

Draft

HUNTINGTON TOWNSHIP TRUSTEES
45955 STATE ROUTE 162 WELLINGTON OHIO 44090

Minutes of January 2, 2024

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 Jed Lamb. Also present were Robert Holmes, Walter Rollin, Matt Combs, Sheila Lanning, Neil Breyley, Sandy Denes, Eli Swartz and Frances Rollin. Lamb turned the meeting over to Fiscal Officer Sheila Lanning. Lanning opened the floor to nominations for 2024 Chairman. Holmes nominates Lamb for 2024 Chairman, second by Rollin. Roll call: three yeas. Lanning turned the meeting over to 2024 Chair Lamb. Lamb opened nominations for 2024 Vice Chairman. Lamb nominated Rollin to Vice Chairman, second by Holmes. Roll call: three yeas.

Motion by Holmes with a second by Rollin to approval the minutes of special scheduled meeting of December 29th, 2023 as written. Roll call: three yeas. **Motion** by Holmes with a second by Lamb to approve the financial reports for December 2023 with year to date revenue \$613,647.42, year to date expenditures 490,316.50 and bank balances of \$587,674.48. Roll call: three yeas.

2024-1 **Motion** by Rollin 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.

~~**2024-2** **Motion** by Rollin with a second by Holmes to appoint Sheila Lanning recycling coordinator. All favorable, **Motion** carried.~~

2024-3 **Motion** by Holmes with a second by Rollin to appoint Sheila Lanning as Zoning Secretary. All favorable, **Motion** carried.

2024-4 **Motion** by Holmes with a second by Lamb to appoint Rollin representative for the Fire Board and Holmes as alternate. All favorable, **Motion** carried.

2024-5 **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.

2024-6 **Motion** by Holmes with a second by Lamb to appoint Rollin in charge of the Cemetery. All favorable, **Motion** carried.

2024-7 **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.

~~**2024-8** **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.

2024-9 **Motion** by Lamb with a second by Rollin to appoint Holmes to the LORCO board as ALTERNATE. All favorable, **Motion** carried. Lamb appointed 4/4/2023 for 2023, 2024, 2025 Board terms.

2024-10 **Motion** by Holmes with a second by Rollin 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 who will be paid for mileage to/from and within Township while on Township business. All favorable, **Motion** carried. Rate set for 2024 is currently \$.67 per mile.

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- 2024-11** *Motion* by Lamb with a second by Rollin to advertise for stone bids. All favorable, *Motion* carried. Bid opening date is set at Feb 5, 2024 at 7:00 PM
- ~~**2024-12** *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.~~
- 2024-13** *Motion* by Rollin with a second by Lamb that Huntington Township abides by the OSHA standards and complies with their regulations where it applies in the Township. All favorable, *Motion* carried.
- 2024-14** *Motion* by Rollin 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 2024. All favorable, *Motion* carried.
- 2024-15** *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.
- 2024-16** *Motion* by Holmes with a second by Lamb that the Township complies with ADA standards wherever possible. All favorable, *Motion* carried.
- 2024-17** *Motion* by Lamb with a second by Holmes 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.
- 2024-18** *Motion Tabled*
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.
- 2024-19** *Motion Tabled* 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.
- 2024-20** *Motion* by Holmes with a second by Rollin to pay Trustees a monthly salary, rather than a per diem. All favorable, *Motion* carried.
- 2024-21** *Motion Tabled* to pay Employees \$60.00 per diem when on Township business to approved training or conferences.
- 2024-22** *Motion Tabled* to pay John Pipcak at the hourly rate of \$. Jill DeMarco will be paid \$ per hour for janitorial work. Robert Bort \$ per hour and other part-time help that is necessary will be paid an hourly rate at the discretion of the Trustees.

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- 2024-23** **Motion Tabled** 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 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.
- 2024-24** **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
- 2024-25** **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
- 2024-26** **Motion Tabled** to authorize 10% health care premium charge for any Elected Official who elects coverage through the Township. All favorable, **Motion** carried.
- ~~**2024-27** **Motion** by Lamb with a second by Holmes to authorize plowing Findley State Park access driveway if requested. All favorable, **Motion** carried.~~
- 2024-28** **Motion** by Lamb with a second by Rollin to authorize using Cravener Creative for website and Facebook in 2024. Lamb= yes Rollin= yes Holmes= abstain, **Motion** carried.
- 2024-29** **Motion** by Lamb with a second by Holmes to move the September 2nd meeting to Tuesday September 3rd and to cancel the August 19th meeting. All favorable, **Motion** carried.
- ~~**2024-30** **Motion** by Lamb with a second by Rollin to donate aluminum proceeds to Office on Aging for meals on wheels. All favorable, **Motion** carried.~~
- 2024-31** **Motion** by Lamb with a second by Rollin to appoint Holmes to oversee and manage personnel. All favorable, **Motion** carried.
- 2024-32** **Motion** by Lamb with a second by Homes to hold discussions on tabled resolutions at a public work session on Friday 1/5/2024 at 9:00 am.

PREVIOUS BUSINESS:

Consensus to set estimate of Township Grant for Safety building at \$750,000.00. Fiscal Officer Lanning has not yet received the Certificate of Estimated Resources for 2024, however the carryover will put the Township Budget at approximately \$750,000.00.

NEW BUSINESS:

Email received on future closing of Hawley Road, discussion on the exact location.

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PUBLIC PARTICIPATION:

Sandy Denes: concerned over the height and location of a fence being erected on the corner of Stewart and route 58. Spent some time looking up fence zoning requirements and contacted an ODOT employee. Zoning Inspector was forthcoming and helpful, very concerned about the Zoning process. Neil Breyley: should there be a fence permit. Lamb: thank you for coming to the meeting and bringing this to our attention. Frances Rollin: I understood the fence was to stop deer from eating fruit trees, however, not seen any deer at that corner. Lamb: deer wander everywhere. Frances Rollin: any information on fixing the roof. Combs: called to get fixed but no return call. Frances Rollin: Are there still plans for a dedication of the Helipad. Holmes: Discussed the Helipad with other Townships and some are upset. Frances Rollin: Suggest construction of a space in new building for serving food. Lamb: good idea that can be discussed. Holmes: The Ambulance will have space but it will not be able to be used by anybody. Sandy Denes: do you have plans for this school building if/when the new safety building is complete.

Motion by Lamb with a second by Holmes to adjourn. All favorable, meeting adjourned at 8:00 PM.

Signed Chairman

Attest, Fiscal Officer