

Painesville Township

Established
1800



Resolution

RESOLUTION NO. 2025-013

A RESOLUTION ESTABLISHING MEETING PROCEDURES AND METHODS OF NOTIFICATION FOR 2025.

WHEREAS, RC §121.22(F) requires public bodies to establish a method for giving notice of meetings; and

WHEREAS, the Painesville Township Board of Trustees finds it advisable to establish certain meeting procedures for the conduct of its business and to provide a method for giving notice of meetings.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Painesville Township, Lake County, Ohio:

The Painesville Township Board of Trustees hereby adopts the following meeting procedures and establishes the following methods whereby any person may determine the date, time, and place of regular meetings and the date, time, place, and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place, and purposes of special and emergency meetings of the Board:

Section 1. Place of Meetings. All regular and special meetings of the Board, including Staff Meetings and Office Hours, shall be held at the Painesville Township Town Hall Building located at 55 Nye Road,, Painesville Township, Ohio 44077, or at such other time and place, as may from time to time be fixed by the Board, or as shall be specified or fixed in the notice of the particular meeting.

Section 2. Regular Meetings.

a. Unless otherwise postponed or canceled, regular meetings of the Board shall be held on the first Tuesday at 7:30 PM and on the third Tuesday at 11:00 AM of every month in the calendar year. Regular meetings may be postponed or canceled in advance by or at the direction of the chairperson, vice chairperson, or any two Board members for reasons of an anticipated lack of a quorum, a lack of business, or for such other reasons deemed sufficient

by the Board. Regular meetings for the months of June, July and August are reduced to one meeting per month, generally held on the third Tuesday of each month at 11:00 AM.

b. Unless otherwise postponed or canceled, regular meetings of Work Sessions of the Board shall be held one and one half hours before each regular meeting of the Board, at 6:00 PM on the first Tuesday of each month, and two hours before each regular meeting of the Board at 9:00 AM on the third Tuesday of each month in each calendar year, respectively. Work Session Hours may be postponed or canceled in advance by or at the direction of the chairperson, vice chairperson, or any two Board members for reasons of an anticipated lack of a quorum, a lack of business, or for such other reasons deemed sufficient by the Board. Regular work sessions of the Board for the months of June, July and August are reduced to one meeting per month, on the third Tuesday of each month at 9:00 AM.

Section 3. Special Meetings. Special meetings of the Board, including Staff Meetings and Work Sessions, shall be held whenever called by or at the direction of the chairperson, vice chairperson, or any two Board members.

The notice of a special meeting shall specify the date, time, location, and purpose(s) of the meeting. Unless otherwise specified in the notice, special meetings shall be held at the same location as regular meetings. In the event of an emergency requiring immediate official action, a special emergency meeting may be held without the requisite twenty-four (24) hour advance notice to all media outlets that have requested such notification; provided, however, that the Township Administrator or the member or members calling such meeting shall notify members immediately of the time, place, and purpose of the special emergency meeting.

Section 4. Public Notice of Regular and Special Meetings. The Board hereby establishes the following methods whereby any person may determine the date, time, and place of regular meetings of the Board, including Staff Meetings and Office Hours, and the date, time, place, and purpose(s) of special and emergency meetings of the Board, including Staff Meetings and Work Sessions:

(a) Regular Meetings - The Township Administrator shall give notice of the Board's regular meeting schedule by posting notice of scheduled meetings with specific dates and times on the Painesville Township website (www.Painesvilletownship.com). Unless otherwise changed or canceled, all regular meetings of the Painesville Township Board of Trustees will be held on the first Tuesday of the month in each calendar year at 7:30 PM and on the third Tuesday of the month in each calendar year at 11 AM at the Painesville Township Town Hall Building located at 55 Nye Road, Painesville Township, Ohio 44077, unless that day is determined by the Board to be a legal holiday under Ohio Law, in which case, the regular meeting scheduled shall be either canceled, or held on such other day as the Board may determine. Unless otherwise changed or canceled, all regular Work Session Hours of the Board will be held at 6:00 PM on the first Tuesday of each month and 9:00 AM on the third Tuesday of each month of each calendar year, with the exception of meetings for the months of June, July and August, which are reduced to one meeting per month, generally held on the third Tuesday of each month at 11:00 AM.

at the Painesville Township Town Hall Building located at 55 Nye Road, Painesville Township, Ohio 44077, unless that day is determined by the Board to be a legal holiday under Ohio Law, in which case, the regular meeting scheduled shall be either canceled, or held on such other day as the Board may determine. If the date, time, or location of a regular meeting is changed or canceled, notice of the change or cancellation shall be posted on the Township's website at least twenty-four (24) hours prior to the meeting where practical.

