

LEROY TOWNSHIP TRUSTEE MEETING MINUTES

The Leroy Township Trustees met in regular session on Wednesday, February 24, 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 February 11, 2026

Rich 2nd.

All in favor.

Linda made a motion to approve Emergency Trustee Meeting Minutes from February 12, 2026

Roy 2nd.

All in favor.

GUEST:

-none-

Linda made a motion to deny zoning commission changes due to improper advertising, process to restart correctly.

Rich 2nd

All in favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

CORRESPONDENCE:

- Radcliffe Road intergovernmental agreement with Hamden needs updating (last signed 2005).
- Ohio Dept. of Agriculture: support letter requested for Farmland Preservation/Land Use Planning grant.
- ODOT sign installation update: sign ready; awaiting weather. Operators trained.
- Lake County Township Association requests a replacement appointment for 911 Program Review Committee (Joe White).
- Job & Family Services foster clinic dates posted for public.
- OTARMA calendar photo contest: entries due September 1; prize and recognition available.
- NOPEC annual grants: \$1,000 discretionary grant and a usage-based grant (\$5,059) requiring resolution to accept.
- Medi-Count 2025 annual report available in office.

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FISCAL:

Rich made a motion to pay all bills.

Roy 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

Lexi reported that the year 2025 has officially closed in UAN.

Roy made a motion to allow the Leroy Recreation Board to use the \$1,000 NOPEC grant money for Township Day.

Rich 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

NOPEC grant for \$5,059 requires resolution to accept and designate use; trustees chose to postpone routing and discussion until next meeting for review.

FIRE:

- Computer for watch office ordered (\$440.90 + \$48.99 two-year warranty, Windows Pro).

ROADS:

- Outstanding past invoice discovered: approx. \$144,000 from 2025 (Shelly paving/final bill not previously received).
- Tax rollback reduced revenue by ~\$50,000, compounding budget pressures.
- Trustees plan to allocate \$150,000 (carryover) toward patching and road repairs; will apply for state funds (matching 50–80% typical).
- Candidate roads for state funds: Sumner and Taylor (ranked by state point system); Jennings Drive also prioritized.
- Jennings Drive repair approaches and estimates:
 - Initial full depth rebuild estimate: remove pavement/base, 8" excavation, geotextile, 6" 304 gravel, asphalt layers (cost yielded ~460 feet for \$150,000).
 - Revised plan: same excavation and gravel, 4" asphalt base, thinner intermediate, then chip seal top — increases coverage to ~525 feet for \$150,000.
 - Additional shifting of township funds: move \$50,000 from road building fund to road repairs to increase Jennings' coverage to ~700 feet.

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- Work sequence emphasized: complete ditching and culvert replacement before paving.
- In-house vs. County Engineer roles: county engineer will prepare/administer bids; township to complete in-kind ditching and culvert prep.
- Planned road prep/coring to determine base quality.
- Additional roadwork: potholes and holes on Shirley and Spring Court to be addressed.
- Staffing: recruiting a full-time employee with CDL to support ditching and hauling; three applications received.

Roy made a motion to accept all the road material bids.

Linda 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

Bids were opened and will be reviewed by the Trustees and Road Department Superintendent.

Roy made a motion to support Farmland Preservation to be signed by Roy.

Linda 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

CEMETERIES:

Rich reported that restoration of headstones needed at Brakeman Cemetery due to tree stump/root upheaval.

PARKS:

- Planning for June 27 250th celebration: full-day event with parade and fireworks.
- Donations forms for fireworks are available from Lori; plans to post info online.
- Volunteers requested for event preparation.

ZONING:

- Zoning commission public hearing invalidated due to improper advertising; trustees denied changes and will restart process correctly.
- Demolition follow-up: letter sent to land bank requesting reconsideration of demolition for Subway building; land bank previously near scheduling but project stalled by bankruptcy/receivership issues.
- Property ownership and tax complications:
 - Leroy School property delinquent taxes rose to ~\$55,000; township placed on payment plan (\$828/month) while tax-exempt status is resolved.
 - A nearly 3-acre parcel obtained after failed sheriff's sale has delinquent taxes (~\$8,000); investigating whether some back taxes should have been extinguished at sale date. County auditor working to resolve.

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- Township expects reimbursement of any paid taxes once state/county review completes; process may take many months.
- Address number assigned to Valentine Road.

Linda

FACILITIES:

- Town hall furnace noisy due to modern burners; proposed mitigation:
 - Replace louvers/door on furnace closet with solid door.
 - Add insulated intake vent with elbows to reduce sound.
 - Insulate ductwork where accessible (acoustic duct insulation).
 - Awaiting quotes; expected noise reduction ~50%.
- Pavilion concrete pad replacement requested to be bid and scheduled:
 - Trustee asked for spec and bids to aim for completion before June 27 (250th celebration).
 - Trustee to prepare specs for next meeting; demolition and removal cost to be bid separately.

OLD BUSINESS:

IT and Video/Website Items:

- Township website ADA compliance initiative underway; Rich coordinating with webmaster.
- Considerations for GOV domain and site cleanup for multiple townships with same name.
- Meeting video uploads currently produces three video segments; webmaster cannot stitch them together for site upload.
Proposal to purchase one-time video editing software to merge and prepare videos for closed captioning.
Decision deferred: trustees asked to confirm software can also produce captions before purchase; videos not posted until capability secured.

NEW BUSINESS:

Linda made a motion to approve the purchase of 3 new township laptops (upgrades needed: current laptop incompatible with Windows 11).

Rich 2nd.

All in Favor.

Poll the vote:

Linda Burhenne	aye
Roy Greig	aye
Rich VanPelt	aye.

Motion carried.

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Linda made a motion to approve a phone stipend for Zoning Secretary Deirde Orosz for \$25 a month paid quarterly.

Rich 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

ITEMS FOR FURTHER DISCUSSION:

STATE CAPITAL BILL:

Linda proposed submitting two \$50,000 requests:

Restroom facility for historic town hall/road crew (capital improvement).

Restoration of walking trail on Leroy School property (park/trail capital).

Roy 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Motion carried.

AUDIENCE:

-none-

Linda made a motion to adjourn the regular meeting at 7:10 pm. The Board then entered executive session at 7:20 pm to discuss ongoing litigation. No further business was conducted following the executive session, and the meeting was adjourned at 8:00 pm.

Roy 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Next Trustee meeting will be March 17, 2026, at 6pm at the Community Center.

Linda Burhenne, Chairman, Trustee

Lexi Brown, Fiscal Officer