

LONDON TOWNSHIP

Board Meeting

February 10, 2024

Minutes

The meeting was called to order by Supervisor Penny Turner at 7:31 p.m. The Pledge of Allegiance was recited.

Roll Call: Supervisor Penny Turner – Present; Clerk Amanda Taepke – Present; Treasurer Melissa Beauchamp – Present; Trustee Darrell Howard – Present; Trustee Michael Pinkowski – Present

Approval of the Agenda:

Motion by Supervisor Turner and seconded by Trustee Pinkowski to approve the agenda as amended.

Aye: 5 Nay: 0

Motion Carried.

Added to the agenda: February 6, 2025 budget meeting minutes.

New Business #7 Land Division Ordinance, #8 Business Cards

Public Comment:

None.

Approval of Minutes:

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the January 13, 2025 regular meeting minutes as presented.

Aye: 5 Nay: 0

Motion Carried.

Motion by Supervisor Turner and seconded by Trustee Pinkowski to approve the February 6, 2025 budget meeting minutes as presented.

Aye: 5 Nay: 0

Motion Carried.

Supervisor's Report:

- Township is still looking for a maintenance man
- Still waiting for costs to fix Darling Road, which remains closed.
- It was asked last month how many private roads we have in the township – there are three.
- Still working on the budget
- Contractors are surveying the township for fiber-optic internet.

Motion by Clerk Taepke and seconded by Trustee Pinkowski to approve the Supervisor's report.

Aye: 5 Nay: 0

Motion Carried.

Treasurer's Report:

- Still entering information; Had Cindy from Erie come to help navigate BS&A.
- Friday, February 14th, is the last day for taxes, however we will still accept them through the end of the month. Treasury will be open Friday, 9am-5pm.

Motion by Supervisor Turner and seconded by Trustee Howard to approve the Treasurer's report.

Aye: 5 Nay: 0

Motion Carried.

Clerk's Report:

- Still settling in and finding needed information.
- Researching cameras best for the meeting room.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the Clerk's report.

Aye: 5 Nay: 0

Motion Carried.

Building Department Report:

- There were 17 inspections and 1 permit totaling \$8,428.00.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the Building Department report.

Aye: 5 Nay: 0

Motion Carried.

Assessor's Report:

- Sent the assessing roll to the county.
- Assessment change notices are to be sent out.
- March Board of Review is approaching; Notices have been posted and sent.

Motion by Supervisor Turner and seconded by Clerk Taepke to approve the Assessor's report.

Aye: 5 Nay: 0

Motion Carried.

Zoning Administrator's Report:

No Report

Planning Commission Report:

- PC talked about cargo containers and wanted the Board's opinion on those.
- Supervisor Turner asked if this would be a new ordinance or if the PC is planning to adjust our current ordinance by adding the cargo containers. The PC is still working with it and had not decided that yet.
- Coopers did not show up to the meeting.
- Trustee Howard also let the Board know the yearly report was approved in January.

Motion by Supervisor Turner and seconded by Clerk Taepke to approve the Planning Commission report.

Aye: 5 Nay: 0

Motion Carried.

Reading of Monthly Disbursements:

General Fund:

Motion by Treasurer Beauchamp and seconded by Clerk Taepke to approve the disbursements from the General Fund totaling \$43,990.01.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

Fire Fund:

Motion by Supervisor Turner and seconded by Trustee Howard to approve the disbursements from the Fire Fund totaling \$8,423.00.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

Sewer Fund:

Motion by Treasurer Beauchamp and seconded by Supervisor Turner to approve the disbursements from the Sewer Fund totaling \$88.56.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

Total Monthly Disbursements: \$ 52,501.57

Unfinished Business:

1. Decker Insurance

Dustin Drabek attended the meeting and discussed our property and liability coverage with the insurance company. How and when all officials are covered, along with offering cyber security and how that coverage works.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the Decker Agency in the amount of \$24,087.00, for a year of insurance.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

2. Employee Wage Resolution

Supervisor Turner added in the items we discussed previously: the federal cost of living amount and hired employees needing to report to the Supervisor for various reasons.
Trustee Howard brought up adding the mileage rate.

Motion by Supervisor Turner and seconded by Clerk Taepke to approve the amended resolution, #080822-1A, to establish employee wages, with the addition of the mileage set by federal standards.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

3. New Computers – Windows 11

Trustee Howard would like to have at least another quote to compare.

Supervisor Turner would like to get this done soon because the prices will just go up as the time gets closer.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to table to get more quotes.

Aye: 5 Nay: 0

Motion Carried.

4. Updated Language – Clerk’s Salary

Supervisor Turner added in the mileage rate and the raise each year based on the federal cost of living guidelines.

Motion by Trustee Pinkowski and seconded by Trustee Howard to approve the amended Clerk’s Salary resolution, 2025-02-10-01A.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

5. Update Language – Treasurer’s Salary

Supervisor Turner added in the mileage rate and the raise each year based on the federal cost of living guidelines.

