

LEROY TOWNSHIP TRUSTEE MEETING MINUTES

The Leroy Township Trustees met in regular session on Tuesday April 21, 2026, at 6 p.m., at the Community Center.

Present were Trustee and Chairman Linda Burhenne, Vice Chairman Roy Greig, Trustee Rich VanPelt, Fiscal Office Assistant Kristi Milo.

Linda opened the meeting with the pledge.

Roy made a motion to approve Trustee Meeting Minutes from April 7, 2026.

Rich 2nd.

All in favor.

GUEST:

-none-

CORRESPONDENCE:

The Trustees were contacted by Riverside Schools asking the community to do a survey. Linda suggested it be made public on the Leroy Township website.

The Trustees received a letter from NOPEC that requires no action from the board.

ADMINISTRATIVE:

- Policy manual: first pass update sent to prosecutor for review; trustees encouraged to read and provide feedback.
- Records retention schedule: meetings held with fire chief and fiscal officer; will convene Records Commission (fiscal officer + board chair) for approval; then send to Ohio History Connection and state auditor.
- Disaster plan noted as out-of-date; to address later.

FISCAL:

Linda made a motion to pay all bills

Rich 2nd.

All in favor.

New sign on Vrooman Road is nearly complete; old sign removed and claimed by Road Dept.

Seal-coating grant funds: ~\$3,500 remaining; contractor offered \$400 extra seal coating in exchange for permission to hang a banner on township fence; prosecutor indicated this is lawful; board agreeable to proceed if disclosed in minutes.

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FIRE:

Rich made a motion to approve the hiring of Josh McBride for Part-Time Medic/Firefighter. Background check, drug test, and physical returned clear.

Works full-time at Perry; will cover shifts as medic.

Roy 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

Pancake Breakfast will be held April 26, 2026.

Election Day is May 5, 2026. The Fire Department has a levy on the ballot.

ROADS:

- Road inspections: regular drive-around to check culverts and ditches; recent ditching on Callow; Taylor and Proctor slated for work.
- Issue 2 funding discussion with county engineer:
 - Can combine grant and 0% interest loan; loans amortized over life of project (typical road life 20 years).
 - Cost estimate guideline: ~\$300 per linear foot for road reconstruction.
 - Example: one-mile section (~5,280 ft) at \$300/ft ≈ \$1.5M.
 - Application deadline: May 23; decision timeline: next July (2027 referenced).
 - Township intends to apply for Taylor and Sumner roads; Proctor handled locally.
 - Board supportive of combining grant + loan; can refuse loan if awarded later.

CEMETERIES:

- Cemetery restoration contractor contacted; scheduling and verification pending.
- Cemetery restoration is being done incrementally over multiple years.

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PARKS/FACILITIES:

- Bee/pest control: trustee requested spraying at multiple township facilities:
 - Targets: all buildings, bleachers, concession, pavilion, light pole, barn, fire station, community center, road department shop headers, and problematic sign.
 - Arrange quotes from current vendor and an alternate; decide scope of buildings to include.
- Softball equipment request:
 - Equipment list includes helmets, softballs, bats, lime machine; cost for field-liming machine ~ \$2,300.
 - Linda made a motion to approve the softball program to purchase necessary equipment from its budget line item no more than \$2,300.
Roy seconded.
Poll of the vote.
Linda Burhenne aye
Roy Greig aye
Rich VanPelt aye.
- Softball field maintenance staffing:
 - Request to post job for part-time field maintenance (paid, flexible hours).
 - Clarification needed on employment classification, payroll, insurance, workers' comp; prosecutor will be consulted.
- Playground/facility safety items:
 - Past recommendations from insurer (OTARMA) included guardrails at bleachers and playground surface issues.
 - Some playground surfacing (pea gravel) previously corrected; follow-up needed to confirm all items addressed.
 - Electrical covers in pavilion: volunteer (John Brown) offered to install required covers if township purchases covers.
- Facility inspections:
 - Volunteer masonry contractor from trustee's church will inspect town hall, old garage, concession stand, and fire station gratis; concern about southeast corner crack under town hall.
- Community Garage Sale May 2, 2026
- Leroy Township Day June 27, 2026

ZONING:

- Public hearing continuation for zoning amendments:
 - Original hearing continued from April 14 to May 12 at 7:00 PM at town hall.
 - Items include proposed deletions/changes

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OLD BUSINESS:

Linda made a motion to approve the use of Personnel Forms: Employee Evaluation, Employee Discipline and Records Request Forms.

Rich 2nd.

All in Favor.

Poll the vote:

Linda Burhenne aye

Roy Greig aye

Rich VanPelt aye.

NEW BUSINESS:

- Complaint/email about trucking/activities across from the Shell on Vrooman Road (screening concern).
- Developer plans a soil mound and pine trees as screening; will take time to implement and may use dirt (township has dirt available).

ITEMS FOR FURTHER DISCUSSION:

- May 19 @ Trustee Meeting (special guest: Riverside Schools to discuss social services/coordinating center initiative).

AUDIENCE:

Leroy School lawn damage will be fixed by resident.

Report of 2 large potholes on Seeley Road.

Linda made a motion to adjourn the regular meeting and enter executive session for possible purchase of property.

Rich 2nd.

All in Favor.

Rich made a motion to end executive session and adjourn the regular meeting with no further business to be discussed.

Linda 2nd.

All in Favor.

Next Trustee meeting will be May 19, 2026, at 6pm at the Community Center.

Linda Burhenne, Chairman, Trustee

Kristi Milo, Fiscal Office Assistant