</b> each	<del>\$1,400</del> <b>\$1,500</b> each
Niche - Cremation Urn	<del>\$150</del> <b>\$250</b> per opening	<del>\$250</del> <b>\$350</b> per opening

~~\*Sunday Interments are special arrangement pricing~~

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*\*Holidays: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, **Good Friday, Easter Sunday,** Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving, Christmas Day*

**Disinterment:**

Starting at \$5,000 + additional fees as required

**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.	\$700
Three ft	\$800
Four ft.	\$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*

*\*Footers are installed in the Spring and Fall.*

Discussion on number of burials per plot, at this time it will remain the same.

Discussion also ensued on Cemetery Plot Directives and the current \$1,000 assigned fee. This will be changed to \$100 per deed moving forward. There will be a \$10 administrative fee added for each plot buy-back.

We need to add to the website that the township needs a full 3 days (72 hours) notice of any burials from a funeral home. We will discuss later Indigent Burials and the policies as the County is working on a Memorandum of Understanding.

Cemetery Policies discussion to change that decorations will be discarded the 1<sup>st</sup> and 15<sup>th</sup> of each month.

**MOTION** approving the 2026 Fee Schedule with changes as presented and discussed above for Cemetery Fees; **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

**TOWN HALL**

Private party (York Resident)	\$100 <b>\$150</b> + \$200 returnable security deposit
Private party (Liverpool/Litchfield Resident)	\$250 <b>\$300</b> + \$200 returnable security deposit
Wedding or Anniversary	\$250 <b>\$300</b> + \$200 returnable security deposit

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Discussion on the rental increase to include that the renter will have access to the Town Hall beginning at 5pm the evening before their rental. We are looking into adding a keypad to the door which would allow the assignment of an individualized key code to be provided to the renter in place of a physical key.

Discussion on non-profit rentals, Theresa to write up any adjustments to non-profit rentals that she would like to recommend for review and present at a future meeting.

**MOTION** approving the 2026 Fee Schedule with changes as presented and discussed above for Town Hall rentals and the first of the 3 key points; **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**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 (business)	\$300 + zoning permit fees
Site Plan Review w/ Change of Use (residential)	\$150 + zoning permit fees
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	\$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

Discussion on Site Plan Reviews and to lower the fee for residential properties only to help encourage the revitalization of the Mallet Creek District

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**MOTION** approving the 2026 Fee Schedule with changes as presented and discussed above for Zoning; **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

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.

Township Administrator Kevin Comes has been working to clean up the Employee Handbook, he reviewed several of the adjustments that need to be made. The handbook and changes will need to be presented for further review and approval at a future meeting.

Trustee Kosman opened the floor for public comment at this time.

Dave Hull asked if there was any update on the bathroom being added by the County Park District? Trustee Kosman said they have not given us a good answer yet.

**MOTION** to go into Executive Session at 6:28pm for the purpose of discussing employee compensation. Fiscal Officer Peggy Russell was invited to join immediately, Township Administrator Kevin Comes and Chief Jason Creamer will be brought in when Trustees are ready, **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**MOTION** to return to Regular Meeting at 7:45pm, no decisions were made in Executive Session **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

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

**MOTION** to approve 3% raises for all Fire Department members with the rank of Captain or below, Chief Creamer to change to \$37.00 per hour and Assistant Chief Barrett to change to \$33.00 per hour; all effective January 1, 2026, **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

Township employees will receive the following new payrates effective January 1, 2026:

Kevin Comes– Zoning Inspector, Township Administrator and Maintenance Supervisor (full-time) \$28.00/hr

Paul Lindenberg – Maintenance (full-time) \$23.50/hr with new title of Maintenance Foreman

Kenneth Neumeyer – Maintenance (part-time) \$21.50/hr

Jesse Yount – Maintenance (part-time) \$21.50/hr

Michael Blecick – Maintenance (part-time seasonal) \$18.00/hr

Kristyne McElroy – Administrative Assistant (part-time) \$19.00/hr

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Theresa Forlini-Petrey – Town Hall Coordinator & Cemetery Sexton (part time) \$19.00/hr

Sara Williamson – Zoning Secretary (part time) \$20.00/hr

Zoning Board Members – \$40 per meeting and \$30 per training (minimum of 1/yr and maximum of 3 trainings/yr)

**MOTION** to rehire all township employees for 2026 with the pay rate increases as presented above effective January 1, 2026; **moved by Trustee Zieja, second by Trustee Downey.**  
Roll: Zieja, yes; Downey, yes; Kosman, yes.

**MOTION** to set that employees classified as part-time work a maximum of 1,499 hours per year and waive all medical, dental and life insurance benefits, **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**MOTION** 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, **moved by Trustee Downey, second by Trustee Zieja.** Roll: Downey, yes; Zieja, yes; Kosman, yes.

**MOTION** to make holiday pay for part-time employees retroactive to January 1, 2026; **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

**MOTION** to approve PO's and BC's as presented; **moved by Trustee Zieja, second by Trustee Downey.** Roll: Zieja, yes; Downey, yes; Kosman, yes.

Trustee Downey brought up a discussion on advertising meetings in the Gazette, we are not required to advertise in the newspaper now, but we will submit the Regular Trustee Meeting schedule to the paper still as there is no cost for that. We advertise all meetings on the website, front sign, digital sign and on Facebook which meets the requirements.

Brief discussion on the OTA Winter Conference and paperwork that needs to be taken with employees and elected officials and paperwork that needs to be turned in to the Fiscal Officer upon return.

There was no other business to discuss.

**MOTION** to adjourn at 8:05pm **moved by Trustee Downey, second by Trustee Kosman.**  
Roll: Downey, yes; Kosman, yes; Zieja, yes.

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Trustee Chris Kosman, Chairman

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Margaret Russell, Fiscal Officer