

LEROY TOWNSHIP TRUSTEE MEETING MINUTES

The Leroy Township Trustees met in regular session on Wednesday, February 11, 2026, at 6 p.m., at the Community Center.

Present were Trustee and Chairman Linda Burhenne, Vice Chairman Roy Greig, Trustee Rich VanPelt, Fiscal Officer Lexi Brown.

Linda opened the meeting with the pledge.

Linda made a motion to approve Trustee Meeting Minutes from January 27, 2026
Rich 2nd.
All in favor.

Linda made a motion to approve Trustee Meeting Minutes from January 29, 2026.
Rich 2nd.
All in favor.

Linda made a motion to approve Trustee Meeting Minutes from February 3, 2026
Rich 2nd.
All in favor.

GUEST:

Dave Radachy, Director of Lake County Planning & Community Development

- Planning Commission issues addresses for 10 of 23 communities, including Leroy.
- Current practice: addresses issued when zoning permit requested or at zoning inspector request.
- Historical problems: addresses given without zoning approval led to unauthorized habitation (barn conversions, campers).
- Proposed change: formalizing address guidelines via Planning Commission public hearing and adoption.
- Enforcement: zoning violations pursued through Painesville Municipal Court; possible search warrants; criminal penalties per ORC.
- Trustee action: review address guidelines; Noelle to confirm affidavit and related documentation before issuing address.

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ZONING:

- Problems noted: barn conversions to residences, unauthorized uses of agricultural buildings, zoning violations leading to dangerous conditions (fire risk).
- Agricultural "permits": affidavit-based verification of true agricultural use required; not equivalent to full zoning permit.
- Importance of controlled addressing to prevent unauthorized occupancy and to enable enforcement.
- Emergency response consideration: addresses assist dispatch and fire/rescue location.
- Specific parcel under discussion: affidavit awaited; zoning inspector requested documentation.

Zoning Appointments:

Linda made a motion to appoint Corey Keeney as BZA alternate (term to 12/31/2027).

Rich 2nd.

Poll the vote:

Linda Burhenne	aye
Roy Greig	aye
Rich VanPelt	aye.

Motion carried.

Linda made a motion to appoint Amy Shelton as BZA member (term to 12/31/2030).

Roy 2nd.

Poll the vote:

Linda Burhenne	aye
Roy Greig	aye
Rich VanPelt	aye.

Motion carried.

Linda made a motion to appoint Deirdra Orosz as Zoning Secretary at \$50 per meeting, \$15/hour for other work, six-month probation.

Rich 2nd.

Poll the vote:

Linda Burhenne	aye
Roy Greig	aye
Rich VanPelt	aye.

Motion carried.

CORRESPONDENCE:

Lexi Brown presented a letter for St. Pauly Textile, Inc. regarding Leroy Township's impact made from last year's donations from the clothing shed.

13,447 pounds of clothing were donated.

This was enough to clothe an estimated 2477 people around the world.

Based on this volume of clothing Leroy Township received \$538.

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FISCAL:

Roy made a motion to pay all bills.

Rich 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

Rich made a motion for Fiscal Officer Lexi Brown to attend training at the 2026 Local Government Officials Conference (March 18–20);

\$300 (includes training, some meals).

Roy 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

FIRE:

Rich gave the fire report for Chief Toman.



LEROY TOWNSHIP FIRE DEPARTMENT TRUSTEE'S REPORT:

DATE: 02/11/2026

OF CALLS YTD. : 77

OF CALLS FOR THE MONTH OF JANUARY: 59

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FIRE	5
EMS	44
HAZARDOUS COND	5
SERVICE CALL	1
GOOD INTENT	1
FALSE ALARM	2
SPECIAL INCIDENT	1

NEW BUSINESS:

OLD BUSINESS:

We need to sign and enter into a contract with Central Communications. This is a 5-year contract, but we can end the contract with a six month notice and no penalty. You have received the updated contract and the MOU that I will be signing once the contract is signed. This MOU will reduce our maintenance fee once they calculated the fee by run volume.

The old fire engine has been sold on Gov Deals and had been picked up.

Our annual pancake breakfast will be held on April 26, 2026, from 9 A.M. to 12:30

-end of fire report-

Linda asked to adopt **RESOLUTION 26-07** to enter into a contract with Central Communications for dispatch.

Roy 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Resolution adopted.

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ROADS:

Roy gave the road department report:

- Plan to create 5–10 year comprehensive road plan with county assistance.
- Strategy: core sampling to determine base, then choose repair method (full rebuild vs. grind and chip/tar).
- Budget shrink due to county returning homestead money; estimated ~ \$50,000 reduction for road fund.
- Immediate repairs planned for problematic spots (e.g., Jennings, Edgebrook Court): dig out, add base, then surface.

Road garage and buildings:

- Discussion of condition and possible future demolition or renovation.
- Need for site mapping, boundaries, and reuse plan before demolition.
- Wells on site: multiple wells noted; need testing and verification for potable use if restrooms added.

