

MANTUA TOWNSHIP TRUSTEES MEETING

Regular Meeting Minutes of September 16, 2021

John Festa called the regular meeting to order at 7:02 p.m. Roll Call: John Festa, Matt Benner, Jason Carlton, Susan J. Skrovan; Fiscal Officer. If you need any copies of the minutes or any other records, please contact the Fiscal Officer, Susan Skrovan. Others present: Mark Hall, Carole Pollard, Rich Gano; Zoning Inspector, Dave Pollard and Frank Horack. John asked that cell phones be silenced. Rich Gano led the Pledge of Allegiance.

John Festa said there are two sets of minutes to review and approve tonight; the special meeting minutes and the regular meeting minutes, both from September 2nd.

RES 174-21: Motion made by Matt Benner to accept the Special Meeting minutes of September 2, 2021 and suspend the reading, seconded by Jason Carlton-**All Ayes**

Matt Benner corrected page four of the regular meeting minutes to add, “the conduit from the Civic Center to the greenspace is all we will run”, not a waterline to the Townhall.

RES 175-21: Motion made by Matt Benner to accept the Regular Meeting minutes of September 2, 2021 as corrected and suspend the reading, seconded by Jason Carlton-**All Ayes**

Fiscal Officer’s Report

Susan provided the Trustees with the following correspondence:

- Portage County Solid Waste Recycling District Agreement from Dawn Collins to sign
- Kodash Excavating Bid for Ditching on MC Road-Held for additional bids
- Envelope from Reitz, Paul & Shorr, Attorneys for Rob & Ted LLC to BZA Chair Theresa Nielsen
- Portage County Auditor – Certification of Local Government Funds for 2022
- Portage County Building Department-Ajudication for the Civic Center HVAC-Certificate
- Portage County Regional Planning Commission – Replat for Sublot 3 on Chamberlain Rd
- Portage County Auditor – Budget Commission Certificate of Estimated Resources

Jason Carlton spoke about the solid waste recycling district’s new agreement; this is going to be a hot topic for everyone in the County. Jason spoke on the new increased cost and the service provided. More discussion by the Trustees.

Jason also commented on the Local Government Funding for next year. He shared with everyone his dismay regarding the total of 4.1 million dollars for every entity in Portage County. There are 18 Townships in Portage County receiving a total of 19% of LGF. There are 4 cities, getting 34% of the LGF. There are 6 Villages getting 6.4%. The City of Kent is getting 17.2%! The rest, or 39.8% goes to Portage County.

The County Treasurer, County Prosecutor, a representative from the largest city and the County Auditor sits on the board. This is voted on every ten years. Someone needs to take this to the Ohio Township Association to re-evaluate the Ohio Revised Code sections that regulate these funds. Susan said this will have to be re-calculated by the end of 2023; this was for a 5-year agreement.

RES 176-21: Motion made by John Festa to accept the Amounts and Rates as determined by the Budget Commission's Certificate of Estimates Resources for Fiscal Year 2022, seconded by Matt Benner-**All Ayes**

RES 177-21: Motion made by John Festa to accept the Fiscal Officer's report, seconded by Matt Benner-**All Ayes**

Zoning Report: Rich Gano, Zoning Inspector, reported 65 permits so far this year!

Rich reported a piece of property sold that surrounds Green's Funeral Home; however, he is not sure what it is zoned for, part is residential and part is commercial. He spoke with Brett; whatever use gets it first, that is what it will be. Dave Pollard said the Zoning Commission is discussing the zoning map and this property. More general discussion followed. The driveway will be on Pioneer.

A home on Vincent Drive; there is an issue with non-conforming structures and the ability to rebuild a structure should an act of God take it down. Our regulations say no more than 50%!

A property on Peck Road; owners want to build a home; the issue is the frontage is in the Village? It is two separate parcels; one owner. Rich has been in touch with the Village and with Brett.

Rich wanted to discuss the fee schedule. Jason pulled up the fee schedule and Trustees reviewed it. He did not bring the copy he had marked up with his changes. The first is the Application Review Fee, no one seemed to know how or when this is charged. After discussion, the application review fee will now be \$50.00. The second charge will be for the permit fee.

