

Draft

HUNTINGTON TOWNSHIP TRUSTEES
45955 STATE ROUTE 162 WELLINGTON OHIO 44090

Minutes of January 3, 2023

The Huntington Township Trustees met in special scheduled session at 7:00 PM at the Township Hall. Meeting called to order with the pledge of Allegiance by Walter Rollin. Also present were Robert Holmes, Jed Lamb, Matt Combs and Sheila Lanning. Rollin turned the meeting over to Fiscal Officer Sheila Lanning. Lanning opened the floor to nominations for 2023 Chairman. Holmes nominates Lamb for 2023 Chairman, second by Rollin. Roll call: two yeas, Lamb abstained. Lanning turned the meeting over to 2023 Chair Lamb. Lamb opened nominations for 2023 Vice Chairman. Rollin nominated Holmes to Vice Chairman, second by Lamb. Roll call: two yeas, Holmes abstained.

Motion by Rollin with a second by Holmes to approval the minutes of special scheduled meeting of December 30th, 2022 as written. Roll call: three yeas. **Motion** by Holmes with a second by Rollin to approve the financial reports for December 2022 with year to date revenue \$571,828.66, year to date expenditures \$507,174.27 and bank balances of \$464,320.47. Roll call: three yeas.

- 2023-1** **Motion** by Holmes with a second by Rollin to hold Trustee meetings the first and third Mondays of the month at 7:00 PM. All favorable, **Motion** carried.
- 2023-2** **Motion** by Rollin with a second by Holmes to appoint Sheila Lanning recycling coordinator. All favorable, **Motion** carried.
- 2023-3** **Motion** by Rollin with a second by Holmes to appoint Sheila Lanning as Zoning Secretary. All favorable, **Motion** carried.
- 2023-4** **Motion** by Lamb with a second by Holmes to appoint Rollin representative for the Fire Board and Holmes as alternate. Holmes= yes Lamb= yes Rollin= abstain, **Motion** carried.
- 2023-5** **Motion** by Lamb with a second by Rollin to appoint Holmes as representative for the Ambulance Board and Rollin as alternate. Lamb= yes, Rollin= yes, Holmes= abstain, **Motion** carried.
- 2023-6** **Motion** by Lamb with a second by Holmes to appoint Rollin in charge of the Cemetery. All favorable, **Motion** carried.
- 2023-7** **Motion** by 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.
- 2023-8** **Motion** by Lamb with a second by Rollin to appoint Holmes as an ALTERNATE to the Water Board for 2023. All favorable, **Motion** carried

Resolution 2022-41 passed 10/3/2022 on Motion by Holmes with a second by Rollin to appoint Lamb to the Rural Water Board for a four (4) year term ending 2026.

- 2023-9** **Motion** by Holmes with a second by Rollin to appoint Lamb to the LORCO board for 2023, 2024, 2025 term beginning April 1, 2023 and Holmes as an ALTERNATE, all favorable, **Motion** carried.
- 2023-10** **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. All favorable, **Motion** carried. Rate set for 2023 is currently \$.65 per mile.
- 2023-11** **Motion** by Lamb with a second by Rollin to advertise for stone bids. All favorable, **Motion** carried. Bid opening date is set at Feb 6, 2023 at 7:00 PM

HUNTINGTON TOWNSHIP TRUSTEES
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- 2023-12** *Motion* by Lamb with a second by Holmes to use recycled supplies and products in the Township whenever possible and practical. All favorable, *Motion* carried.
- 2023-13** *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.
- 2023-14** *Motion* by Lamb with a second by Rollin 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 2023. All favorable, *Motion* carried.
- 2023-15** *Motion* by Lamb with a second by Holmes to allow the Fiscal Officer to purchase the necessary supplies during the year, not to exceed \$500.00 per purchase. All favorable, *Motion* carried.
- 2023-16** *Motion* by Lamb with a second by Rollin that the Township complies with ADA standards wherever possible. All favorable, *Motion* carried.
- 2023-17** *Motion* by Lamb with a second by Rollin to set the rental rates for the Township School Building second floor Hall at \$150.00 for nonresidents including chairs and tables. Use of the Township School Building is free to residents. No smoking or alcohol permitted and scheduling is done by calling 440-647-5100. All favorable, *Motion* carried.
- 2023-18** *Motion* by Lamb with a second by Holmes to set cemetery rates for all Cemetery lots:
Township Residents: Single Lot \$300.00, Double Lot \$500.00
Non-Residents: Single Lot \$500.00, Double Lot \$1,000.00
Fee for opening/closing grave \$500.00 for weekdays until 5:00 PM with additional \$200.00 for evenings after 5:00 PM and Saturdays. Fee for opening and closing for cremation and/or infant is \$250.00 for weekdays until 5:00 PM with additional \$200.00 for evenings after 5:00 PM and Saturdays. There are no Sunday or Holiday burials. Fee for disinter/reintern \$500.00. Fee for footers for monuments is \$25.00 per cubic foot, with a minimum charge of \$300.00. One burial and one cremation allowed per lot. If a grave is opened in inclement weather resulting in extra cost to the Township, this cost will be passed on to the family. There is no disinter/reintern for cremation when full burial subsequently done on same lot. Any previously received foundation orders are "grandfathered" at the 2022 price per cubic foot. All favorable, *Motion* carried.
- 2023-19** *Motion* by Lamb with a second by Holmes to pay the Zoning Commission and Zoning Board of Appeals members \$30.00 per meeting. The Zoning Secretary \$450.00 per month. Zoning Inspector \$400.00 per month. Zoning permit fees will be .30 (thirty cents) per square foot with a \$50.00 minimum. The occupancy permits will be \$50.00. 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. At the discretion of the Zoning Inspector a noncompliance fee of no more than 4 (four) times the amount of the original permit cost may be assessed for failure to secure permits in a timely manner. All favorable, *Motion* carried.
- 2023-20** *Motion* by Lamb with a second by Holmes to pay Trustees a monthly salary, rather than a per diem. All favorable, *Motion* carried.
- 2023-21** *Motion* by Rollin with a second by Lamb to pay John Pipcak at the hourly rate of \$14.50. Jill DeMarco will be paid \$12.50 per hour for janitorial work. Robert Bort \$20.00 per hour and other part-time help that is necessary will be paid an hourly rate at the discretion of the Trustees. All favorable, *Motion* carried.
- 2023-22** *Motion* by Lamb with a second by Holmes to keep Matthew Combs as full-time employee. Rate of pay: \$25.00 per hour. Use of Township pickup truck to travel to and from home and only company business. The Township will provide health insurance with employees paying 10% of health care

