

**Draft**

HUNTINGTON TOWNSHIP TRUSTEES  
45955 STATE ROUTE 162 WELLINGTON OHIO 44090

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Minutes of January 7, 2019

The Huntington Township Trustees met in special session at 6:15 PM at the Township Hall. Meeting called to order with the pledge of Allegiance by Robert Holmes. Also present were Walter Rollin, Dennis Finkel, Jed Lamb, Dennis Finkel, Frances Rollin, Dimitri Szyal and Sheila Lanning.

2018 Board of Trustee Chairman Holmes turned the meeting over to the Fiscal Officer. Floor was open for nominations to Chairman for 2019, **Motion** by Holmes and second by Rollin to nominate Lamb Chairman for 2019. Hearing no further nominations a vote was taken with 2 yea and 1 abstain (Lamb). Floor open for nominations to Vice Chairman for 2019 with a **Motion** by Lamb and second by Holmes to nominate Rollin to Vice Chairman. Hearing no further nominations, a vote was taken with 2 yea and 1 abstain (Rollin). Fiscal Officer turned the Organizational meeting over to 2019 Chairman Lamb.

Chairman Lamb read the following **Resolutions**:

- 2019-1** **Motion** by Lamb with a second by Holmes to hold Trustee meetings the first and third Mondays of the month at 7:00 PM. All favorable, **Motion** carried.
- 2019-2** **Motion** by Lamb with a second by Holmes to appoint Sheila Lanning recycling coordinator. All favorable, **Motion** carried.
- 2019-3** **Motion** by Lamb with a second by Holmes to appoint Dennis Finkel as Zoning Inspector and Sheila Lanning as Zoning Secretary. All favorable, **Motion** carried.
- 2019-4** **Motion** by Lamb with a second by Holmes to appoint Rollin representative for the Fire Board and Holmes as alternate. All favorable, **Motion** carried.
- 2019-5** **Motion** by Lamb with a second by Rollin to appoint Holmes as representative for the Ambulance Board and Rollin as alternate. All favorable, **Motion** carried.
- 2019-6** **Motion** by Lamb with a second by Holmes to appoint Rollin in charge of the Cemetery. All favorable, **Motion** carried.
- 2019-7** **Motion** Lamb with a second by Holmes to appoint Rollin representative on the Senior Citizen's Board (Thrive, Southern Lorain County Office on Aging). All favorable, **Motion** carried.
- 2019-8** **Motion** by Lamb with a second by Holmes to appoint Holmes as an alternate to the Water Board for 2019. All favorable, **Motion** carried.

**Resolution 2018-43** appointing Lamb to a 4-year term as Huntington Township representative on the Rural Lorain Water Board previously passed 11-5-2018.

- 2019-9** **Motion** by Holmes with a second by Rollin to appoint Lamb to the LORCO board for 2019 and Holmes as ALTERNATE. All favorable, **Motion** carried.
- 2019-10** **Motion** by Lamb with a second by Holmes to pay mileage to the Trustees, Fiscal Officer, Zoning Inspector, and employees when they use their own vehicle for travel outside the Township on Township business at the rate the government allows, with the exception of the Zoning Inspector to be paid for all his own mileage on Township business. All favorable, **Motion** carried.

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- 2019-11** *Motion* by Lamb with a second by Holmes to advertise for stone bids. All favorable, *Motion* carried.
- 2019-12** *Motion* by Lamb with a second by Rollin to use recycled supplies and products in the Township whenever possible and practical. All favorable, *Motion* carried.
- 2019-13** *Motion* by Lamb with a second by Holmes that Huntington Township abides by the OSHA standards and complies with their regulations where it applies in the Township. All favorable, *Motion* carried.
- 2019-14** *Motion* by Lamb with a second by Holmes to purchase biodiesel and diesel fuel from Sunrise, Inc., and unleaded from Marathon Oil Co. located by Chet & Fran's Store and BP stations with the Township BP Card during 2019. All favorable, *Motion* carried.
- 2019-15** *Motion* by Lamb with a second by Rollin to allow the Fiscal Officer to purchase the necessary supplies during the year, not to exceed \$500.00 per purchase. All favorable, *Motion* carried.
- 2019-16** *Motion* by Lamb with a second by Rollin to pass a resolution that the Township complies with ADA standards wherever possible. All favorable, *Motion* carried.
- 2019-17** *Motion* by Lamb with a second by Holmes to set the rental rates for the Township School Building second floor Hall at \$125.00 for nonresidents including chairs and tables. Use of the Township School Building is free to residents. No smoking or alcohol permitted. All favorable, *Motion* carried.
- 2019-18** *Motion* by Lamb with a second by Rollin to set cemetery rates for all Cemetery lots:  
Township Residents Single Lot \$200.00, Double Lot \$400.00  
Non-Residents Single Lot \$400.00 Double Lot \$800.00  
Fee for opening/closing grave \$400.00 for weekdays, \$450.00 for Saturdays until noon & Holidays, no Sunday burial. After noon on Saturdays is additional \$200.00. Fee for opening and closing for cremation or infant is \$200.00. Fee for disinter/reintern \$400.00. Fee for footers for monuments is \$15.00 per cubic foot, with a minimum charge of \$200.00. One burial and one cremation allowed per lot. If a grave is open in inclement weather resulting in extra cost to the Township, this cost passed to the family. There is no disinter/reintern for cremation when full burial subsequently done on same lot. All favorable, *Motion* carried.
- 2019-19** *Motion* by Lamb with a second by Holmes to pay the Zoning Commission and Zoning Board of Appeals members \$25.00 per meeting. The Zoning Inspector will be paid \$225.00 per month and Secretary \$300.00 per month. Zoning permit fees will be .15 (fifteen cents) per square foot with a \$50.00 minimum. The occupancy permits will be \$30.00. The fee for a conditional permit will be \$200.00 for the first year and the renewal fee will be \$100.00 per year thereafter. The permit for a pond will be \$30.00. Vote: All favorable, *Motion* carried.
- 2019-20** *Motion* by Lamb with a second by Holmes to pay Trustees a monthly salary, rather than a per diem. All favorable, *Motion* carried.
- 2019-21** *Motion* by Lamb with a second by Rollin to pay, Ron Pflaum, Mike Moskal, and Frank Miller part-time employees at the hourly rate of \$13.25. John Pipcak at the hourly rate of \$ 13.60, other part-time help that is necessary will be paid an hourly rate at the discretion of the Trustees. Dimitri Szynal will be paid \$16.50 per hour. Jill DeMarco will be paid \$11.00 for janitorial work. All favorable, *Motion* carried.

