

YORK TOWNSHIP TRUSTEE MEETING AGENDA

January 22, 2026

7:00pm - Trustee Meeting

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

Meeting Facilitator: Chairman Chris Kosman

Announcements:

The meeting is being recorded for transcription purposes only.
If you have not done so, please sign in at the front table.
Please state your name and address when speaking.

Pledge of Allegiance

Invited Guests

Approval of Minutes

Regular Meeting December 22, 2025

Department Reports

Fire Department

Administration

Zoning

Maintenance

Roads

Parks

Town Hall

Cemetery

Utilities/Services

Economic Development

Community Events

Office Closed – February 4th & 5th (OTA Winter Conference)

Office Closed – February 16th (President's Day)

Fiscal

Trustees

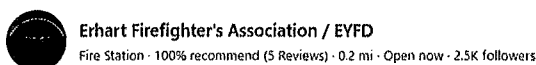
Public Comment

Adjourn

Upcoming Trustee Meetings:

Regular Meeting – 2/26/2026 @ 7:00pm

Regular Meeting – 3/26/2026 @ 7:00pm



YORK TOWNSHIP

January 22, 2026

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

Present:

Trustee Chris Kosman
Trustee Todd Zieja
Trustee Dennis Downey
Fiscal Officer Peggy Russell
Chief Jason Creamer

Zoning Inspector/Twp Administrator, Kevin Comes
Cemetery/Town Hall, Theresa Forlini-Petrey
Administrative Assistant, Kristy McElroy
Guests/Residents

Chairman Chris Kosman called the meeting to order at 7:00pm and led the Pledge of Allegiance. Trustee Kosman stated the meeting is being recorded for transcription purposes only, reminded residents to sign in at the front table and to state name and address when speaking.

INVITED GUESTS

There were no invited guests.

APPROVAL OF MINUTES

- **MOTION** to approve Regular Meeting December 22, 2025 minutes; **Moved by Trustee Zieja, seconded by Trustee Downey.** Roll: Zieja-yes; Downey-abstained due to not being an official trustee at the December meeting; Kosman-yes.

DEPARTMENT REPORTS

Fire Department (Chief Jason Creamer)

Operations/Alarm Report (Incident type count and mutual aid details attached)

- We've had a total of 48 incidents that have occurred since the last Trustees' meeting. Year total calls for 2025 were 517. The total was up from year 2024 when it had 471 calls.
- Year-to-date incidents: 37. At this time last year, we had 37 incidents.
- Mutual aid was provided 16 times and received once.

Administration

- This past month, we've applied for the State Fire Marshall's Office Equipment Grant, Training Reimbursement Grant, and Firehouse Subs Public Safety Grant. Still awaiting decisions on those.
- Requesting approval to reimburse Hunter Aungst the first part of his Firefighter 2 training. Our policy requires a 2-year commitment, and he will be eligible to apply for the second half of reimbursement next year.
 - **MOTION** to approve the first reimbursement of Firefighter training to Hunter Aungst for \$2,175.00 **moved by Trustee Downey, seconded by Trustee Zieja.** Roll: Zieja-yes; Downey-yes; Kosman-yes.

Fleet/Station Equipment

- Asking approval for annual Self-Contained Breathing Apparatus bench testing.
 - **MOTION** to approve MES Fire Equipment for annual SCBA testing for \$1,470.00 **moved by Trustee Downey, seconded by Trustee Zieja.** Roll: Zieja-yes; Downey-yes; Kosman-yes.

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- Requesting approval to purchase one rapid intervention team pack for firefighters and fire victim rescues.
 - **MOTION** to approve the purchase of one Scott RIT-PAK from MES Fire Equipment for \$4,050.00 **moved by Trustee Downey, seconded by Trustee Zieja.** Roll: Zieja-yes; Downey-yes; Kosman-yes.
- Request approval of Mack Industries to service the complex septic system on a one-year service agreement of \$389.64, not including parts or extra repairs. Trustee Kosman asked if there was a 5-year contract available. Chief Creamer said that he could investigate that. Trustee Kosman suggested waiting on the contract until Chief Creamer could investigate it. Trustee Kosman also reminded Chief Creamer to have tax removed from the contract.