Rich asked about records requests. This is a gray area with the BZA and the Zoning Inspector. Who is responsible for filling public records requests? Jason said ultimately, it would go back to the Records Commission which would be the Chairman of the Trustees and the Fiscal Officer. The Records Commission must meet once a year to review the records retention policy.

Trustee Reports-Pending Business:

John Festa asked the Trustees about Portage County Recycling and whether the Trustees wanted to have a fall cleanup and tire disposal. He spoke with Dawn from the recycling center. She said they do not have the money to dispose of tires; they will not reimburse and will not pick up tires. Aurora and Streetsboro seemed to be going out on their own for service. Jason said they are going to find out they will not get a better price from outside sources than they would from Portage County!

John brought up the replacement of our Fiscal Officer when she has to resign from her position. Trustees want to place a help wanted notice for an Administrative Assistant to potentially move into the Fiscal Officer position. The applicant must be a resident of Mantua Township. John will post a job description from Susan on the Mantua Township website. Trustees will consider an hourly rate of \$16.00 - \$20.00 based on experience. Susan will draft a help wanted ad as well as a job description and forward to the Trustees and to Brett Bencze, Asst. Prosecutor, for review.

John brought up NOPEC and the funds available. \$10,914.00 was placed in escrow with NOPEC and funds available from 2020 are an additional \$15,380.00. Matt Benner said the quote for installing the “up lighting” for the Civic Center, originally \$16,000 was revised from Mars Electric and went down to \$5,000! The materials still cost \$5,429.00 in addition to installation. Matt also mentioned for Wright Heating to do the mini split for the school Annex, it would cost \$20,682.00.

RES 178-21: Motion made by Matt Benner to enter into a contract with Wright Heating & Air Conditioning for the mini-split into the Annex with three branch adapters for hallway/bathrooms, does not include electrical or painting, not to exceed \$22,000 using the NOPEC funds, seconded by Jason Carlton-**All Ayes**

RES 179-21: Motion made by Matt Benner to enter into a contract with Mars Electric for the Up Lighting quote for the Townhall and Civic Center for \$5,429.00 using the NOPEC funds, not including labor to install, seconded by John Festa-**All Ayes**

John brought up the ODOT stimulus funds available to Townships. Funds up to \$250,000 are available with a deadline to file by November 19, 2021. He will meet with our road crew to discuss possible projects which these funds can be used to cover.

John received a bridge inspection report from Mickey Marozzi, Portage County engineer. Matt said he would look it over and then turn it over to Susan for the permanent file.

John mentioned Crestwood Local Schools is creating a new set-up board to discuss strategic planning. Superintendent Mr. Toth is requesting those interested to send him a reply.

John brought up our survey map/legal description for our buildings on the green including the cemetery and the park. The Portage County map is wrong; they show the church on township property, that is not correct. Trustees wanted John to send it onto Lori Calcei, County Recorder.

Jason Carlton read a letter he wrote to the Portage County Engineer regarding a 4’ culvert installed on Mantua Center Road. He is asking for a recommendation from them to determination whether this 4’ culvert is sufficient and whether it would be considered an obstruction. Trustees signed it.

Matt Benner mentioned an email he received from CT Consultants regarding Bill Gallagher’s absence from our project; he has been tied up on several other projects right now.

Matt said there is no update on the pump for the Mantua Center School.

Matt reported regarding the Ohio EPA and the Civic Center; all violations are resolved! We received a variance on the depth of the well and the thickness of the well casing.

Steve Kramer requests attending a seminar and would ask Mantua Township to pay for his attendance at \$150.00 per day for two days. Jason felt that should be on him; not on us.

Matt brought up the discussion of the security fence over the new generator and HVAC system. He received a quote from On Guard Fence which includes an awning. Matt will talk with the manufacturer regarding whether it is a good idea or not to install an awning and he will obtain additional quotes.

Matt said there is no timeline yet for Steve Urban to finish up the kitchen at the Townhall.

Matt asked the Trustees whether they want to hold a flu clinic this year. Trustees discussed the option of holding a clinic versus having it again at the Fire Department with a drive-thru clinic.

