

**Minutes of the Urbana Board of Trustees Meeting  
held Monday, March 18, 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

Ken McCabe

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The March 4, 2024 meeting minutes and financial status reports were reviewed and accepted. Mr. Koerner moved, seconded by Mr. Harrigan to approve the March 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 – Inquired of Mr. McCabe, who indicated that he had dropped off something for Mr. Tullis and was just wanting to check in.

**Richard McCain, Road Supervisor**

Mr. McCain – Trash pickup is done. Completed 14 roads on both sides for a total of 47 miles. There were 32 bags of trash collected and additional miscellaneous stuff.

Mr. Stinson – discussed the problem with the overhead door (nearest the office) in the shop.

Mr. McCain - explained something is out of kilter with the door so it won't go up all of the way. The service tech for the door will be here Thursday morning. Informed trustees not to try to open the garaged door on this side until repaired.

Mr. Stinson – Mr. Tullis was not present. Zoning report attached. The only other thing is that there is a funeral on March 26<sup>th</sup> at 2:30 P.M.

Mr. McCain – indicated he is hoping the grave can be dug on Monday.

Mr. Stinson – we found our final missing vault in the cemetery. I think he has some information in here regarding Michael McGuire and what Mr. Evilsizor was inquiring about. (Mr. Stinson notified Mr. Evilsizor that he would give further instruction on locating the grave sites after the meeting)

Mr. Stinson inquired of Mr. Harrigan regarding hall rental.

Mr. Harrigan – There is currently not an update on the hall rental status. Indicated that Dan also dropped off with some ideas and thoughts. (attached)

Mr. McCain – Indicated a man asked if he could rent 10 tables and some chairs. I said I would ask.

Mr. Harrigan inquired if the township had rented tables and chairs before, and Mr. Koerner indicated that we had not. Mr. Koerner notified Mr. McCain to get his name.

Mr. McCain indicated that the gentleman asked if we do and Mr. McCain informed him that we never have. Mr. Koerner indicated that if Mr. McCain told him we never have, then that is all that he wanted to know.

Mr. Stinson indicated that if we are going to start renting the hall, we should keep the tables and chairs here instead of chasing them down.

Mr. McCain provided that the tables and chairs would need to be inspected, and Mr. Stinson indicated that it may have been an option if we weren't looking to rent the hall.

Mr. Stinson addressed the full year budget based on the amended certificate provided by the County Auditor. Ms. Perry explained that the full year budget is due by April 1, 2024, and the budget is similar to 2023. Ms. Perry explained the motor vehicle license tax, gas tax, and road and bridge can all be used for road improvements. Mr. Koerner moved, seconded by Mr. Harrigan to approve the 2024 full year budget as follows and to open purchase orders:

### **BUDGET: PROJECTED REVENUE AND EXPENDITURES FOR 2024**

#### **REVENUE BUDGET**

##### **FUND: 1000 GENERAL**

**TOTAL \$ 102,400.00**

##### **FUND: 2011 MOTOR VEHICLE LICENSE TAX**

**TOTAL \$ 18,000.00**

##### **FUND: 2021 GASOLINE TAX**

**TOTAL \$ 132,500.00**

##### **FUND: 2031 ROAD AND BRIDGE**

**TOTAL \$ 117,000.00**

##### **FUND: 2041 CEMETERY**

**TOTAL \$ 12,000.00**

##### **FUND: 2111 FIRE DISTRICT**

**TOTAL \$ 269,000.00**

##### **FUND: 2401 - SPECIAL ASSESSMENTS**

**TOTAL \$ 2,200.00**

**TOTAL REVENUE ACCOUNTS \$ 653,100.00**

**EXPENDITURE ACCOUNT STATUS****FUND 1000: GENERAL****TOTAL \$ 181,200.00****FUND 2011: MOTOR VEHICLE LICENSE TAX****TOTAL \$ 113,500.00****FUND 2021: GAS TAX****TOTAL \$ 468,400.00****FUND 2031: ROAD AND BRIDGE****TOTAL \$ 346,000.00****FUND 2041: CEMETERY****TOTAL \$ 50,700.00****FUND: FIRE DISTRICT****TOTAL \$ 415,200.00****FUND: AMERICAN RESCUE PLAN (ARP)****TOTAL \$ 89,296.32****FUND: SPECIAL ASSESSMENT****TOTAL \$ 4,000.00****TOTAL ALL FUNDS \$ 1,668,296.32**