The hose ordered in 2025 arrived and we would like to donate our old fire hose to the Career Center and discard four pieces which is a 30 50ft sections that failed annual service testing.

 - **MOTION** to discard failed fire hose and donate retired fire hose to the Medina County Career Center Fire and EMS program **moved by Trustee Downey seconded by Trustee Zieja.** Roll: Zieja-yes; Downey-yes; Kosman-yes.

Training

- -Department training over the past month has included pumping basics, fire search and rescue, and finger thoracostomies.
- -Five members attended the Medina County Firefighters Association training workshop on Saturday, January 10th for six hours of free training.

Administration (Township Administrator, Kevin Comes)

- Handbook approval
 - **RESOLUTION #26-01-01** amending the York Township Administration Handbook (attached). **MOTION** to adopt the Resolution #26-01-01 to amend the York Township Administrative Handbook for Administrative employees of York Township **moved by Trustee Zieja, seconded by Trustee Downey.** Roll: Downey-yes; Zieja-yes; Kosman-yes.

Zoning (Zoning Inspector, Kevin Comes)

- 2025 Permits
 - History
 - 2025- 64
 - 2024- 70
 - 2023- 73
 - 2022- 96
 - Breakdown for 64 permits in 2025
 - Accessory Bldg.- 14
 - Swimming Pools- 10
 - Decks/additions/patio covers- 9

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- Lot splits/mergers- 7
- Agricultural Exemptions- 7
- New Homes- 6
- BZA request- 4
- Site Plan Review- 4
- Sign permit- 3
- New homes are being driven by Lot splits, we had 7 this year up from 5 the year before, which means new homes being built will be low again in 2026.
- It remains the bulk of permits are for Accessory buildings or additions in residential districts.
- 2025 Violations
 - 32 New violations/concerns in 2025
 - 59 are still in open status (being worked, prosecutor, continue to check) from 2022-2025
 - Closed 20 issues in 2025
 - It is still best to submit a zoning complaint to us so we can inspect, I do not get out as much as I would like to.
- Met with iWorQ who runs a Zoning software which could digitize our permits and violations. They ran a demonstration with their software which has a lot of great features that could take us into the future in the Zoning department. Their costs are an initial set up cost of \$2000, and a yearly fee of \$3000. If we sign up in the next month, they will knock off \$1000 of the set-up fee. It could be a great service but with only having around 70 permits a year, I am not sure about the yearly costs. Could look at OTA next month for some other solutions going forward.
 - Trustee Downey asked how much time it would save Kevin Comes? Kevin Comes replied that he could get more violations done but digitizing would be the biggest benefit. Kevin Comes went on to say that he felt the cost was a bit high
- There was 1 permit so far for January for Ag Exempt.

Maintenance (Township Administrator, Kevin Comes)

- 2025 Final Maintenance Numbers
 - Recurring jobs- Total 315/ Completed 286 / Percentage 91%
 - One-time jobs- Total 123 / Closed 114/Percentage 93% (23 open/working/hold)
 - Milestones- 3 ROW mowings (even with the mower breaking down 3 times this year), aggressive tree and limb removal out of ROW, correcting some ROW ditching issues, Rebuilt the fence at the Historical society, Wolff Rd. & Spieth Rd. Paving projects

Roads (Township Administrator, Kevin Comes)

- Update on Salt status:
 - Our estimated usage was 650 tons, our maximum allowed tonnage at contract price (\$56.69) is 747.50 tons
 - Used to date 390 tons
 - Received 587 tons

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- We have about 280 tons of salt left in the barn
- We ordered another 160 tons at the contract price from Cargill our Maximum allowed at the contract price.
- About 440 tons left for winter
 - Will only order if required by weather
- Usage wise is comparable to the county and other townships
- Salt Conservation:
 - Focusing on hills, curves, and intersections in the township. Plows will still be out. Trustee Kosman added that once the incoming storm is over, the township will salt.
 - A resident asked if there were any alternatives to try. Trustee Kosman said that you can mix aggregates but can't be used in developments due to drainage.
 - **Andy Kavc (Station)**-It's very slick by the hill after the tracks.

