

**Minutes of the Urbana Board of Trustees Meeting  
held Monday, March 21, 2022**

The Board of Urbana Township Trustees met on this date with Paul Wright, Roger Koerner, and Blair Stinson present. The minutes of the March 07, 2022 meeting were reviewed and accepted as presented. The Financial Status Reports were reviewed and accepted as presented.

Guests Present:

Brad Johnson

Alana Hull

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Brad Johnson / Alana Hull

Mr. Johnson – Do you guys have anything new about our situation? Did you hear from the Asst. Prosecutor?

Mr. Wright – We haven't heard anything back

Mr. Stinson – I didn't think that she was going to talk back to us.

Mr. Wright – we know no more than we did that day.

Mr. Stinson – did you contact your attorney?

Mr. Johnson – I was just waiting to hear back from her.

Mr. Wright – You would do well to contact the Asst. Prosecutor yourself.

Mr. Stinson – You also should contact Steve McCall, the county engineer.

Mr. Johnson – I basically need proof that the tile was there.

The email addresses were given for Asst. Prosecutor Jane Napier and Engineer Steve McCall.

Trustees

Mr. Wright – since Richard is not here, I am going to talk about some things. Richard has done some work and gotten some information on pumping the waste water tanks. It is illegal to pump that out on the ground. He contacted McKeevers to see what it would cost to have them pump them out. Their estimate is \$262.50. Normally that happens twice a year. The time consuming part is the garden hose pump that he has back there. He checked on a 2 inch trash pump, and that is \$668.00 at Tractor Supply. That would be about the only thing that we use those pumps for. Vernon's suggested we have one to pump out the graves.

It is my suggestion that we use McKeevers to come and pump it out.

Mr. Koerner – I move that we get McKeever's twice a year to pump it out. Trustee Stinson seconded the request.

Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

Mr. Wright – This is what you got for us on door locks. (see attached quote)

Mr. Stinson – they are going to take off the crash bar and install a keypad lock. It came up to about \$661.92. Basically the lock is \$300 and the labor is a little more than that.

Mr. Koerner – Is it still keys?

Mr. Stinson – no it is a keypad, but there will be a master key that maybe Richard should have. We need to get out of this key business.

Mr. Koerner – I move that we have Baker's Locksmith Services for \$661.92 to install the locks on the side doors. Trustee Stinson seconded the request.

Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

Mr. Wright – we need a new trimmer for Blair to trim the cemetery and roads with. The quote was \$379.99 from Koenig for a Steel trimmer. Mr. Koerner moved, seconded by Trustee Stinson to purchase the trimmer from Koenig.

Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

Mr. Wright – Roger picked up t-shirts for Sean and Richard from the OTARMA grant money.

Mr. Wright – we talked about his before, but the ditch on Dallas Road, across from Ardell's property, or part of her property, Richard talked to Bo Ward and Bo is putting together figures on that.

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### Employees

Mr. McCain was absent.

### Sean Tullis – Zoning Inspector

See attached.

Item #4 – the new Zoning map. Mr. Stinson moved, seconded by Mr. Koerner to approve the new zoning map for the township.

Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

Mr. Stinson – how is Woodruff's out on 36 in U1?

Mr. Koerner- that is just where it is.

Mr. Stinson – across the road is Koenig's and it is B1.

Mr. Wright – I remember there being something about that.

Mr. Koerner – the city gave water to them.

Mr. Wright – Koenig footed a large part of that bill when they put it in.

Mr. Tullis – there is county water out there? I just assumed they were on well water.

Mr. Koerner – I don't know the date, but I know that it is there.

### **Cemetery**

(see attached)

Shari at Dodd's Memorials is asking what our maximum height is. Set is Stone, Vernon's, said there are maximum heights. We need to nail down what our perimeters are going to be. I have a meeting tomorrow with Christine Roby to discuss the projects that we have that need footers. She is saying there is an 80" footer that in on part of the wrong grave.

