

**Minutes of the Urbana Board of Trustees Meeting  
held Monday, December 16, 2024**

The Board of Urbana Township Trustees met on this date with Trustee Blair Stinson, Trustee Matt Harrigan, and Trustee Roger Koerner present.

Present:

Dan Evilsizor

Greg Harvey

Jen Harvey

David Rader

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The November 18, 2024 Meeting Minutes and Financial Status were reviewed and accepted with no additions or corrections. Mr. Koerner moved, seconded by Mr. Harrigan to approve the November 18, 2024 meeting minutes and current Financial Status Reports.

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

Mr. Stinson – We have a couple of guests here. Greg Harvey – 5 minutes you have the floor.

Greg Harvey – Mr. Harvey introduced himself and indicated he is currently running for the Champaign County Municipal Court Judge position. Currently operate a law practice in Champaign County and currently working at the Magistrate. Indicates has worked both sides of the aisle and works until the job is done. Values integrity and keeping his word. Indicates May 6<sup>th</sup> is the primary.

Mr. Harrigan – you are the magistrate for the municipal court?

Mr. Harvey – yes have been doing that for about two years. It is a daunting task. Thoroughly enjoy the work, it's an amazing feat.

Mr. Stinson - who is it now? Skip? (Judge Gil Weithman)

Mr. Harvey – yes.

Mr. Stinson – how do you get appointed magistrate?

Mr. Harvey – Judge Weithman appointed me a couple of years ago. It is a big time commitment. If you are not doing it full time you have a lot of conflict of interests. It is a very complex. I want to keep doing it. Asked how he can the court support the trustees.

Mr. Koerner indicated he didn't really know that he could.

Mr. Stinson – I think if there is a complaint or a nuisance, that is something we look for it being timely considered.

Mr. Harvey – the court is open 8-4. If I am elected, I plan to be there 8-4. And I plan to be there before and after if needed. That goes back to the integrity, to timely respond to things. Left a post card with his information.

Sean Tullis, Zoning Inspector

Mr. Stinson – move on to reports. In hand is the zoning report. (see attached) We have an item of new business at the bottom and an item of old business at the top in zoning.

Richard McCain, Road Supervisor

Mr. Stinson - on his report – we have gotten the trucks torn back down.

Matt Harrigan, website report

I have not had any emails for the past month. We will have more information in the following couple of months on data.

Old Business

Let's go ahead and address what we said about the state audit at the last meeting. They recommended we go into a flat fee for zoning. We talked about it last meeting. (see item 4 under zoning in attachment).

Sean's recommendation was \$125. I spoke to 6 different townships. They were from \$50 to \$200. Everyone I spoke to was interested in doing the same thing. Mad River is the only one doing a flat fee, and theirs is at \$200.00

Mr. Koerner – Goshen and Union are a flat fee of \$250.00.

Mr. Stinson – it is the same zoning inspector for both townships.

Mr. Koerner – I just got this off of the phone from Salem Township, there are so many variants there. The only thing I find interesting is that they are at 1.5 acres for new residential. Union is at 2 acres.

Mr. Stinson – that would be BZA. Can we change that to \$250 on the record? If you want to do this, we need to make a motion on this tonight.

Mr. Harrigan – going from \$60 currently. I will make a motion to bring to the floor to discuss making a flat fee for the zoning. Mr. Koerner seconded the request. Discussion ensued.

Mr. Stinson - Sean is recommending \$125.00. We are currently at \$60. Doubling it would be \$120.

Mr. Harrigan – where did he come up with \$125? Is that an average?

Mr. Stinson – right now you are at \$60, then .06 cents a foot for a garage, anything over 1000 square feet, or a basement. The bad thing is going up to \$250, if you want to put in a shed.

Mr. Rader – Can I interject? Maybe living structures vs. utility structure. Question would be, these fees you collect, do they go to paying the zoning inspector?

Mr. Stinson – the whole idea is to make this process simple. Roger do you have any input on amounts?

Mr. Koerner – I don't see anything wrong with the \$125.00.

Mr. Harrigan – I will make a motion to make the flat fee \$125.00 for zoning.

Mr. Stinson – I don't know if we should also add that you can put multiple projects on the same property? If someone is coming in and wanting to build a house, put in a fence, and a patio. Mad River, that is why they do that, if you are doing a pool, and a fence.

Mr. Koerner seconded the request to change the zoning into a flat fee of \$125.00 that can include multiple projects as long as it is submitted at the same time.

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

Mr. Koerner – sometimes, they have a different fee for commercial, we are talking about residential, right?

Mr. Stinson - yeah, I don't know. How many commercial projects do we have? This can always be changed. We are trying to get a little bit ahead of that.