(b) Special and Emergency Meetings The Township Administrator shall give notice of the date, time, location, and purpose(s) of a special meeting (other than an emergency meeting) by posting a notice in the same location as provided for posting notice of the Board's regular meeting schedule provided above. The notice shall be posted at least twenty-four (24) hours prior to the meeting or, in the case of an emergency meeting, the Township Administrator shall, if sufficient time allows, give notice of an emergency meeting in the same manner as provided for non-emergency special meetings. Otherwise, notice of an emergency meeting is not required, except as provided below.

(c) Notice of Meetings to Discuss Particular Business - The Township Administrator shall give reasonable advance notice of any regular or special meetings at which a particular type of public business is to be discussed to any person who has requested such notice. Persons wishing to receive such advance notification shall make such request in writing to the Board, in care of the Township Administrator, at 55 Nye Road, Painesville Township, Ohio 44077 or by email to hbartone@Painesvilletwp.com and shall list the requestor's name, mailing address, telephone number, e-mail address, and the specific type of public business in which the requestor has a particular interest and desires notice. In addition, the requestor shall furnish the Township Administrator with a sufficient number of stamped, self-addressed envelopes for postage mailing such notice unless the requestor elects to receive such notice electronically via an email address requestor provides to the Township Administrator.

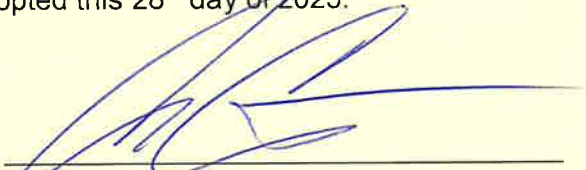
(e) Special Notice Required by Law - When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form or manner prescribe by statute, in addition to notice otherwise required under this Section.

Section 5. Amendment of Rules_At any meeting of the Board, these Rules may be amended or repealed in whole or in part, or new Rules added thereto and adopted, by the affirmative vote of a majority of those Board members present at a meeting at which a quorum is present.

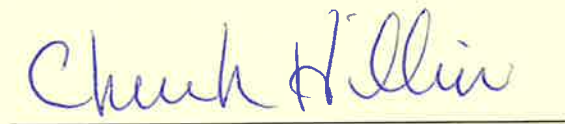
Section 6. Compliance. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of the Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 7. Effective Date. This Resolution shall be in full force and effect immediately upon its adoption.

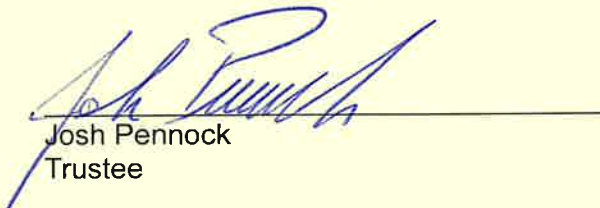
Adopted this 28th day of 2025.



Gabe Cicconetti
Trustee



Chuck Hiller
Trustee



Josh Pennock
Trustee

CERTIFICATION

I, the undersigned Michael Patriarca, Fiscal Officer and Clerk of the Board of Trustees for Painesville Township, Lake County, Ohio, do hereby certify that the foregoing Resolution No. 2025-013 is a true and accurate copy of the Resolution adopted by the Painesville Township Board of Trustees at its meeting of January 28, 2025, and that I am duly authorized to execute this Certification. Witness my hand this 28th day of January 2025, in Painesville Township, Ohio.



Michael Patriarca, FISCAL OFFICER