Mr. Wright – I have seen where if you dig a grave, and there is already a monument there, the next day all of that dirt is down in the grave.

Mr. Tullis – that makes sense. I can see that happening.

Mr. Wright – as long as there is a foundation to cover the weight, I don't have a problem with it.

Mr. Tullis – as long as you are ok with it, I will talk to Victoria and get that taken care of.

Mr. Wright – if there is a way, you are going to consolidate this square inch cost, I would love to see that increase before we start telling people what the cost will be.

Mr. Stinson- if we get through this rain, we have got to get on these roads for picking up trash. It has to be done.

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### **Fiscal Officer**

On Wednesday, March 16, 2022, Perry & Associates picked up our 2020 and 2021 records for audit.

I scheduled the meeting for Thursday, April 28, 2022 at 10:00 A.M. with the fire chief.

Champaign County Auditor Karen Bailey will be attending our April 18, 2022 meeting.

At the last meeting, I gave you our final appropriations for 2022 and requested review for approval. Mr. Koerner moved, seconded by Mr. Stinson that the 2022 appropriations were approved as follows:

**BUDGET: REVENUE AND EXPENDITURES FOR 2022****REVENUE BUDGET****FUND: 1000 GENERAL**

		<b>FINAL</b>
<b>TOTAL</b>	<b>\$</b>	<b>116,100.00</b>

**FUND: 2011 MOTOR VEHICLE LICENSE TAX**

<b>TOTAL</b>	<b>\$</b>	<b>16,900.00</b>
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**FUND: 2021 GASOLINE TAX**

<b>TOTAL</b>	<b>\$</b>	<b>132,500.00</b>
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**FUND: 2031 ROAD AND BRIDGE**

<b>TOTAL</b>	<b>\$</b>	<b>117,000.00</b>
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**FUND: 2041 CEMETERY**

<b>TOTAL</b>	<b>\$</b>	<b>12,000.00</b>
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**FUND: 2111 FIRE DISTRICT**

<b>TOTAL</b>	<b>\$</b>	<b>269,000.00</b>
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**FUND: 2041 SPECIAL ASSESSEMENT**

<b>TOTAL</b>	<b>\$</b>	<b>0.00</b>
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**FUND: 2272 ARP**

<b>TOTAL</b>		<b>159,221.61</b>
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<b>TOTAL REVENUE ACCOUNTS</b>	<b>\$</b>	<b>822,721.61</b>
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**EXPENDITURE ACCOUNT STATUS****FUND 1000: GENERAL**

<b>TOTAL</b>	<b>\$</b>	<b>192,200.00</b>
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**FUND 2011: MOTOR VEHICLE LICENSE TAX**

<b>TOTAL</b>	<b>\$</b>	<b>108,400.00</b>
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**FUND 2021: GASOLINE TAX**

	<b>TOTAL \$ 451,000.00</b>
<b>FUND 2031: ROAD AND BRIDGE</b>	
	<b>TOTAL \$ 345,500.00</b>
<b>FUND 2041: CEMETERY</b>	
	<b>TOTAL \$ 43,400.00</b>
<b>FUND: FIRE DISTRICT</b>	
	<b>TOTAL \$ 435,000.00</b>
<b>FUND: SPECIAL ASSESSMENT</b>	
	<b>TOTAL \$ 4,000.00</b>
<b>FUND: ARP</b>	<b>TOTAL \$ 318,443.22</b>
	<b>TOTAL ALL FUNDS \$ 1,897,143.22</b>

Roll call was as follows: Mr. Wright, yes; Mr. Koerner, yes; Mr. Stinson, yes.

When reviewing our CD's with Chris Phelps at F&M Bank, Ms. Phelps requested to bid on our money market funds currently at Park National Bank. We currently have \$1,028,800 at .07% at Park National, which earns about \$720 a year in interest. Perpetuals is offering .39% interest, which would yield roughly \$4,012 per year. I spoke to Jason Hill and he indicated that he would have a check made for us if we decide to move the money.

