



## Minutes of the January 3, 2019 Organizational Meeting

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

Minutes from the December 17, 2018 meeting were read and approved.

Terry moved that the following *organization resolutions* be adopted (01-01-2019):

- 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 (50.5 cents/mile).
- 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 2019 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.

### Wage

- Callan - \$30.19 an hour, 5 (200 hours) weeks' vacation (200 hours carryover from 2018), 40 hours sick time, 24 hours personal time, disability policy, life insurance, insurance practices as previous, County Holidays and health insurance.
- Part-time help \$10-18 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.
- Life insurance and disability policies will be offered to Township elected officials and full time employees.

### Zoning

- Zoning Inspector: Gordon Potter, will receive \$588 a month.
- 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. 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. In the event that a larger culvert is required the fee will be sufficient 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
- Garage and addition permits \$250
- Decks and porches \$100.
- Hard surface driveways need to be level or below with edge of road and continue slope of road bed 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.
- Terry and Potter to be in charge of 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 ends 12-31)		Zoning Appeals Board	
Ruth Wickliff	2021	Matt Stanton	2023
Jesse Van Fossen	2022	Jim Clever	2020
Karl Judy	2023	Barbara Disbennett	2019
D. Cullison	2020	Kyle Hamill	2021
R. Hogue	2019	Jeff Boudinot	2022

#### **Fire Department**

- Current contract extended to January 21, 2019

#### **Equipment**

- Discussed equipment needs for 2019.

#### **Building**

- Work on Township Hall
  - Gutters
  - Meeting Room
  - Upstairs

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

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