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premium costs. Combs will be given 4 weeks' vacation that can not to be carried over to the next year. Payout for up to 2 weeks' vacation time if not taken by end of year. Sick time provided at 12 days or 96 hours per year. The Board expects 2080 hours of paid salary which includes the following 12 paid Holidays: New Years, Martin Luther King Jr. Day, Washington-Lincoln's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day After Thanksgiving and Christmas. Work hours are 8:00 am to 4:30 pm Monday through Friday with ½ hour unpaid lunch and two 15-minute paid breaks. Hours paid beyond normal scheduled 40-hour week for plowing and cemetery work will not be compensated in overtime, however they will be credited as Comp time. Comp time earned at time and ½ to meet Fair Labor Standards on time paid over 40 hours per week. Comp time will be used within the following three months after it is earned. All efforts will be made to not accumulate comp time. All favorable, **Motion** carried.

2023-23 Motion by Lamb with a second by Holmes 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

2023-24 Motion by Lamb with a second by Holmes to set the following Township fees: Zoning Resolution book \$10.00 per copy, Resident Garbage drop off \$2.00 for 30-gallon bag, \$4.00 for larger bag, Resident Dumpster day: 2nd pick-up truck drop off \$5.00, larger than pick-up \$20.00, dump truck \$30.00. All favorable, **Motion** carried

2023-25 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.

2023-26 Motion by Lamb with a second by Holmes to authorize plowing Findley State Park access driveway if requested. All favorable, **Motion** carried.

2023-27 Motion by Lamb with a second by Rollin to authorize using Cravener Creative for website and Facebook in 2023. Lamb= yes Rollin= yes Holmes= abstain, **Motion** carried.

2023-28 Motion by Lamb with a second by Holmes to move the January 2nd meeting to Tuesday January 3rd, the September 4th meeting to Tuesday September 5th, the July 3rd meeting to Wednesday July 5th and to cancel the August 21st meeting. All favorable, **Motion** carried.

2023-29 Motion by Lamb with a second by Rollin to donate aluminum proceeds to Office on Aging for meals on wheels. All favorable, **Motion** carried.

COMMITTEE REPORTS:

SHERIFF- 22 calls in December

ZONING- Nora Klebow sent December 2022 Zoning Inspector Report of Activities. Resident email informing of Biogas/Biosolids issue in Grafton Township emailed to Zoning Commission and Inspector requested information and/or zoning language from Tom Mangan (Lorain County Prosecutor's Office).

ROADS- Combs: had contractor working on First Energy Power Line improvement correct a culvert pipe on Clark that they had disturbed during construction.

EQUIPMENT: Combs: Roller repair quote given to Trustees for a hydraulic drive motor. Discussion on Township having two rollers, one for parts. Combs to check with Wellington Township to see if they have the second parts roller in storage.

PREVIOUS BUSINESS:

No further information regarding the American Rescue Plan Act request for safety building funding. Trustees did not yet receive STAR authorization letters.

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NEW BUSINESS:

Fiscal Officer spreadsheet of STAR interest 1/31/2022 earned \$5.04, 12/30/22 earned \$411.75.

CORRESPONDENCE/ANNOUNCEMENTS

Ohio Township Association Grassroots clippings for January 2023. Lorain County Public Health News.

Motion by Holmes with a second by Rollin to adjourn. All favorable, meeting adjourned at 8:02 PM.

Signed Chairman

Attest, Fiscal Officer