

Minutes of the January 2, 2021 Organizational Meeting

Meeting opened by Fiscal Officer Ullom with Trustees Grandstaff, Cooperrider, Zarley, Zoning Inspector Boudinot, and Roadman Callan present. Zarley nominated Cooperrider for Chairman, Grandstaff second all yes. Zarley nominated Grandstaff for Vice-Chairman, Cooperrider second, all yes.

Minutes from the December 21, 2020 meeting were read and approved.

Zarley moved that the following *organization resolutions* be adopted (01-01-2020):

- Meetings to be held on the third Monday of each month at 7:00 P.M., at the Township Hall, Croton. Special meetings will be advertised according to ORC.
- Minutes from the previous meeting will be reviewed prior to the meeting by the Trustees.
- Fiscal Officer to apply to the County Auditor for any advances due the Township.
- The Township will pay the deductible for official's liability coverage not covered by Insurance Company.
- Township credit cards will have a \$3000 limit with acknowledgement from the Fiscal Officer of their intended use. Credit card use policy in force.
- Township cell phone usage by will be limited to Township business per Resolution on record.
- Mileage for out of Township travel at amount allowed by IRS.
- Trustees are responsible for upkeep of Township buildings and equipment.
- The Township will destroy no records; Records Commission to consist of the Trustees, Fiscal Officer, and County Prosecutor. Records Retention schedule to be followed.
- Limit time available for guests to speak during meetings to five minutes.
- Appropriations (temporary) for 2021 reviewed and approved.

Cemetery

- Cemetery rates: \$350 per grave for Township residents,
 - \$2,250 per grave for out-of-township residents; limit five graves purchased by one person.
 - Former residents will be charged prorated 10% less per year of residence up to the resident rate. Evidence of residency is to be provided by the former resident.
 - Check due day of burial.
- Urn burial- (Any day) \$200 at Township's schedule, \$300 graveside internment service.
- Foundations, \$1.00 a square inch, with a minimum of \$150.
- Foundations to be installed by or under the direction of Township personnel.
- Maximum width for a monument is 32 inches wide and 12 inches deep for a single grave.
- Maximum width for a monument for a double grave site is 50 inches wide by 14 inches deep.
- Wait period for installing foundations one (1) year minimum, based on weather conditions.
- New monuments will have maximum height of 32 inches.
- Opening and closing, \$625 weekdays, \$1,200 Saturdays and Holidays.
- Disinterment, \$4,000.
- Burials to be in concrete vaults, top seal only.
- No above ground vaults.
- Limit four urn burials per grave site.
- Funerals to be scheduled at least 3 hours apart; first service after 12:00 pm on Mondays, last service (in the cemetery) by 3 P.M on weekdays, 1 P.M. on Saturdays and holidays. Urn burials only on Sundays. Late fee of \$50 each half hour after stated time.
- Active duty military personnel township residents who have died in the line of duty will have opening and closing costs waived. Members in good standing of the Hartford Volunteer Fire Department could have opening and closing costs discounted (up to 50%) based on years of service, and recommendation of the Fire Chief and Trustees discretion.
- Cemetery clean-up March 15.

Wages

- Callan - \$33.70 an hour, 5 (200 hours) weeks' vacation (414 hours carryover from 2020), 40 hours sick time, 24 hours personal time, disability policy, life insurance, dental insurance, insurance practices as previous, County Holidays and health insurance.
- Part-time help \$14-18 an hour. No benefits.
- Township officials will be paid at rate allowed by budget as set by ORC. Trustees may be paid from different funds appropriate and proportional to the time spent on projects.
- Health insurance premiums for elected Township officials as the law allows, maximum \$500.
- Life insurance and disability policies will be offered to Township elected officials and full-time employees.

Zoning

- Zoning Inspector: Monthly \$100 with 20% of cost of permit sold, mileage per IRS standard.
- Culvert Permits: \$900 which includes identification and preparation of culvert site, issue a permit, provide 304 or 411 gravel to hold culvert in place and inspect the finished job. An additional \$300 for an additional 10 foot. The homeowner will provide the culvert to the following the specifications: at least 12" by 30', 16-gauge riveted steel; or double walled, smooth walled plastic, or at Trustees discretion. If a larger culvert is required, the fee will be enough to cover the actual cost of the materials.

- Installation of ditch tile in front of properties shall be with smooth wall perforated tile, with 12 inches of cover, and allow a ditch depth of at least 6 inches. Site will be evaluated for proper fall from road.
- Zoning permits for a house \$1,100 for 1,500 square foot house plus \$.73 per square foot.
- Garage and addition permits \$250
- Agricultural building permit \$25
- Decks and porches \$100.
- Hard surface driveways need to be level or below with edge of road and continue slope of roadbed for three feet. Concrete curbs need to be nine (9) feet from road.
- Finish grade of driveway shall be at the same slope or below the road, at least 19 feet from center of road. Must be constructed of gravel, pavers or blacktop. Repairs to culvert by Township will be reconstructed to blacktop or gravel.
- Zoning Board members to be paid \$40 a meeting.
- Cooperrider and zoning inspector to oversee mowing inspections.
- Fiscal Officer to prepare letters to send out for weed control notice by May.
- The following zoning board member terms were approved:

Zoning Board (terms end 12-31)

Nick Severance 2021
 Jesse Van Fossen 2022
 Karl Judy 2023
 D. Cullison 2025
 John Terry 2024

Zoning Appeals Board

Matt Stanton 2024
 Jim Clever 2021
 Barbara Disbennett 2025
 Kyle Hamill 2022
 Maureen McNamara 2023

Road Project

- OPWC grant: School Lane repaving and re-cover.

Fire Department

- Contract for \$20,000 per month until Township takes over FD. Fire Department work session January 13 at 1900.

Equipment

- Discussed equipment needs for 2021.
 - Mini trackhoe
 - Mower for cemetery

Building

- Build fence around maintenance building.
- Work on Township Hall
 - Gutters
 - Meeting Room

Grandstaff seconded the motion; Zarley, Grandstaff, and Cooperrider yes. No further business, meeting adjourned.
