

AGENDA

For the Weathersfield Township Trustees Regular Meeting
To be held on Tuesday, October 13, 2026 at 7:00 PM

Call to order: Name

Pledge: Completed

Roll Call: Steven Gerberry - Attendance Richard Harkins - Attendance
Edward Whittaker - Attendance Patrick Glunt - Attendance

Correspondence/Announcements:

- The ***Trustees are pleased to announce that the Auditor of State of Ohio has released Weathersfield Township’s most recent Independent Public Accountant’s Report covering Fiscal Years 2024 and 2025. The audit report reflects favorable results across the Township’s financial operations and compliance areas, including cash and investments, receipts, debt, payroll, expenditures, budgetary compliance, public records, and open meetings.*** The Board of Trustees would like to recognize and sincerely thank **Fiscal Officer Patrick Glunt and Administrative Assistant Sherri Craver** for their diligent work, attention to detail, and continued commitment to maintaining the Township’s strong financial records and practices. Their efforts were instrumental in achieving these successful results. We appreciate their dedication and the high standard of accountability they continue to provide to Weathersfield Township and our residents.
- The ***Trustees would like to remind our residents that the Weathersfield Community Connection Partners will be hosting an Oktoberfest on Saturday, October 17, 2026, from 10:00 A.M. until 11:00 P.M. at the Weathersfield Township Community Park.*** This family-friendly community event will feature inflatables and games for the kids, food trucks, a DJ, live music, local vendors, and plenty of activities throughout the day.
- The ***Trustees would like to thank the Weathersfield Community Connection Partners for installing the fall decorations at the community park.***
- The ***Trustees would like to remind our residents that the 2026 Trick or Treat event has been set for Saturday, October 31, 2026 from 5:00 PM until 7:00 PM.***
- The ***Trustees would like to announce to our residents that the Weathersfield Local School District will host their annual Spirit Day Parade this year on Thursday, October 22, 2026, the parade begins at 6:00 PM.*** The route for the parade is from Ohltown McDonald Road south along Main Street (SR46) to Depot Street. There will be a bonfire immediately following the parade at the Community Park.
- The ***Trustees would like to mention that the State of Ohio burn ban is in place and that open burning is not permitted within the Township.***
- The ***Trustees would like to remind our residents that the 2026 Residential Tree Limb Chipping Program has begun.*** The 2026 Residential Tree Limb Chipping Program began on Friday, May 1, 2026 and will continue each Friday through Friday, October 30, 2026. For tree limb pick-up, you must call the Township by Thursday of each week to be placed on the list for a Friday pick-up. Please keep the following rules and procedures in mind:
 - This program is intended for residential tree limbs up to 3 inches in diameter.
 - The tree limbs must be placed at the curbside with all the cut ends aligned with each other toward the street.
 - No shrubs, stumps, roots, lumber, or railroad ties will be accepted. All tree limbs must be free from vines.
 - We are not a tree removal service; if you are having a tree professionally removed let them do the entire job, you must have them take the tree limbs as well.

Reports:

- Financial Report – Presented by Patrick Glunt
- Administrator’s Report – Presented by David Rouan
- Zoning Report – Presented by Kelly Clarke
- Police Report – Presented by Police Chief Michael Naples

AGENDA

For the Weathersfield Township Trustees Regular Meeting
To be held on Tuesday, October 13, 2026 at 7:00 PM

- Fire Report – Presented by Fire Chief Tom Lambert
- Lane LifeTrans Report – Presented by Lane's Chief Tom Lambert
- Law Director’s Report – Presented by Cherry Poteet

Note: All reports are on file in the Fiscal Officer’s office.

Comments from the public will be heard on agenda items at this time; there will still be an opportunity for individuals to address the Board during our public comments part of the meeting.

Old Business:

Status

New Business:

26-133 Motion to ***approve the minutes from the Regular Meeting that was held on Tuesday August 11, 2026 at 7:00 PM, the Regular Meeting that was held on Thursday, September 24, 2026 at 3:30 PM, and the Regular Meeting that was held on Thursday, October 8, 2026 at 3:30 PM.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Vote Richard Harkins - Vote Edward Whittaker - Yes
Motion Status

26-134 Motion to ***adopt a resolution to approve the drawing warrants upon our treasury and paying township bills.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Vote Richard Harkins - Vote Edward Whittaker - Vote
Motion Status

26-135 Motion to ***adopt a resolution to approve the Then and Now Purchase Orders pursuant to the list provided by the Fiscal Officer.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Vote Richard Harkins - Vote Edward Whittaker - Yes
Motion Status

26-136 Motion to ***adopt a resolution to authorize Township Administrator David Rouan to execute, on behalf of the Board of Trustees, the necessary health insurance documents to continue coverage with Medical Mutual Insurance of Ohio,*** commencing January 1, 2027 for a term of one (1) year, term ending December 31, 2027. The renewal premium is a 4.52% increase over the current premium.