Parks

- AM250
 - So many amazing ideas brainstormed, narrowed down
 - Scavenger hunt; red/white/blue house decorating contest; street fair/party in the park (main event), flag retirement location; just to name a few.
 - Theresa Forlini-Petrey and Kristy McElroy would like to order 30 US Flags that measure 3'x5' at \$29 apiece for a total of \$870, to use as prizes/giveaways for some events (10 for scavenger hunt; 10 for first 10 retired flags, 1/YT household; others tbd, Theresa to go over)
 - There is talk of the Historical Society hosting a speaker series.
 - Will work with EYFD/EFA to coordinate some events as well and not interfere with any plans they have for the year
 - Plan to present more details at February meeting including a request for budget.
- **MOTION** to approve the purchase of flags for the township from Falls Flags for \$2,025. **Moved by Trustee Zieja, seconded by Trustee Downey.** Roll call Zieja-yes; Downey-yes; Kosman-yes.

Parks (AM 250)	\$1,315
Roads	\$680
S&H	\$30
<hr/>	
Total	\$2,025

 - Side note- we are expected to receive a credit of \$522.45 for the return of three larger 8' x 12' unused park flags- so our final total will be cheaper.
 - Trustee Zieja asked if anyone had seen the email about planting a tree for AM250? Kristy McElroy said that she saw an email that every country was going to receive a tree. Trustee Zieja suggested Smith Brothers.

Town Hall (Town Hall Coordinator, Theresa Forlini-Petrey)

- Motion to approve one of the two options for replacement windows.
 - Motion #1 -To approve Tri-Star home improvements to replace five wooden windows for \$3,985 not to exceed \$4,200

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- Final check to be issued when windows are completed.
- -OR-
- Motion #2- to approve the purchase of Five replacement windows from Graves lumber for \$1,464 not to exceed \$1,500.
 - Graves Lumber needs to be paid in full by a credit card in order-to-order windows.
 - Township employees will install. (township additional cost \$600-\$800)
- Trustee Downey questioned if the new windows would be wooden. Theresa Forlini-Petrey replied that they would be vinyl. Trustee Downey asked about historical significance. Theresa and Kevin Comes said that there are already vinyl windows in there.
- **MOTION** to approve the purchase of 5 (five) replacement windows from Graves lumber for \$1,464 not to exceed \$1,500 **moved by Trustee Downey, seconded by Trustee Zieja.** Roll: Zieja-yes; Downey-yes; Kosman-yes. Trustee Zieja reminded Theresa to let him know what ordering to have it paid for on Trustee Zieja's credit card.

Cemetery (Cemetery Sexton, Theresa Forlini-Petrey)

No report

Utilities/Services

- Trustee Kosman said that he received a letter from Armstrong that they are going to be raising rates.

Economic Development

No report

Community Events (Administrative Assistant, Kristy McElroy)

- Office Closed – February 4th & 5th (OTA Winter Conference)
 - The township office will be closed on Wednesday, February 4th and Thursday, February 5th, for staff and trustees to attend the 2026 OTA Winter Conference. Phone messages and emails will be checked daily.
- Office Closed – February 16th (President's Day)
- Trustee Downey said that he will be attending the Demographics Conference at the Medina County Career Center on February 17th. Trustee Kosman asked that he takes good notes for the Board.

Fiscal (Fiscal Officer Peggy Russell)

- **MOTION** to approve Financial Reports for December 2025 including Appropriation Status, Revenue Status & Summary, Fund Status & Summary and Bank Reconciliation. December Appropriation Supplemental, January Payroll, Bills/invoices, PO's and BC's effective January 1, 2026, as submitted, **moved by Trustee Zieja, seconded by Trustee Downey.** Roll Downey-yes; Zieja-yes; Kosman-yes.