Trustee Koerner requested the Fiscal Officer inquire as to rates at People's Savings Bank.

I have the signature cards from F&M Bank ready for your signature. These are for the two CD's that we have.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
19594	03/21/2022	Paul Wright	\$400.00
19595	03/21/2022	Roger Koerner	\$400.00
19596	03/21/2022	Blair Stinson	\$253.54
19597	03/21/2022	Sandi Perry	\$167.17
19598	03/21/2022	Heritage Cooperative	\$1,400.97
19599	03/21/2022	Champaign County Engineer	\$2,052.00



**Bakers Locksmithing Services**

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# Estimate Only- Urbana Township

Estimate expires on April 17, 2022

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**Estimate #000008**

March 18, 2022

**Customer**

Blair Stinson  
Urbana Township  
blairstinson15@gmail.com  
+1 (937) 925-1531  
2564 Oh-54

**Message**

Urbana Township

Thank you for choosing Bakers Locksmith for your locksmithing needs.  
Per your request, we have itemized an estimate for you.  
Please note this is not an invoice, and simply for estimation purposes.

This is not a guarantee of cost for services.

Estimate is based on current information from client about the project requirements. Actual cost may change once project elements are finalized or negotiated.

As always, you, the client, will be notified of any changes in cost prior to them being incurred.

If you have any questions, do not hesitate to reach out to us.  
We look forward to serving you.

If you would like us to move forward with this job, simply hit the accept button on this email or give us a call !

Kind Regards,

Kyle Baker  
Bakers Locksmith  
148 W. Columbia St.  
Springfield, OH 45502

(937)-328-5625 (Office)

clerk\_bakerslocksmith@outlook.com (email)

Bakerslocksmith@icloud.com (email)

Reliable Locksmith Service You Can Trust!

We look forward to working with you.

<b>Schlage Keypad Entry FE595 CAM 619 ACC C 1 3/4 DR</b>	<b>\$300.00</b>
<b>DON JO REMODELER PLATE</b>	<b>\$50.00</b>
(\$25.00 ea.) × 2	
<b>Door Prep (* drill holes)</b>	<b>\$50.00</b>
<b>Miscellaneous Parts/Labor</b>	<b>\$100.00</b>
<i>* This charge may fluctuate and may NOT be added to final cost. It is a cushion for extra services/repairs/installations/locks pick that might arise. This will not cover additional hardware needed or added over \$100.</i>	
<b>Service Call (*)</b>	<b>\$125.00</b>
<b>Key Cut (*Lime Green tag)</b>	<b>\$4.00</b>
<i>This is price per key, if more is requested, it will be adjusted at final billing</i>	
Subtotal	\$629.00
Champaign/Clark/Shelby County Tax	\$32.92
<b>Total</b>	<b>\$661.92</b>

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**Bakers Locksmithing Services**

bakerslocksmith@icloud.com

+1 (937) 328-5625

## Urbana Township Zoning & Cemetery Report

**3-21-22**

### Zoning

1. 3-8-22 Darryl Johnson 4552 East County Line Road, 937-244-8097. Wrote a zoning permit for a 30'x40' barn, agriculture chickens.
2. 3-9-22 Austin Preece 2322 Sloan Rd. 937-508-5680. Zoned U1. Discussed zoning permit for shop building a 30'x40' or 40'x50' pole barn with a car lift. Needs at least 14' height to the trusses. He cancelled this project for the time being.
3. Marty Dewine at 1524 Night Road. Working on a variance permit for a 40'x60' pole barn for vehicle storage. The property is zoned as R1 with a max height of 15'. The building is designed with 16' height for a 12' overhead door. I have contacted Nancy Lokai Baldwin to start the process. I dropped off a variance form to Marty and will meet with him on Tuesday 3-22-22 to get all of his paperwork.
4. Met with Aaron Smith (LUC) to finalize changes to the Urbana TWP zoning map. The new map is included for your approval and vote. Once approved it will be posted on LUC's and our websites.
5. Mel Lattimer 764 Childrens Home Rd. 937-441-9885. Meeting on Tuesday 3-22-22 to discuss zoning permit for new home.
6. Confirmed with Aaron at LUC that 2227 South Rt 68 is zoned B1 and can be used as a single family dwelling.
7. Jeff Swartzbaugh with Environmental Engineering Service is designing a 12" water main on Childrens Home Rd. and East Lawn. Near the handball court will be a pressure station and fire hydrants will be installed. Part of the purpose is to add fire protection for the lots owned by Troy Thomas. Joe Sampson with the Urbana City Water Department is involved.