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

**Old Business****County Line Road Project**

Mr. Stinson – On the County Line Road project we received a fence proposal from Kyle Smith, the general manager. Includes a temporary and 550 feet of permanent fencing. Approximately \$6,841. The county (engineer) does not build fence. If we are satisfied with this vendor they want to add them as a preferred vendor per Danny Boggs.

Ms. Perry inquired if there was an email to set him up as a vendor and to get the tax information.

Mr. Stinson did not have an email but had a cell phone number which was provided to the fiscal officer.

Mr. Harrigan inquired if Mr. Smith lives in the county. Mr. Stinson indicated he does, in Goshen, but the business is in South Vienna. We need someone to meet the time schedule of

the county as they are ready to go. Total for temporary and permanent fencing \$6,840.33 – fiscal officer to open a purchase order.

#### On Street Parking in Subdivision

Mr. Stinson indicated the fiscal officer prepared a letter.

Ms. Perry – Spoke to Ms. Napier, Asst. Prosecutor who suggested we send a notice to the residents in the subdivisions and mail notice to them rather than using newspaper or website notice. Trustee Stinson provided the road names, which were given to the Auditor, who provided a list of all of the residents. The fiscal officer has started to review them and compile a mailing list (62 completed). Suggested mailing notice to residents and also giving notice on the website. Ms. Napier indicated that once notice is given and public comment received, the trustees can rescind, amend, or keep the resolution prohibiting parking in subdivisions. Once that decision is made, signs need to be purchased. A draft of the notice is on your desks. Ms. Perry suggested adding the Ohio Revised Code section to the notice, basically the first paragraph of the resolution, as well as the trustee email for public comment in addition to in person. Trustee Harrigan made one change as well.

Ms. Perry suggested to give time to get all of the letters ready, and then do 1 or 2 opportunities for public comment. April 15<sup>th</sup> or May 6<sup>th</sup> meetings suggested. One public comment period was selected of April 15<sup>th</sup>, as well as mailing the notices to the residents and placing notice on the website.

Mr. Stinson suggested the trustees phone numbers be added to the letter for contact.

Discussion ensued regarding signage, and that a sign would be needed for each street. Trustee Stinson suggested let's not get caught up in this before we get through the public notices.

#### Vancrest

Mr. Stinson reported that he talked to the director of Vancrest, and that for the last week it has been the lowest run count seen in years. They have gotten a hold of the county paramedic. Trustees Stinson asked about a meeting with the fire chief, Vancrest, and the township. They have done well on arresting some of the calls. Trustee Stinson texted Shane who indicated they are ready to speak whenever.

#### New Business

There was no new business, and Trustee Stinson opened the floor for comments.

Mr. Evilsizor – Reported he did not have anything in addition to the handout he passed out.

Mr. McCabe – did not have any additional comments.

Trustee Koerner moved, seconded by Trustee Harrigan to pay the following bills:

Check No.	Date	Payee	Total Amount
	03/18/2024	US Treasury	\$1,657.91
	03/18/2024	City of Urbana	\$100.24
	03/18/2024	Ohio Department of Tax	\$146.00
20361	03/18/2024	VOID	
20362	03/18/2024	VOID	
20363	03/18/2024	Matt Harrigan	\$883.58
20364	03/18/2024	Roger Koerner	\$742.89
20365	03/18/2024	Richard McCain	\$1,707.70
20366	03/18/2024	Sandi Perry	\$1,237.80
20367	03/18/2024	Blair Stinson	\$837.41
20368	03/18/2024	Sean Tullis	\$878.07
20369	03/18/2024	Sean Tullis	\$25.00
20370	03/18/2024	Richard McCain	\$25.00
20371	03/18/2024	Sandi Perry	\$215.73
20372	03/18/2024	Matt Harrigan	\$425.00
20373	03/18/2024	Blair Stinson	\$425.00
20374	03/18/2024	Roger Koerner	\$425.00
20375	03/18/2024	Ward Excavating	\$440.00
20376	03/18/2024	Joe Rees Welding	\$49.77
20377	03/18/2024	Cintas	\$114.72
20378	03/18/2024	Heritage Cooperative	\$641.02
20379	03/18/2024	McKeever's	\$320.00
20380	03/18/2024	ADT Security	\$67.61
20381	03/18/2024	US Postmaster	\$68.00
20382	03/18/2024	Roberts Refuse	\$68.50
20383	03/18/2024	OPERS	\$2,283.10
20384	03/18/2024	OPERS	\$2,149.80
<b>Total</b>			<b>\$15,934.85</b>

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

Next meeting is April 1<sup>st</sup> at 5:00 P.M.

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**3-18-24**

**Zoning**

1. .

**3-18-24**

**Cemetery**

1. Michael McGuire installed 2 footers in Grandview Cemetery for \$123.00 each. I had 2 other options.
  - a) Order premixed concrete. Minimum order is 5 cubic yards at \$163.00 per yard. I needed less than 1 cubic yard of concrete. Total cost would have been \$815.00.
  - b) Rent a concrete mixer for \$60.00 and purchase 40 x 80 pound bags of concrete at \$9.00 per bag. Total cost would have been \$420.00.

#1 Shelia and Michael Grove  
Plot #195 Gravesites 1,2  
40"x14"x36"  
0.492 cubic yards

#2 Lowel and Joanne Newman  
Plot #68 Gravesite 5  
34"x14"x36"  
0.365 cubic yards

2.

**RE: PROPOSED URBANA TOWNSHIP HALL RENTALS**

**March 18, 2024**

**To the Urbana Township Board of Trustees**

**Attn. Messrs. Koerner, Stinson & Harrigan**

Good afternoon, as indicated at the March 4, 2024 meeting that there would be discussion this afternoon regarding The Urbana Township Hall Rental.

Firstly, Thank You for all of your work in bringing this back to fruition for Urbana Township.

I understand that the Hall is limited by Fire Code to Forty-Nine (49) Occupants, inside the building.

Further, earlier discussion was to exclude renting to Out Of Township persons. I would respectfully request that you consider permitting such rental(s) (even if at a higher rental cost). There could be numerous valid reasons that someone from outside the Township may want rent/use the Hall space, for the Benefit of Urbana Township Residents, although they may not be from the Township. Certain potential beneficial use(s), may include informative meetings to explain and offer Q & A sessions for the awareness and benefit of Urbana Township Residents, among numerous other reasons. Examples of such could be as such as relating to education and explanation of Solar, Wind, Water, Aggregation, Election, etc. issues potentially affecting residents of Urbana Township.

Allowing the use by out of Township person(s), even at the higher cost, could alleviate the potential. of the out of Township resident, contacting an Urbana Township Resident and having them rent it at the lower resident rate.

As for rates, we are only talking of Hall occupancy for 49 people; when compared to rental rates at other venues which may accommodate hundreds.

Let's not be greedy, but, courteous, helpful and obliging to our Township taxpayers and residents.

Moreover, we should take into consideration potential issues relating to policies of posting of No Smoking, Consumption of alcohol and/or drugs, as well as a Firearms Restriction Policy.

Thank you for your time and consideration.

Respectfully submitted,

Dan Evilsizor

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

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



Blair Stinson, President



Sandi Perry, Fiscal Officer