Motion by: Name Seconded by: Name
Vote: Steven Gerberry - Vote Richard Harkins - Vote Edward Whittaker - Vote
Motion Status

26-137 Motion to ***adopt a resolution to authorize Township Administrator David Rouan to execute, on behalf of the Board of Trustees effective October 5, 2026, the necessary documents to continue dental coverage with Delta Dental of Ohio,*** commencing January 1, 2027 for a term of one (1) year, term ending December 31, 2027. The premium is unchanged.

Motion by: Name Seconded by: Name
Vote: Steven Gerberry - Vote Richard Harkins - Vote Edward Whittaker - Vote
Motion Status

26-138 Motion to ***adopt a resolution to authorize Township Administrator David Rouan to execute, on behalf of the Board of Trustees, an agreement with ms consultants, inc. for professional services for an amount not to exceed \$7,500.00.*** The purpose

AGENDA

For the Weathersfield Township Trustees Regular Meeting

To be held on Tuesday, October 13, 2026 at 7:00 PM

of this professional engagement is for the consultant to provide technical assistance to the Zoning Commission, the Law Director, the Zoning Director, and the Board of Trustees while they consider revisions and amendments to the Township Zoning Regulations.

Motion by: Name

Seconded by: Name

Vote: Steven Gerberry - Vote Richard Harkins - Vote

Edward Whittaker - Vote

Motion Status

26-139 **MOTION TO ADOPT A RESOLUTION ESTABLISHING AND ADOPTING PROCEDURES FOR THE REVIEW, APPROVAL, AND AUTHENTICATION OF MINUTES OF THE BOARD OF TRUSTEES OF WEATHERSFIELD TOWNSHIP, INCLUDING THE AUTHORITY OF TRUSTEES TO APPROVE AND SIGN MINUTES OF MEETINGS AT WHICH THEY WERE NOT PRESENT, IN ACCORDANCE WITH OHIO LAW AND OHIO ATTORNEY GENERAL OPINION NO. 2007-019.**

WHEREAS, the Board of Trustees of Weathersfield Township, Trumbull County, Ohio, recognizes the importance of maintaining accurate, complete, and timely records of its official meetings and proceedings in accordance with the Ohio Revised Code; and

WHEREAS, Ohio Revised Code Section 121.22(C), commonly referred to as the Ohio Open Meetings Act, requires that the minutes of regular and special meetings of public bodies be promptly prepared, filed, and maintained and made available for public inspection; and

WHEREAS, Ohio Revised Code Section 507.04(A) requires the Township Fiscal Officer to maintain an accurate record of the proceedings of the Board of Township Trustees at all of its meetings; and

WHEREAS, Ohio Attorney General Opinion No. 2007-019, issued July 11, 2007, and published in September 2007, establishes that neither the Ohio Revised Code nor generally accepted rules of parliamentary procedure require a Board of Township Trustees to conduct a formal vote to approve its meeting minutes, but further recognizes that a Board may establish procedures governing such approval; and

WHEREAS, Ohio Attorney General Opinion No. 2007-019 further provides that a Board of Township Trustees should establish rules specifying whether a trustee who was absent from a meeting may subsequently vote to approve the minutes of that meeting; and

WHEREAS, the Ohio Auditor of State's Ohio Township Handbook, under its guidance concerning the administration of Board meetings and the approval of meeting minutes, similarly recognizes the authority of a Board of Township Trustees to establish procedures governing the approval of minutes by members who did not attend the meeting being documented; and

WHEREAS, the Board recognizes that the approval of meeting minutes constitutes an acknowledgment and acceptance of the written record as the official record of the Board's proceedings and does not necessarily constitute a personal certification by each approving trustee that the trustee witnessed or participated in every proceeding documented therein; and

WHEREAS, the Board further recognizes that the authentication of approved minutes through the signatures of its members serves an administrative and recordkeeping function and should not be construed as a representation that each signing trustee was personally present at the meeting documented in those minutes; and

WHEREAS, the Board of Trustees desires to establish a clear, consistent, and uniform procedure for the review, correction, approval, signing, and maintenance of meeting minutes, including minutes of regular meetings, special meetings, and publicly noticed workshop meetings, to ensure transparency, accountability, and compliance with applicable Ohio law;

AGENDA

For the Weathersfield Township Trustees Regular Meeting
To be held on Tuesday, October 13, 2026 at 7:00 PM

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Weathersfield Township, Trumbull County, Ohio, that:

SECTION 1. PREPARATION AND MAINTENANCE OF MINUTES

The Township Fiscal Officer, or an individual appropriately designated to prepare minutes on behalf of the Township, shall ensure that minutes of all regular meetings, special meetings, and publicly noticed workshop meetings of the Board of Trustees are promptly prepared, filed, and maintained in accordance with Ohio Revised Code Sections 121.22(C) and 507.04.