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- **MOTION** to approve the Annual Bureau of Workman's Comp True up of \$1,783.00 (\$1,177 FD and \$606 TWP) for fiscal year 2025, **moved by Trustee Downey, seconded by Trustee Zieja**. Roll Zieja-yes; Downey-yes, Kosman-yes.
- Banking – total interest earned for 2025 is \$204,320.04.
- The Annual Township Road Mileage Certification for the Ohio Department of Transportation was signed and will be returned in the enclosed envelope to the Medina County Engineer's Office. We are unchanged at 25.137 2026 miles of road to maintain according to the Engineer.
- Credit cards for Paul and Trustee Downey are in process and we should be receiving them within the next week.
- The draft for the Rewards Program Policy 2026 emailed to prosecutor.
- The draft for the Tax Exempt Certificate Use Policy 2026 emailed to prosecutor.
- Draft RC2 emailed. Police Department was removed.
- **MOTION** to Approve Resident Write-Off's per Life Force recommendation to write off 47 resident accounts: totaling \$17,154.11 **moved by Trustee Zieja, seconded by Trustee Downey**. Roll: Downey-yes; Zieja-yes; Kosman-yes.
- **MOTION** to Approve Closure Authorization per Life Force recommendation to write off 9 accounts as non-collectable due to patient not responding \$7,372.60, **moved by Trustee Downey, second by Trustee Zieja**. Roll call-Zieja-yes; Downey-yes; Kosman-yes.
- OTA is coming up; everyone has received tax-exempt forms and will receive an information packet upon arrival at the conference. The info packet will have a small card to complete for necessary reimbursements.
- Disaster Policy 2026

TRUSTEES

TRUSTEE KOSMAN

No report.

TRUSTEE ZIEJA

No report.

TRUSTEE DOWNEY

Trustee Downey reported that he and Kevin have been brainstorming with ideas.

PUBLIC COMMENT

- **Keith Hinman (Beck)**-The culvert at 4137 Beck in which the concrete was blocking it, what's the status? The culvert may have been overlooked. Mr. Hinman asked what the complaint was about gas mixing station on Stone Road. He went on to say that the gas company is building a pad and that he can provide a phone number for contact. Trustee

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Kosman said he has already had a discussion with the owner about it.

- **Sue Monroe (Lester)**-Mrs. Monroe said that her and her husband had driven down Stone Road and saw what Dobson did. She feels that Dobson dug out dirt, not a culvert pipe. Trustee Kosman said that maintenance would look at the project in the spring and deal with whatever needs to be done at that time. Mrs. Monroe went on to say that she didn't appreciate the insinuation that her husband had done something wrong. Kevin Comes clarified that he felt the situation was miscommunicated. Mrs. Monroe continued by questioning who oversaw the roads. Trustee Kosman spoke up saying that he was. Mrs. Monroe asked how much of the budget was for the roads. Trustee Kosman said that he would have to refer to the Fiscal Officer for the Township. Mrs. Monroe felt that as a township resident, she should know how much money goes to roads, parks and cemetery. Trustee Kosman said that he could investigate that. Fiscal Officer Peggy Russell said that Mrs. Monroe could request Financial Reports.

MOTION to adjourn at 7:55pm moved by Trustee Zieja seconded by Trustee Downey. Roll call-Zieja-yes; Downey-yes; Kosman-yes.

Trustee Christopher Kosman, Chairman

Margaret Russell, Fiscal Officer

Upcoming Trustee Meetings:

Records Retention Meeting-2/19/2026 @3:30pm

Regular Meeting – 2/26/2026 @ 7:00pm

Regular Meeting – 3/26/2026 @ 7:00pm

Payment Listing

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2026	01/06/2026	01/06/2026	CH	Bureau of Workers Compensation	\$1,783.00	O
2-2026	01/09/2026	01/09/2026	CH	T-Mobile USA Inc.	\$270.14	O
3-2026	01/15/2026	01/12/2026	EP	Hunter A Aungst	\$340.52	O
4-2026	01/15/2026	01/12/2026	EP	Tanner Aungst	\$267.43	O
5-2026	01/15/2026	01/12/2026	EP	Travis Auth	\$640.77	O
6-2026	01/15/2026	01/12/2026	EP	Patrick K Barrett	\$591.17	O
7-2026	01/15/2026	01/12/2026	EP	Matthew M Behner	\$514.10	O
8-2026	01/15/2026	01/12/2026	EP	Gary Bromley	\$1,527.32	O
9-2026	01/15/2026	01/12/2026	EP	Anne Bures	\$255.29	O
10-2026	01/15/2026	01/12/2026	EP	Kevin C Comes	\$1,452.51	O
11-2026	01/15/2026	01/12/2026	EP	Jason D Creamer	\$829.28	O
12-2026	01/15/2026	01/12/2026	EP	John Dean Creamer	\$322.20	O
13-2026	01/15/2026	01/12/2026	EP	Ronald Michael Eckart	\$682.35	O
14-2026	01/15/2026	01/12/2026	EP	Alexander Elioff	\$77.37	O
15-2026	01/15/2026	01/12/2026	EP	Theresa Forlini-Petrey	\$753.80	O
16-2026	01/15/2026	01/12/2026	EP	Dylan J Glavasevic	\$1,966.77	O
17-2026	01/15/2026	01/12/2026	EP	Matthew K Hawthorne	\$176.55	O
18-2026	01/15/2026	01/12/2026	EP	Brandon Hayner	\$489.63	O
19-2026	01/15/2026	01/12/2026	EP	Christopher R Kosman	\$634.79	O
20-2026	01/15/2026	01/12/2026	EP	Jozsef J Lenarth	\$499.86	O
21-2026	01/15/2026	01/12/2026	EP	Tal Lewis	\$127.55	O
22-2026	01/15/2026	01/12/2026	EP	Paul R Lindenberg Jr.	\$1,257.65	O
23-2026	01/15/2026	01/12/2026	EP	Zachary Lohr	\$798.60	O
24-2026	01/15/2026	01/12/2026	EP	Aiden Martin	\$967.49	O
25-2026	01/15/2026	01/12/2026	EP	Amanda Mason	\$535.35	O
26-2026	01/15/2026	01/12/2026	EP	Kristyne McElroy	\$752.01	O
27-2026	01/15/2026	01/12/2026	EP	Nicholas A Mehalic	\$120.09	O
28-2026	01/15/2026	01/12/2026	EP	Ryan Miller	\$431.69	O
29-2026	01/15/2026	01/12/2026	EP	Richard M Monroe	\$671.48	O
30-2026	01/15/2026	01/12/2026	EP	Ashton C Porec	\$1,105.28	O
31-2026	01/15/2026	01/12/2026	EP	Dylan T Ratkowski	\$909.71	O
32-2026	01/15/2026	01/12/2026	EP	David Rodriguez	\$480.34	O
33-2026	01/15/2026	01/12/2026	EP	Margaret M Russell	\$13.90	O
34-2026	01/15/2026	01/12/2026	EP	Spencer R Schrubbs	\$915.42	O
35-2026	01/15/2026	01/12/2026	EP	Dean Smith	\$516.08	O
36-2026	01/15/2026	01/12/2026	EP	Daniel C Sparks	\$241.84	O
37-2026	01/15/2026	01/12/2026	EP	Nathan M Stankovich	\$997.74	O
38-2026	01/15/2026	01/12/2026	EP	Alexandria J Telatko	\$176.40	O
39-2026	01/15/2026	01/12/2026	EP	Carter L Thacker	\$200.60	O
40-2026	01/15/2026	01/12/2026	EP	Sara C Williamson	\$206.17	O
41-2026	01/15/2026	01/12/2026	EP	Todd Anthony Zieja	\$573.47	O
42-2026	01/15/2026	01/12/2026	EP	Gregory Zuehlke	\$229.23	O
44-2026	01/15/2026	01/12/2026	EW	Internal Revenue Service	\$6,004.00	O
45-2026	01/15/2026	01/12/2026	EW	Public Employers Retirement System	\$4,795.56	O
46-2026	01/15/2026	01/12/2026	EW	Ohio Public Deferred Comp	\$1,230.00	O
47-2026	01/06/2026	01/12/2026	CH	Westfield Bank	\$75.00	O

