

MANTUA TOWNSHIP TRUSTEE MINUTES REGULAR MEETING

January 10, 2019

John Festa called the regular meeting of the Mantua Township Trustees to order for January 10, 2019 at 7:35 p.m.

The Fiscal Officer presented the following correspondence:

- NEFCO meeting agenda
- Care Works claim status report
- Assessments letters for various parcels
- Letter from Portage County Recorder with the Zoning Fees
- Letter from Portage County Engineers for updated names and addresses of the Township
- Letter from Portage County Board of Elections for updated names and addresses of the Township

John asked if we had the inventory. Betsy will look for it.

Betsy presented the resolution for support of the Cuyahoga River Water Trail. Betsy also submitted the Lease Agreement for Nancy Tafel and will call her for a check and signature.

Zoning Report: Jason got an update about Enterprise. Chris said we would know something by the spring. Chris has been moved to a new position and is presently training someone to take his place. Jason has concerns with a few properties in the township. Chris said the township could pass a resolution to allow the prosecutor to deal with this.

Cemetery: Jim Aldrich gave his annual report for 2019. Total for the year is \$20,393.40.

Zoning: Nothing to report

BZA: Meeting on Monday January 21, 2019 at 7:30 p.m. at the Town Hall

Jason –Fire District: Purchased another Fire Chaser vehicle. Employees are receiving a 2% raise.

New Business: First Energy approached Aurora about a high- power line coming through, possibly the Township. Aurora is fighting it. A meeting will be held January 21 at 6:00 p.m.- 8:00 p.m.at Christ Community Chapel, 252 N. Chillicothe Rd. First Energy said they could run it underground as long as Aurora pays for it.

Vic –Ashton did not test the system yet. Electrician will be in on Tuesday. Ladder is in. Vic asked Lisa if James Martin would reimburse the cost of the ladder. James Martin will send the plumbing certificate as soon as he gets it. Ashton is responsible to be on site for the final test of

the alarm. James Martin wants the 10% that we are holding. He is not done with his work yet. Jason will follow up with Helen on the permit.

Old Business: John Festa sent a link for the new web site to the Trustees. Sent an e-mail to Brent for the passwords.

Frank Horack – Distributed a copy of the sign regulations. He met with Pete, Zoning Inspector. The board will discuss this with Pete. Jason read section 1000.02.

Public Comment: Sue Skrovan, Township Board does approve any regulation. Carole Pollard asked if the Audit is finished and how much did it cost. When do we have a full audit? The cookie walk will be February 9, at the school. Will the elevator be done? No.

Betsy will run an ad letting the public know the audit is finished and can be viewed in her office.

RES 17-19 Motion to pay bills made by John, second by Vic. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 18-19 Motion to adjourn made by John Festa, second by Vic Grimm. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.



John Festa, Chairman



Jason Carlton



Victor Grimm



Betsy M. Woolf, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Payment Listing