Matt said he has been talking with Dominion Gas; they are checking the Mantua Center School building to ensure their gas pressure is sufficient for the generator.

RES 180-21: Motion made by Jason Carlton to pay the bills, seconded by John Festa-**All Ayes**

73-2021 08/25/2021 EW Treasurer, State of Ohio \$289.10 O
25485 09/06/2021 AW Aurora-Mantua-Electric \$13,750.00 O
25486 09/06/2021 AW Aurora-Mantua-Electric \$575.00 O
25487 09/06/2021 AW Middlefield Farm & Garden \$14,278.49 O
25488 09/06/2021 RW Kimberly Zielinski \$170.00 O
25489 09/06/2021 RW Miriam Blair \$170.00 O
25490 09/06/2021 RW Rita Istenes \$170.00 O
25491 09/06/2021 RW Sandra Carter \$295.00 O
25492 09/16/2021 PR James J Aldrich \$396.76 O
25493 09/16/2021 PR Cole Benjamin \$557.04 O
25494 09/16/2021 PR Matthew Scott Benner \$959.50 O
25495 09/16/2021 PR Jason Philip Carlton \$682.55 O
25496 09/16/2021 PR John Festa \$818.48 O
25497 09/16/2021 PR Richard J. Gano \$602.48 O
25498 09/16/2021 PR Ashlee Rae Hawkins \$67.30 O
25499 09/16/2021 PR Susan Lilley \$527.38 O
25500 09/16/2021 PR Susan J Skrovan \$1,490.94 O
25501 09/16/2021 PR Brian Anthony Tayerle \$1,469.71 O
25502 09/16/2021 PR Daniel R Wysznski \$1,363.75 O
25503 09/16/2021 AW AT&T \$50.36 O
25504 09/16/2021 AW Biosolutions, LLC \$25.00 O

25505 09/16/2021 AW Centerra Co-op \$931.71 O
25506 09/16/2021 AW Cuyahoga Asphalt Materials, Inc \$364.48 O
25507 09/16/2021 AW Dominion Energy \$182.50 O
25508 09/16/2021 AW Industrial Landscaping & Services, Inc \$3,000.00 O
25509 09/16/2021 AW Mantua Hardware Lawn & Garden \$95.33 O
25510 09/16/2021 AW Ohio Edison \$1,158.97 O
25511 09/16/2021 AW Sunburst Environmental Company \$136.90 O
25512 09/16/2021 AW The Haylett Corporation \$216.78 O
25513 09/16/2021 AW Time Warner Cable \$72.98 O
25514 09/16/2021 AW Time Warner Cable \$357.93 O
25515 09/16/2021 AW WJL Administrative Services, LLC \$25.00 O
Total Payments: \$45,251.42

Susan wanted to ask the Trustees about the road crew and their timesheets. All three timesheets were marked with an additional one hour on September 1st. When she spoke with our Road Supervisor, Brian Tayerle, he indicated that Trustee Matt Benner had come into the garage near the end of their day and instructed them to go ahead home; they would be compensated for the hour. Susan just wanted to make sure this is approved by the board. Matt said yes, he did go into the garage, they had a hard day working on the roads and Matt told them to go ahead home.

RES 181-21: Motion made by Matt Benner to compensate the men for time off on September 1st; one hour for each employee, seconded by Jason Carlton-**All Ayes**

Jason brought up the Kawasaki Mule, he wants to place it on GovDeals and let the highest bidder take it. Trustees agreed.

Jason also mentioned he now has all our records on one large flash drive. The issue now is that you cannot search anything? He is still trying to get this all worked out with 3SG. At this time, hold off sending the check to 3SG!

Jason reported the chip-n-seal project is done. The access road in Westlawn Cemetery is also done.

RES 182-21: Motion made by Jason Carlton to adjourn the meeting, seconded by Matt Benner-**All Ayes**

Meeting adjourned at 9:22 p.m.

John Festa, Trustee & Chair

Jason Carlton, Trustee

Matthew Benner, Trustee

Susan J. Skrovan, Fiscal Officer