Payment Listing

January 2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
48-2026	01/12/2026	01/12/2026	CH	Ohio Edison Co.	\$710.85	O
49-2026	01/08/2026	01/12/2026	CH	Ohio Edison Co.	\$124.49	O
50-2026	01/07/2026	01/12/2026	CH	Columbia Gas	\$647.17	O
51-2026	01/12/2026	01/12/2026	CH	Lorain-Medina Rural Electric Coop, Inc.	\$6.29	O
52-2026	01/12/2026	01/12/2026	CH	WEX Bank	\$633.38	O
53-2026	01/20/2026	01/20/2026	CH	Columbia Gas	\$184.90	O
54-2026	01/20/2026	01/20/2026	CH	Ohio Edison Co.	\$732.88	O
22501	01/09/2026	01/06/2026	AW	Cottom's Wildlife Removal & Environmental S	\$3,070.00	O
22502	01/09/2026	01/06/2026	AW	Cargill, INC.	\$10,936.31	O
22503	01/09/2026	01/06/2026	AW	Life Force Management, Inc.	\$1,147.34	O
22504	01/09/2026	01/09/2026	AW	Wellington Implement Co.	\$190.74	O
22505	01/22/2026	01/22/2026	RW	Linda Doran	\$200.00	O
22506	01/22/2026	01/22/2026	AW	ELAN Financial Services	\$528.83	O
22507	01/22/2026	01/22/2026	AW	Amazon Capital Services, INC	\$528.07	O
22508	01/22/2026	01/22/2026	AW	Atlantic Emergency Solutions	\$9,872.86	O
22509	01/22/2026	01/22/2026	AW	Aungst, Hunter	\$2,175.00	O
22510	01/22/2026	01/22/2026	AW	Chris Blair	\$420.00	O
22511	01/22/2026	01/22/2026	AW	LEAF	\$708.00	O
22512	01/22/2026	01/22/2026	AW	Mack Industries, Inc.	\$389.64	O
22513	01/22/2026	01/22/2026	AW	Medina Co. Career Center	\$147.00	O
22514	01/22/2026	01/22/2026	AW	Medina Co Emergency Mgmt	\$4,003.68	O
22515	01/22/2026	01/22/2026	AW	Ohio Cemetery Association	\$100.00	O
22516	01/22/2026	01/22/2026	AW	Ohio Insurance Services Agency, INC.	\$9,331.70	O
22517	01/22/2026	01/22/2026	AW	STATE CHEMICAL SOLUTIONS	\$88.00	O
22518	01/22/2026	01/22/2026	AW	Stryker Sales Corporation	\$3,243.60	O
Total Payments:					\$88,528.23	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$88,528.23	

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

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.

The Board of Trustees of York Township, Ohio, met at regular session on January 22, 2026, commencing at 7:00 pm, at the York Township Fire complex, 6609 Norwalk Road, Medina, Ohio 44256 with the following members present:

Todd Zieja

Christopher Kosman

Dennis Downey

COPY

The Fiscal Officer advised the Board that the notice requirements of Section 121.22 of the Revised Code and the implementing rules adopted by the Board pursuant thereto were complied with for the meeting.

Zieja moved the adoption of the following Resolution:

RESOLUTION NO. 26-01- 01
**A RESOLUTION AMENDING THE YORK TOWNSHIP ADMINISTRATION HANDBOOK
FOR ADMINISTRATION EMPLOYEES OF YORK TOWNSHIP**

WHEREAS, Amending Section Employment Classifications Policy

Currently written as:

Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 32 hours per week that are not hired on a temporary basis.

Rewrite to read:

Full-Time Employees

Full-time employees are those who are regularly scheduled to work at least 32 hours per week, over twenty-four (24) consecutive semi-monthly pay periods, which is not limited to a specific season or duration, or any other standard established as full-time by the Township.

Part-Time Employees

An employee who is intended to regularly work less than 1499 hours per year and waive all medical, dental and life insurance benefits.

WHEREAS, Adding Section Corrective Action

WHEREAS, Adding Section Township Credit Cards

WHEREAS, Amending Section Personal Leave

Currently written as:

- a.) After one (1) year of employment, ~~4 personal days based on normal hours,~~
- b.) After four (4) years of employment, ~~6 personal days based on normal hours,~~
- c.) After five (5) years of employment, ~~8 personal days based on normal hours,~~

Rewrite to read:

- a.) After one (1) year of employment, 24 hours
- b.) After four (4) years of employment, 36 hours
- c.) After five (5) years of employment, 48 hours

Remove

~~3.—Awarded hours are equal to the number of hours deemed by the employee's normal work schedule as deemed by the Department Head;~~

~~Accrual and Use~~

~~Not applicable~~

Add

Use

Employees may use their personal leave at any time after the first 1 year of employment.

WHEREAS, Amending Section Sick Leave

Currently written as

1. "Time worked" for the purpose of calculating sick leave accrual, is defined as "all hours in an active pay status including, hours actually worked and all paid time on vacation, sick leave, compensatory time, and holidays".