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- 2019-22 Motion** by Lamb with a second by Holmes to keep Dennis Finkel as full time employee at a pay of \$21.91 per hour, or \$45,578.62 per year or a 4% raise. Provide health insurance with Finkel paying 10% of health care premium costs. Finkel given 4 weeks' vacation that cannot to be carried over to the next year. He will be paid for 2 weeks' vacation if not taken by end of year. Sick time at 12 days or 96 hours per year. The Board expects 2080 hours of paid salary, which includes the following, paid Holidays: New Year's, Christmas, Thanksgiving, Labor Day, Independence Day, Memorial Day, and Veterans Day. Work hours are 8:00 am to 4:30 pm Monday through Friday with ½ hour unpaid lunch and two 15 minute breaks. Hours beyond normal schedule for plowing and cemetery work will not be compensated in overtime; however, they will be credited as flextime. Flex time will be used within the following three after it is earned. All efforts made to not accumulate flextime. All favorable, **Motion** carried.
- 2019-23 Motion** by Lamb with a second by Rollin to add reimbursement of Health Insurance premiums to Township Benefit plan as described in the Township Policy adopted 2-1-2016 by Resolution 2016-25. All favorable, **Motion** carried.
- 2019-24 Motion** by Lamb with a second by Rollin to set the following Township fees: Zoning Resolution book \$10.00 per copy, Resident Garbage drop off \$2.00 for 30-gallon bag and \$4.00 for lager bag. Resident dumpster day: 2<sup>nd</sup> pick-up truck drop off \$5.00, larger than pick-up \$20.00, dump truck \$30.00. All favorable, **Motion** carried.
- 2019-25 Motion** by Lamb with a second by Holmes to authorize 10% health care premium charge for any Elected Official who elects coverage through the Township. All favorable, **Motion** carried.
- 2019-26 Motion** by Lamb with a second by Holmes to authorize plowing Findley State Park access driveway if requested. All favorable, **Motion** carried.
- 2019-27 Motion** by Lamb with a second by Holmes to authorize moving September Trustee meeting to Tuesday September 3<sup>rd</sup>, 2019 in honor of Labor Day Holiday. All favorable, **Motion** carried.
- 2019-28 Motion** by Lamb with a second by Holmes to authorize cancelling Monday August 19<sup>th</sup> 2019 meeting in observance of Lorain County Fair. All favorable, **Motion** carried.
- 2019-29 Motion** by Lamb with a second by Rollin to authorize using Cravener Creative for website and Facebook maintenance in 2019. Vote taken: 2 yea and 1 abstain (Holmes), **Motion** carried.
- 2019-30 Motion** by Lamb with a second by Holmes to authorize the changing of the MOU with LC Office on Aging to reflect the calendar year of January 1<sup>st</sup> to December 31<sup>st</sup> 2019. All favorable, **Motion** carried.

**Motion** by Lamb with a second by Holmes to close the 2019 Organizational meeting of the Board of Trustees. Roll call: 3 yea.

January 7 Board of Trustee Meeting called to order with the pledge of Allegiance by Lamb at 7:05 PM. Also present were Walter Rollin, Dennis Finkel, Robert Holmes, Dennis Finkel, Frances Rollin, Dimitri Szynal and Sheila Lanning.