Motion by Clerk Taepke and seconded by Supervisor Turner to approve the amended Treasurer’s Salary resolution, #2025-02-10-02A.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

6. Updated Language – Supervisor’s Salary

Supervisor Turner added in the mileage rate and the raise each year based on the federal cost of living guidelines.

Motion by Trustee Pinkowski and seconded by Trustee Howard to approve the amended Supervisor’s Salary resolution, #2025-02-10-03A

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

7. Red Books

Motion by Trustee Pinkowski and seconded by Treasurer Beauchamp to approve ordering five (5) Red Books from MTA, at \$57.00 each.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

8. Outside Building Lights

Some of the lights around the building are flashing all night, indicating the lights need replaced. JAC LED was the company that installed the first set of lights on the building, so they were called to give a quote on fixing/replacing the lights.

Supervisor Turner called Rich Horn, from JAC LED, to ask questions some of the Board members had about his quote.

Motion by Treasurer Beauchamp and seconded by Supervisor Turner to approve the quote from JAC LED in the amount of \$1,663.00.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Abstain; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

9. MTA Conference/New Officials Training

Supervisor Turner and Clerk Taepke have shown interest in attending the MTA Conference in April. Clerk Taepke has requested the Board only pay for the admission into the Conference, and she will provide her own room and board for the duration of the conference.

Motion by Trustee Howard and seconded by Treasurer Beauchamp to approve \$1400 for MTA Conference and training, and take it out of the ARPA fund.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – No

Motion Carried.

New Business:

1. Planning Commission 2024 Yearly Report

The Planning Commission approved the Master Plan, approved multiple site plans and special use permits.

Motion by Supervisor Turner and seconded by Clerk Taepke to approve the 2024 Planning Commission report.

Aye: 5 Nay: 0

Motion Carried.

2. Heat in Cleo's Office

When the boiler was replaced, there were no ducts running into Cleo's office, on the front, north side of the building.

Supervisor Turner thought of putting a wall furnace in there instead of going forward with possible duct work. Trustee Howard suggested a mini-split.

Motion by Trustee Pinkowski and seconded by Trustee Howard to table Cleo's heat until they get more information.

Aye: 5 Nay: 0

Motion Carried.

3. Earned Sick Time Policy

According to the new law, for every 30 hours worked, you get one hour of sick time.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the London Township Earned Sick Time Resolution #2025-02-10-04.

Aye: 5 Nay: 0

Motion Carried.

4. LMR Budget Approval

The budget is lower this year than it was last year. Last year it was \$289,550.00 – this year it's \$280,650.00.

They eliminated one of the Assistant Chief's and one of the Captain's to make it lower.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the LMR 2025-2026 budget draft, with the cost to London Township of \$95,425.00.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

5. KCI Bill for Assessor

Some Board members stressed their opinions against the Assessor using KCI.

Motion by Supervisor Turner to approve \$1,566.64 for KCI to send out assessments. No Support.

Motion Died.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the postage from KCI.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

6. Haul Route Resolution

Monroe County Road Commission, at first, told Mr. Giraud he did not need a haul route. Although, our Zoning Ordinance requires he have one.

Our attorney suggested altering the language of the Zoning Ordinance to say "if required", for instances such as this.

Motion by Supervisor Turner and seconded by Trustee Howard to approve the Haul Route Resolution, 2025-02-10-05.

Aye: 4 Nay: 1 - Pinkowski

Motion Carried.

7. Land Division Ordinance

This was first provided to the Board by the Zoning Administrator, Mike Nevala. The Township does not have an ordinance for this, and it was suggested that the Board adopt it.

Motion by Treasurer Beauchamp and seconded by Trustee Pinkowski to approve the Land Division Ordinance 2025-02-10-06.

Aye: 5 Nay: 0

Motion Carried.

8. Business Cards

All of the new officials/employees need Business Cards.

Motion by Supervisor Turner and seconded by Treasurer Beauchamp to approve the purchase of business cards for the Assessor, Clerk, Deputy Clerk, Treasurer, and Deputy Treasurer, at the cost of \$30 per box.

Roll Call: Supervisor Turner – Yes; Clerk Taepke – Yes; Treasurer Beauchamp – Yes; Trustee Howard – Yes; Trustee Pinkowski – Yes

Motion Carried.

Board of Trustees Comments:

Public Comment:

Resident Ed Giraud commented on a clerical error that needed to be fixed in the Haul Route Resolution (instead of a February meeting, it should say Monday).

Adjournment:

Motion by Supervisor Turner and seconded by Clerk Taepke to adjourn.

Motion Carried.

Meeting adjourned at 10:29 p.m.

Minutes respectfully submitted by,

Amanda Taepke
London Township Clerk