Rewrite to read:

1. "Time worked" for the purpose of calculating sick leave accrual, is defined as "all hours **normally scheduled** in an active pay status including, hours actually worked and all paid time on vacation, sick leave, compensatory time, and holidays".

Remove

~~D. Sick leave use shall be documented through the Kronos time system and is charged in minimum units of one-quarter (.25) hours.~~

Change

All Medina County or County to Township

Amend

Currently written as

~~O. Medina County employees retiring from active service will be paid for their accrued and unused sick hours found under Policy 8.010 (Reference Policy 8.010—Retirement: Payment for Unused Sick & Vacation Hours)~~

Rewrite to read:

N. Township employees retiring from active service will be paid for their accrued and unused sick hours if they have worked for ten (10) years or more in public service with the state or any of its political subdivisions.

WHEREAS, Amending Section Vacation Policy

Remove

~~Insert accrual schedule from Fiscal Officer (medina county schedule)~~

Amend

Currently written as

A. ORC 325.19 entitles full-time employees to receive vacation benefits as shown on the chart below. ~~Employees are eligible for vacation after completing one (1) year of service.~~

Rewire to read:

A. ORC 325.19 entitles full-time employees to receive vacation benefits as shown on the chart below. Employees begin to accrue vacation when they begin work for the Township. Employees may use their vacation leave at any time after the first After 30 days of employment. Employees may carry over accrued vacation leave from one year to the next.

Add

1. "Time worked" for the purpose of calculating vacation accrual, is defined as "all normally scheduled hours in an active pay status including, hours actually worked and all paid time on vacation, sick leave, compensatory time, and holidays".
2. Vacation is not earned during periods of unpaid leave of absence or layoff.

Change

All Medina County or County to Township

Remove

Procedure

WHEREAS, Amending Section Holiday Pay

Currently written as

Full-time employees are entitled to the following paid holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays unless otherwise approved by the Board of Trustees.

To be eligible for a paid holiday, the employee must be on active pay status the day before and the day after the holiday.

~~York Township follows the Medina County vacation schedule, and this is approved each year as part of the Trustee Organizational Meeting Minutes that takes place in January.~~

Rewrite to read

Full-time **and part-time** employees are entitled to the following paid holidays:

New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, **The Day after Thanksgiving, Christmas Eve** and Christmas Day.

The day after Thanksgiving and Christmas Eve may be used as a floating holiday that must be used within the pay period.

When a holiday falls on a Saturday, the preceding **Thursday**/Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays unless otherwise approved by the Board of Trustees.

To be eligible for a paid holiday, the employee must be on active pay status the day before and the day after the holiday.

Part-time employees must be regularly scheduled to work on the day of the week which an observed holiday occurs to be eligible for holiday pay.


Working on a Holiday

When an employee is required, by schedule, to work on any of the above holidays, they shall be paid at one and one-half (1-1/2) times their regular rate of pay for every hour worked; in addition to receiving hours of holiday pay. No more than eight (8) hours of holiday pay will be paid should the employee work more than eight (8) hours on the holiday; however, the additional 'worked' hours will be paid at time-and-a-half.

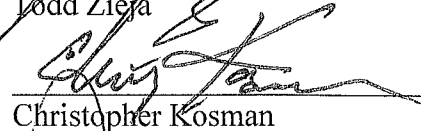
WHEREAS, Adding Bereavement Leave Policy

WHEREAS, Removing Meals During Business-Related Travel Policy

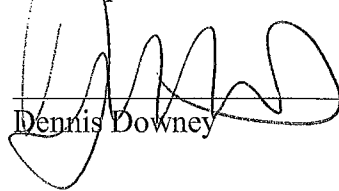
WHEREAS, The amended section in the York Township Handbook will correct and go into effect immediately after the approval. Updated pdf copies will be created and distributed to all employees via email.



Todd Zieja

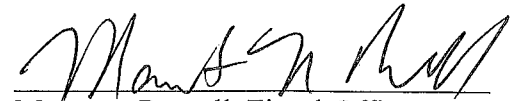


Christopher Kosman



Dennis Downey

Adopted the 22nd day of January 2026



Margaret Russell, Fiscal Officer
York Township
Medina County, Ohio