Such minutes shall accurately reflect the proceedings of the Board, including the date and location of each meeting, the trustees present and absent, motions and resolutions considered, votes taken, and other information necessary to provide an accurate record of the Board’s official proceedings.

SECTION 2. REVIEW AND APPROVAL OF MINUTES

Minutes shall be presented to the Board of Trustees for review, correction, and approval at a subsequent regular or special meeting of the Board.

Approval of the minutes shall constitute the Board’s acknowledgment and acceptance of the minutes as the official written record of the proceedings documented therein.

Such approval shall not constitute a personal representation or certification by any individual trustee that the trustee was present at, personally witnessed, or participated in all proceedings reflected in the minutes.

SECTION 3. AUTHORITY OF TRUSTEES WHO WERE ABSENT TO APPROVE MINUTES

Any duly elected or appointed member of the Board of Trustees who is present at a subsequent meeting during which previously prepared minutes are considered for approval shall be authorized to participate in the review, consideration, correction, and approval of those minutes, regardless of whether the trustee was present at or absent from the meeting to which the minutes pertain.

A trustee’s absence from the meeting being documented shall not, by itself, disqualify that trustee from making or seconding a motion to approve the minutes or from voting upon their approval.

Each trustee shall exercise reasonable judgment in reviewing the minutes and may request clarification, corrections, or additional information before voting upon their approval.

This procedure is hereby adopted as an official rule of the Board governing the approval of meeting minutes, consistent with Ohio Attorney General Opinion No. 2007-019.

SECTION 4. AUTHORITY TO SIGN AND AUTHENTICATE APPROVED MINUTES

Following the approval of meeting minutes by the Board of Trustees, any duly elected or appointed trustee shall be authorized to sign the approved minutes as part of the Township’s official recordkeeping and authentication process, regardless of whether the trustee attended the meeting documented in those minutes.

The signature of a trustee upon approved minutes shall serve solely as an acknowledgment of the Board’s approval and authentication of the official record and shall not constitute a representation that the signing trustee was personally present at or participated in the proceedings of the meeting being documented.

AGENDA

For the Weathersfield Township Trustees Regular Meeting

To be held on Tuesday, October 13, 2026 at 7:00 PM

The attendance of each trustee at the original meeting shall be determined exclusively by the attendance record contained within the minutes of that meeting.

SECTION 5. CORRECTIONS AND AMENDMENTS

Prior to approval, any trustee may request that proposed minutes be reviewed, clarified, corrected, or amended to ensure that they accurately reflect the proceedings of the Board.

When a trustee was absent from the meeting being documented, that trustee may rely upon the written record, information provided by the Fiscal Officer, and statements or other reliable information provided by trustees or individuals who attended the meeting when considering the accuracy and completeness of the minutes.

Any corrections or amendments shall be incorporated into the official record in accordance with the Board's established procedures.

SECTION 6. APPLICATION TO ALL BOARD MEETINGS

The procedures established by this Resolution shall apply uniformly to the minutes of all regular meetings, special meetings, and publicly noticed workshop meetings of the Board of Trustees, including those meetings at which no formal legislative action was taken.

Nothing in this Resolution shall eliminate, modify, or diminish the requirements of Ohio Revised Code Sections 121.22 and 507.04 concerning the preparation, maintenance, accuracy, or public availability of meeting minutes.

SECTION 7. IMPLEMENTATION AND CONTINUING EFFECT

The Township Fiscal Officer is hereby directed to implement the procedures established by this Resolution and to maintain all approved minutes as part of the Township's permanent official records in accordance with applicable law and records retention requirements.

These procedures shall remain in effect unless subsequently amended or rescinded by formal action of the Board of Trustees.

SECTION 8. OPEN MEETINGS COMPLIANCE

The Board of Trustees hereby finds and determines that all formal actions concerning and relating to the adoption of this Resolution were taken in an open meeting of the Board and that all deliberations of the Board and any of its committees that resulted in such formal action were conducted in meetings open to the public in compliance with Ohio Revised Code Section 121.22.

SECTION 9. EFFECTIVE DATE

This Resolution shall take effect immediately upon its adoption.

BE IT FURTHER RESOLVED, that the Board of Trustees hereby formally establishes the foregoing procedures as its official policy governing the review, approval, and authentication of meeting minutes and directs that a copy of this Resolution be maintained with the Township's official administrative policies and procedures.

Motion by: Name	Seconded by: Name	
Vote: Steven Gerberry - Vote	Richard Harkins - Vote	Edward Whittaker - Vote
Motion Status		

26-140 Motion to ***adopt a resolution to hire Michael Vinopal as Junior Firefighter***, effective today. As a Junior Firefighter he will begin training pursuant to the Junior Firefighter

Edward K. Whittaker, Trustee