Mr. Koerner – it gets too complicated. Just keep it simple.

Mr. Stinson – again, they said that to us several times during the audit conference.

#### Ohio Township Association

Mr. Harrigan – we talked about it last month slightly. Sandi brought it up as well. They have an education subscription for \$250.00 per township. For \$250.00, you can archive and it goes from Jan – December. If you did it individually, it is \$20.00 per fiscal officer or trustee. You can attend the OTA conferences. If you can't attend, this is a way to get that training.

Mr. Koerner – I am confused about the webinars.

Mr. Harrigan – OTA offers these webinars. The average cost is \$20.00. You can do it on the computer or laptop. And you can do them at home or in the office. For \$250.00 for all members it is a pretty good deal.

There is zoning officers, fiscal officers. The landscape is always changing. When they get updated information it is available.

Mr. Stinson – it just came out a week ago.

Mr. Harrigan – I would like to make a motion to pay the \$250.00 OTA training subscription. Mr. Koerner seconded the request. Roll call was as follows: Mr. Harrigan, yes; Mr. Koerner, yes; Mr. Stinson, yes.

New Business

Ms. Perry requested a motion to approve the temporary budget and temporary revenue for 2025. Mr. Koerner moved to approve the 2025 temporary budget revenue and expenses. Mr. Harrigan seconded the request. Roll call was as follows: Mr. Harrigan, yes; Mr. Koerner, yes; Mr. Stinson, yes.

Ms. Perry requested a motion to approve the payment of year end bills and to open 2025 purchase orders. Mr. Harrigan moved to approve payment of year end bills and to open 2025 purchase orders. Mr. Koerner seconded the request. Roll call was as follow: Mr. Harrigan, yes; Mr. Koerner, yes; Mr. Stinson.

Mr. Stinson – let's go back to Sean's zoning sheet. He has been contacted by a couple that moved to Indiana, and they would like to sell 3 grave sites. Sean told them they had to return the deed, with a request to buy back three grave sites.

Mr. Harrigan made a motion to buy back the three grave sites from Johnny & Debra Dicks for \$1,050.00.

Ms. Perry - I told Sean that they would need to send a letter requesting the refund, along with the deed, if you approve the request.

Mr. Harrigan seconded the request. Roll call was as follow: Mr. Koerner, yes; Mr. Harrigan, yes; Mr. Stinson, yes.

Mr. Stinson – we are not sending it out until we have the deeds in hand. I have talked to Victoria Vernon at Set N Stone, and this came up because of the new sign at the cemetery. Matt has been going through this, and the new rates for square inches of headstone foundations, we are at the low end at 80 cents. Vic says it is anywhere from \$1.00 to \$1.50. I would like to consider taking that up to \$1.00 a square inch. We are doing a lot of things ground mount.

Mr. Harrigan – what does a ground mount cost?

Mr. Stinson – it doesn't cost anything. We do that labor. We have a sand pile and we use it. If we ever get into the new cemetery, we need to make that a ground mount. I make motion to make that \$1.00 per square inch beginning January 1. Mr. Koerner seconded the request to make headstone foundations \$1.00 per square inch. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes; Mr. Koerner, yes.

Mr. Koerner - \$1.00 is a good figure. Nothing is going to get any cheaper.

Mr. Stinson – you may have a death, and it might be two years before they put up a headstone. The bad thing about the longer they wait, the more it goes up.

Mr. Harrigan – related to that. The bulletin board behind the Grandview Cemetery. Only the website shows what that sign says.

Mr. Stinson – we are working on that. Our growing season is March 1 – December 1. We ask for all holiday decorations to be removed by the 28<sup>th</sup> of February.

Mr. Harrigan – most cemeteries have this same type of information.

Mr. Stinson – we always had it but it was rotted so just in paper format.

Mr. Stinson – I have one public comment from Kyle Kelch 2354 Three Mile Road. I spoke to him on the phone. Richard and Matt were both here. He was very concerned about an irrigation platform right in front of his home. He wanted to know if there was anything the township could do. Agriculture doesn't come under our zoning. I told him he could talk to the Health Dept about the safety of his well. I told him that we would make a record of his complaint.

Mr. Koerner – I not aware of it.

Mr. Stinson – they are putting in a pump station and well, a center pivot at Randalls. It is something that is coming.

Mr. Harrigan – pump station is right across from his house?

Mr. Stinson – they are digging it. When you have a personal well across the road, I understand.

No further new business.

Mr. Koerner moved, seconded by Mr. Harrigan approve the payment and distribution of checks. Roll call was as follows: Mr. Stinson – yes; Mr. Harrigan – yes; Mr. Koerner – yes.