Attached: Road Department Pie Charts

CEMETERIES:

-none-

PARKS:

Recreation meeting scheduled: Thursday 2.12.26, 6:30 PM at the community center.

OLD BUSINESS:

-none-

NEW BUSINESS:

-none-

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ITEMS FOR FURTHER DISCUSSION:

Town Hall:

- Town hall currently lightly used (zoning once weekly); discussion about future use for BZA, zoning commission, offices for road/zoning staff.
- Sanitation requirement: Ohio EPA and health department involvement depends on building use; holding tank and pump-out possible (less expensive than full commercial septic).
- Capital budget/State capital bill:
 - Possible funding source for restroom and park improvements; many grant categories require match (some require 50% local match).
 - Application deadlines: mid-March for requests; decision timeline tight.
 - Trustee direction: prepare requests for multiple projects (restroom, park parking, soccer fields, bleacher repairs).
- Heating/noise issue in town hall: ductwork and fan motor may require replacement or modification.
- Potential project candidates for capital funds: parking upgrades, leveling field/soccer fields at school property, bleacher repairs.

Ball Field:

- Estimate for removing and replacing ball field pavilion concrete (24' x 36'):
 - 12 yards concrete; wire mesh; gravel base; removal and reinstall; labor and saw cutting.
 - Ballpark total: \$7,600 (contractor estimate); estimated township-internal work could save ~\$2,000.
- Recommendation: obtain multiple quotes, use local contractors, formalize bid/quote specs.

ADA Compliance for Website and Electronic Documents:

- Federal/state requirement: municipal websites and online content must be ADA-compliant (accessible to visually or hearing-impaired users).
- Deadline: small governments must comply by April 2027.
- Compliance work may be time-consuming and costly (example: neighboring township paid ~\$25,000).
- OTA offers initial free analysis and vendor assistance; trustees recommended to get in queue early.
- Action: involve current webmaster in compliance planning; schedule OTA/vendor review.
- Trustee Rich VanPelt to spearhead this effort.

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Cemetery Maintenance and Bids:

- Discussion about cemetery spring cleanup, mowing, weed spraying, and insurance requirements for contractors.
- Resident (longtime mower) raised concerns about bid specifications, spraying frequency, and which cemeteries receive cleanup.
- Trustees to follow up with detailed bid specs and discuss directly with contractor(s) and residents.

Demolition / Land Bank Action:

- Property discussed: old Subway building (parcel includes rear land and nonworking septic).
- Background: prior receivership complicated land bank demolition; updated ownership records indicate property owned by individual in LLC.
- Motion passed: Noelle to send letter expressing township interest to the Land Reutilization Corporation (deadline referenced as Feb 23).
- Purpose: pursue demolition/clearance to allow potential reuse or sale by land bank.

Other Facility Repair Items:

- Community Center handicap doors: outside button not functioning; locksmith involvement and parts ordered; concrete pad heave affecting door operation; contractor (Santee) scheduled to revisit.
- Road salt bin repairs: plywood replaced; hardwood boards installed to assist skid steer operation; steel bracing ordered from local welder (Chardon Welding) with 10–14 day lead time; lift rental needed for work at height (boom and man lift).

Financial Clarification: Levy Cost Correction:

- Correction provided for prior levy cost estimate:
 - If a proposed 5.0-mil levy passes and a 4.5-mil renewal is suspended, net increase = \$78 per \$100,000 of assessed valuation.
 - Reminder: assessed valuation basis differs from market value (county appraisal and taxable percentage apply).

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AUDIENCE:

- Multiple public comments addressed roads, cemetery contracting, and road-edge/ditch problems causing plow stuck incidents.
- Concern over road deterioration where ditches have eroded, causing drop-offs and vehicle/plow issues.
- Trustees explained plan to prioritize, core-sample roads, and apply for county/state funds; incremental repairs planned using limited budget.

Roy made a motion to adjourn the meeting.

Linda 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Next Trustee meeting will be February 24, 2026, at 6pm at the Community Center.

Linda Burhenne, Chairman, Trustee

Lexi Brown, Fiscal Officer

LEROY TOWNSHIP TRUSTEE MEETING MINUTES

Attached: Road Department Pie Charts

Leroy Township Service Department Approximate Work Hours January 2026

Activity	Hours
Patching/Road Repairs	0
Road Cleanup/Road Maintenance	37
Ditching/Culverts	7.5
Mowing	0
Equipment/Vehicle Repair	38
Equipment/Vehicle Maintenance	19
General Maintenance/Garage Work	35
Yard/Garage Cleanup	41
Snow Removal	409.5
Errands(Parts, Eqt. Pickup)	19
Admin Work/Office/Meetings	55.5
Cemetery Work	14.5
Park Work	3
Fire Work	1
Training	10
Total Hours	690