UAN v2019.1

December 2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
105-2018	12/11/2018	12/11/2018	CH	Middlefield Banking Company	\$30.00	O
107-2018	12/17/2018	12/18/2018	CH	Ohio Bureau of Workers Compensation	\$394.96	O
108-2018	12/17/2018	12/18/2018	CH	Anthem Blue Cross, Blue Shield OH Group	\$11,413.05	O
109-2018	12/17/2018	12/18/2018	CH	Treasurer, State of Ohio	\$114.13	O
110-2018	12/18/2018	12/18/2018	CH	Guardian	\$259.94	O
112-2018	12/27/2018	12/27/2018	CH	Internal Revenue Service	\$2,036.12	O
113-2018	12/28/2018	12/28/2018	CH	AT&T	\$55.25	O
23157	02/15/2018	02/15/2018	PR	John J Dickey	\$527.55 *	V
23157	12/13/2018	12/13/2018	PR	John J Dickey	-\$527.55	V
23569	10/18/2018	10/18/2018	AW	Asphalt Fabrics	\$31,954.34 *	C
23569	12/14/2018	12/14/2018	NEG ADJ	Asphalt Fabrics	-\$37.50	O
23639	12/05/2018	12/05/2018	PR	Brian Anthony Tayerle	\$1,337.24	O
23640	12/05/2018	12/05/2018	PR	Daniel R Wysznski	\$1,339.97	O
23641	12/05/2018	12/05/2018	AW	AT&T	\$44.35	O
23642	12/05/2018	12/05/2018	AW	AT&T	\$121.37	O
23643	12/05/2018	12/05/2018	AW	AT&T	\$45.89	O
23644	12/05/2018	12/05/2018	AW	AT&T	\$74.18	O
23645	12/05/2018	12/05/2018	AW	AT&T	\$84.98	O
23646	12/05/2018	12/05/2018	AW	Deluxe Cleaners	\$146.00	O
23647	12/05/2018	12/05/2018	AW	Dan Wysznski	\$9.50	O
23648	12/05/2018	12/05/2018	AW	Health Plan Administrators	\$25.00	O
23649	12/05/2018	12/05/2018	AW	Home Depot	\$350.31	O
23650	12/05/2018	12/05/2018	AW	Industrial Connections	\$69.37	O
23651	12/05/2018	12/05/2018	AW	Lake Business Products	\$43.90	O
23652	12/05/2018	12/05/2018	AW	LBP Leasing	\$114.25	O
23653	12/05/2018	12/05/2018	AW	Miller & Company	\$75.00	O
23654	12/05/2018	12/05/2018	AW	P & S Welding	\$94.17	O
23655	12/05/2018	12/05/2018	AW	Time Warner Cable	\$75.06	O
23656	12/05/2018	12/05/2018	AW	Victor Grimm	\$28.32	O
23657	12/05/2018	12/05/2018	AW	Mantua Village	\$5,781.73	O
23658	12/05/2018	12/05/2018	AW	Wm. Benjamin Trucking, Inc.	\$573.75	O
23659	12/20/2018	12/18/2018	AW	Certified Power, Inc	\$94.17	O
23660	12/20/2018	12/18/2018	AW	Lynn Harvey	\$90.00	O
23661	12/20/2018	12/18/2018	AW	Philip Derthick	\$60.00	O
23662	12/20/2018	12/18/2018	AW	Roger Hurd	\$90.00	O
23663	12/20/2018	12/18/2018	AW	Nick Ehlert	\$90.00	O
23664	12/20/2018	12/18/2018	AW	Susan Skrovan	\$150.00	O
23665	12/20/2018	12/18/2018	AW	AT&T	\$43.53	O
23666	12/20/2018	12/18/2018	AW	Industrial Landscaping & Services, Inc	\$2,000.00	O
23667	12/20/2018	12/18/2018	AW	Lowes Companies Inc	\$26.58	O
23668	12/20/2018	12/18/2018	AW	Mantua Auto Parts	\$129.59	O
23669	12/20/2018	12/18/2018	AW	J & B Fleet	\$219.44	O
23670	12/20/2018	12/18/2018	AW	Centerra Co-op	\$946.37	O
23671	12/20/2018	12/18/2018	AW	Dominion Energy	\$1,180.27	O
23672	12/20/2018	12/18/2018	AW	Industrial Connections	\$14.99	O
23673	12/20/2018	12/18/2018	AW	Record Publishing Company	\$8.95	O