**Motion** by Holmes with a second by Rollin to approve the minutes of December 29, 2018. Roll call: 3 yea.

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Financial Report for December 2018: \$413,964.96 year to date revenue, \$396,626.47 year to date expenditures and \$273,011.33 Bank balance.

**COMMITTEE REPORTS:**

**WATER BOARD-** Lamb reported that Rundle is out as President of the Board, a meeting coming up this week.

**LORCO-** Lamb reported that a meeting coming up this week.

**AMBULANCE-** Holmes reported that a meeting coming up this week.

**FIRE-** Rollin reported the new truck should be completed by end of the week; Recognition dinner is 1/26/019 with RSVP due by 1/21/2019.

**OPWC-** none

**SWAC-** Griggs Road project and culvert on Stewart Road were both awarded grant money.

**THRIVE-** none

**OFFICE ON AGING-** none

**CEMETERY-** none

**RECYCLE-** Lanning received the fourth quarter recycling figures from Rumpke. Holmes stated the best bidder so far interested in the Consortium is Rumpke.

**OLD BUSINESS-** Received the sand to mix with salt. Finkel still working on getting a new sign for the Garage and Zoning office. Signs are more expensive than expected. Met with Mark Friday to show where the new Jake Brake signage should be placed may erect the signs on Wednesday. Land Use plan surveys are a success. Heather Cleary accepted the BZA full member position and Robert Cleary accepted the Zoning Commission appointment for another 5 years (2019-2023). Still need an alternate for the BZA, Holmes to put ad on Facebook. Completed Health care information communicated to the County.

**NEW BUSINESS-** Hoarding meeting cancelled, posting Vaccinations for January on Facebook, Sheriff Incidents for December totaled 24, Brunch with Farmers event 2/9/2019, received a letter from Lorain County Health District regarding the Landfill. Finkel to address the issue and Lanning to write letter to EPA and L Health District. Finkel reported 1 new home permit and one forthcoming from a construction on McMillan. Finkel stated another new home may be forthcoming on Becky Lane (side Road off McMillan) but there will need to be a road constructed. Finkel to call County about who has responsibility for the construction of the new road. Frances Rollin asked for copy of Cemetery charges and what to do about a light on in vacant neighbor home. Suggested to call Sheriff.

Marathon \$25.00 gift card winner is Terry Sas.

**Motion** by Lamb with a second by Holmes to adjourn. All favorable, meeting adjourned at 7:47 PM.

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Signed Chairman

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Attest, Fiscal Officer

**Payment Listing**

UAN v2019.1

January 2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
2-2019	01/11/2019	01/05/2019	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,294.50	O
3-2019	01/11/2019	01/05/2019	EW	UNITED STATES TREASURY	\$1,059.96	O
4-2019	01/11/2019	01/05/2019	EW	TREASURER OF STATE OF OHIO	\$657.32	O
8527	01/07/2019	01/05/2019	AW	LEMKE SALES COMPANY	\$72.16	V
8527	01/07/2019	01/05/2019	AW	LEMKE SALES COMPANY	-\$72.16	V
8528	01/07/2019	01/05/2019	AW	Kimball Midwest	\$83.88	V
8528	01/07/2019	01/05/2019	AW	Kimball Midwest	-\$83.88	V
8529	01/07/2019	01/05/2019	AW	FARM & HOME HARDWARE	\$49.49	V
8529	01/07/2019	01/05/2019	AW	FARM & HOME HARDWARE	-\$49.49	V
8530	01/07/2019	01/05/2019	AW	WILLOWVALE FARMS INC	\$2,095.46	V
8530	01/07/2019	01/05/2019	AW	WILLOWVALE FARMS INC	-\$2,095.46	V
8531	01/07/2019	01/05/2019	AW	MERCY OCCUPATIONAL HEALTH - BUILDII	\$46.00	V
8531	01/07/2019	01/05/2019	AW	MERCY OCCUPATIONAL HEALTH - BUILDII	-\$46.00	V
8532	01/07/2019	01/05/2019	AW	Compass Minerals America	\$3,577.70	V
8532	01/07/2019	01/05/2019	AW	Compass Minerals America	-\$3,577.70	V
8533	01/07/2019	01/05/2019	AW	LEMKE SALES COMPANY	\$72.16	O
8534	01/07/2019	01/05/2019	AW	Kimball Midwest	\$83.88	O
8535	01/07/2019	01/05/2019	AW	FARM & HOME HARDWARE	\$49.49	O
8536	01/07/2019	01/05/2019	AW	WILLOWVALE FARMS INC	\$2,095.46	O
8537	01/07/2019	01/05/2019	AW	MERCY OCCUPATIONAL HEALTH - BUILDII	\$46.00	O
8538	01/07/2019	01/05/2019	AW	Compass Minerals America	\$3,577.70	O
8539	01/07/2019	01/07/2019	AW	Rumpke	\$405.00	O
8540	01/07/2019	01/07/2019	AW	David A Cravener	\$93.00	O
Total Payments:					\$10,434.47	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$10,434.47	

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.