## Cemetery

1. We need to change our website to list the current cemetery costs. Grave sites \$575, Adult opening/ closing M-F \$650, Sat \$925, and Sun./ holidays \$1,250. Infant burial \$300. Cremation \$325, \$425, \$750. Military marker base \$45. Current marker bases/ footers are \$0.60/ square inch but will be going up.
2. Confirmed for Victory Vernon that Dave Conkel is buried on righthand side of their 2 Plot gravesites.
3. Sold 3 gravesites to Michael and Shelia Grove. Plot 194 Section 1 and Plot 195 Section 1&2. Michael will be buried traditionally in P195 S1 (lt) and Shelia will be buried in P195 S2 (rt). Total cost \$1,725 at \$575 per gravesite. They are working with Shari at Dodd's Memorials.
4. I need to get our monument requirements to Shari at Dodds. Maximum height including footer, footer cost and parameters, footer height above grade.
5. Meeting with Christine Roby with Roby's Memorial Design and Lettering on Tuesday 3-22-22. We will discuss current projects she is working on for us. She said monument footers are typically 30" (Bellefontaine, Oakdale, Honey Creek) to 36" (McCarthy) deep. Some are 32". She mentioned there was an 80" footer on for Grimm that needs to be moved?
6. Meeting with Tony Swank later this week (hopefully) to discuss current concrete costs and minimum orders.
7. Meeting with Sally Tabler on Tuesday 3-22-22 to pick out a grave site.
8. I have some opinions on our cemetery.
  - a. I am very concerned with the monuments that have started to lean over time. I currently believe that this is due to inconsistent footer construction. I am researching what the best practices are to avoid this situation as we go forward.
  - b. I believe that every monument regardless of design should be set on concrete.
  - c. I am not concerned about how high a monument is as long as the footer is designed to support it. The customer/ family should pay for any additional costs required, over and above our standard footer costs.
  - d. I agree with a footer that is 1" wide on every side and raised above grade to protect the monuments.
  - e. When we clean up the gravesites we should leave behind any liners or foam blocks that are in the vases on the grave markers.
  - f. I will find a modern way to organize our grave site records.

19600	03/21/2022	Boldman Printing	\$34.00
19601	03/21/2022	Pioneer Electric	\$129.50
19602	03/21/2022	Roger Koerner	\$706.28
19603	03/21/2022	Richard McCain	\$1,501.51
19604	03/21/2022	Sandra G. Perry	\$1,378.87
19605	03/21/2022	Blair Stinson	\$799.80
19606	03/21/2022	Sean M. Tullis	\$1,700.89
19607	03/21/2022	Paul L. Wright	\$849.80
19608	03/21/2022	Custom Sportswear	\$486.00
19609	03/21/2022	Megacity Fire Protection	\$165.00
<b>Total</b>			<b>\$12,425.33</b>

Mr. Stinson moved, seconded by Mr. Koerner that the bills were approved.  
Roll call was as follows: Mr. Koerner, yes, Mr. Wright, yes, Mr. Stinson, yes.

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Being no further business, Mr. Stinson moved to adjourn the meeting seconded by Mr. Koerner.

Paul L. Wright Trustee Paul Wright, President

Sandra G. Perry Sandi Perry, Fiscal Officer