Check No.	Date	Payee	Total Amount
	12/16/24	CT Communication Co	\$140.90
	12/16/24	US Treasury	\$1,647.78
	12/16/24	CITY OF URBANA	\$101.26
	12/16/24	Ohio Department of Taxation	\$148.17
	12/16/24	BWC STATE INSURANCE FUND	\$95.21
20627	12/16/24	Sandi Perry	\$215.73
20628	12/16/24	Blair Stinson	\$425.00
20629	12/16/24	Roger Koerner	\$425.00
20630	12/16/24	Matthew J. Harrigan	\$425.00
20631	12/16/24	Sean M. Tullis	\$25.00

20632	12/16/24	Richard McCain	\$25.00
20633	12/16/24	ADT Security Services	\$79.61
20634	12/16/24	ABCO DISTRIBUTION INC	\$183.91
20635	12/16/24	Roberts Refuse Service	\$68.50
20636	12/16/24	Logan-Union-Champaign	\$2,548.00
20637	12/16/24	CITY OF URBANA-UTILITIES DIVISION	\$28.37
20638	12/16/24	Heritage Cooperative	\$140.52
20639	12/16/24	CITY OF URBANA	\$94,543.00
20640		VOID	
20641	12/16/24	Cintas	\$248.88
20642-48		VOID	
20649	12/16/24	Sandi Perry	\$33.06
20650	12/16/24	Matthew J Harrigan	\$883.58
20651	12/16/24	Roger Koerner	\$742.89
20652	12/16/24	Richard G McCain	\$1,768.76
20653	12/16/24	Sandra G. Perry	\$1,244.05
20654	12/16/24	Blair R Stinson	\$843.66
20655	12/16/24	Sean M. Tullis	\$878.07
20656-58		VOID	
20659	12/16/24	Ohio Public Employee Retirement System	\$2,167.28
<b>TOTAL</b>			<b>\$110,076.19</b>

Next meeting will be Monday, January 20<sup>th</sup> at 5:00 P.M. We will have our new year.

Public Comments

Mr. Rader – nothing.

Mr. Evilsizor – I do. I just wanted to wish everyone a Merry Christmas and a Happy New Year.

Mr. Koerner moved to adjourn the meeting, seconded by Mr. Harrigan.

Mr. Stinson – I want to thank you guys for what you have done this year. I would really like to consider rotating presidents. I am making a comment. Everyone would have to have the opportunity to be chairs.

Mr. Koerner – I don't agree with you.

Mr. Stinson – I think that is something that everybody can do. We will take nominations.  
Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.



Blair Stinson, President



Sandi Perry, Fiscal Officer

**12-16-24**

## **Zoning**

1. Zoning permit (#24-060) 36'x50' pole barn for Paul Workman at 794 Childrens Home Rd.
2. Lot split permit (#24-061) 1.116 AC lot split for Aaron Stevenson at 3550 Middle Urbana Rd.
3. Zoning permit (#24-062) 2985 sq. ft. new house for Michael & Kaitlyn at 1458 St. Rt. 54.
4. To streamline and simplify the zoning permit process for new buildings, I have a recommendation. Currently we charge \$60.00 for zoning permits which covers the first 1,000 sq. ft. of a new building. Any additional square footage is charged at \$0.06 per sq. ft. I suggest that we change the cost of zoning permits to \$125.00 for any zoning permit for any project or lot split. This change will accomplish 4 things:
  - clarify to our residents what our charge for permits are for any project
  - implement a recommendation by the State to standardize our zoning permit costs
  - eliminate the need for the zoning inspector to calculate any additional charges
  - make it easier for the fiscal official to follow and match up money generated by zoning officer

Please discuss and decide if this is a change you would like to implement. If you agree then I suggest that we make the change on 1-1-2025.

**12-16-24**

## **Cemetery**

1. Casket burial (#24-053) P#19 GS# 3 Patricia Clark on 12-12-24
2. We are going to bury Jeff Brooks (P# 109, GS# 1) in a vault on Saturday 1-21-2024gs3 1

### **Township Trustee Decision needed.**

Johnny & Debra Hicks have relocated to Indiana. They own 3 gravesites (P# 143, GS# 4,5,6) in Grandview Cemetery. They want to sell them back to Grandview. They paid \$350 per grave for a total of \$1,050.00 on 11-21-2011. They are sending me their deed along with a letter requesting our purchase of the gravesites. If you approve the sale, we will need to send them a check for \$1,050.00 to their new address.

Johnny & Debra Hicks  
224 Broadmore Circle  
Angola, IN 46703