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Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
23674	12/20/2018	12/18/2018	AW	Deluxe Cleaners	\$146.00	O
23675	12/20/2018	12/18/2018	AW	Treasurer, State of Ohio	\$1,807.50	O
23676	12/20/2018	12/18/2018	AW	Green's Funeral Services, Inc.	\$1,152.80	O
23677	12/20/2018	12/18/2018	AW	Oscar Brugmann Sand & Gravel	\$602.71	O
23678	12/20/2018	12/18/2018	AW	McMaster-Carr Supply Company	\$779.23	O
23679	12/20/2018	12/18/2018	AW	Harper Well & Pump Inc	\$58.00	O
23680	12/20/2018	12/18/2018	AW	Sunburst Environmental Company	\$47.55	O
23681	12/20/2018	12/18/2018	AW	Biosolutions, LLC	\$75.00	O
23682	12/20/2018	12/18/2018	AW	Portage County Regional Planning Comm	\$3,609.00	O
23683	12/20/2018	12/18/2018	AW	Haylett's Corner Store & BP	\$258.14	O
23684	12/20/2018	12/18/2018	AW	Mantua Hardware Lawn & Garden	\$132.31	O
23685	12/20/2018	12/18/2018	AW	Robert Stehli	\$60.00	O
23686	12/20/2018	12/18/2018	AW	Joan A Martin	\$60.00	O
23687	12/20/2018	12/18/2018	AW	Chris Emshoff	\$60.00	O
23688	12/20/2018	12/18/2018	AW	Randall Alger, DVM	\$60.00	O
23689	12/20/2018	12/18/2018	AW	Theresa Nielsen	\$60.00	O
23690	12/20/2018	12/18/2018	AW	Sandra Engelhart	\$40.00	O
23691	12/20/2018	12/18/2018	AW	Betsy Woolf	\$150.00	O
23692	12/20/2018	12/18/2018	AW	Home Depot	\$681.70	O
23693	12/20/2018	12/18/2018	AW	VISA	\$35.17	O
23694	12/20/2018	12/18/2018	AW	Miller & Company	\$75.00	O
23695	12/18/2018	12/18/2018	AW	McMaster-Carr Supply Company	\$33.44	O
23697	12/20/2018	12/18/2018	SW	Skipped Warrants 23696 to 23697 Series 2	\$0.00	V
23698	12/20/2018	12/18/2018	AW	Pete Tosi	\$72.45	O
23699	12/20/2018	12/19/2018	AW	Ohio Edison	\$736.78	O
23700	12/20/2018	12/19/2018	PR	James J Aldrich	\$374.58	O
23701	12/20/2018	12/19/2018	PR	Jason Philip Carlton	\$619.91	O
23702	12/20/2018	12/19/2018	PR	John Festa	\$827.50	O
23703	12/20/2018	12/19/2018	PR	Victor William Grimm	\$648.40	O
23704	12/20/2018	12/19/2018	PR	Rhetta E Hall	\$499.13	O
23705	12/20/2018	12/19/2018	PR	Susan J Skrovan	\$684.40	O
23706	12/20/2018	12/19/2018	PR	Brian Anthony Tayerle	\$1,453.31	O
23707	12/20/2018	12/19/2018	PR	Peter Tosi	\$498.82	O
23708	12/20/2018	12/19/2018	PR	Betsy M. Woolf	\$1,169.71	O
23709	12/20/2018	12/19/2018	PR	Daniel R Wysznski	\$1,306.62	O
23710	12/20/2018	12/20/2018	WH	AFLAC Benefit Services	\$39.40	O
23711	12/20/2018	12/20/2018	WH	Ohio Deferred Comp	\$100.00	O
23712	12/21/2018	12/21/2018	AW	Lynn Harvey	\$30.00	O
23713	12/21/2018	12/21/2018	AW	Nick Ehlert	\$30.00	O
23714	12/21/2018	12/21/2018	AW	Roger Hurd	\$30.00	O
23715	12/21/2018	12/21/2018	AW	Philip Derthick	\$20.00	O
23716	12/21/2018	12/21/2018	AW	Susan Skrovan	\$60.00	O
23717	12/21/2018	12/21/2018	AW	Hummel Construction	\$3,538.23	O
23718	12/21/2018	12/21/2018	AW	Pete Tosi	\$41.40	O
Total Payments:					\$52,080.82	
Total Conversion Vouchers:					\$0.00	

Payment Listing

UAN v2019.1

December 2018

Total Less Conversion Vouchers:	<u>\$52,080.82</u>
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Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

MANTUA TOWNSHIP

END OF THE YEAR MEETING

Held January 10, 2019

The Board of Trustees of Mantua Township convened in regular session from 7:00 p.m. to 7:13 p.m. in the Mantua Township Hall. Chairman John Festa called the meeting to order with the following members and visitors present: John Festa, Jason Carlton, Victor Grimm, Trustees. Betsy Woolf, Fiscal Officer, Jim Aldrich, Cemetery Sexton, Sue Skrovan, Zoning Commission Secretary and a few residents.

Introduction: Chairman John Festa called the meeting to order and requested that everyone silence their cell phones and pagers. Jason Carlton led the Pledge of Allegiance.

RES 193-18 Motion by Jason Carlton to accept the December 20, 2018 as corrected and suspend the reading thereof, second by John Festa. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

The Board will approve the December 6, 2018 minutes at the next regular meeting.

The Fiscal Officer presented the following financial report for the end of 2018:

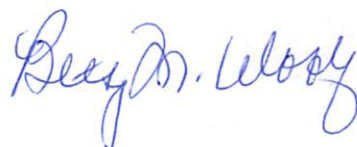
2018 Appropriations:	\$1,159,875.00
2018 Expenses:	\$ 982,046.59
2018 Encumbered not paid:	\$ 11,716.32
2018 Receipts:	\$ 908,878.07
Cash Balance	\$ 431,735.78
Invested:	\$ 483,363.07

Betsy presented the Oct, 2018 & Nov. 2018 reconciliations to be signed by the board.

Vic refused to sign the reconciliations. He wants someone to go over the reports from January – September.

No unfinished business. No bills to pay.

194-18 John Festa made a motion to adjourn the meeting at 7:13 p.m. second by Jason Carlton. John Festa yes, Jason Carlton, yes, Victor Grimm, yes.

Two handwritten signatures in blue ink. The first signature is 'Victor Grimm' and the second is 'John Festa'.A handwritten signature in blue ink that reads 'Betsy M. Woolf'.

MANTUA TOWNSHIP BEGINNING OF THE YEAR REGULAR MEETING

January 10, 2019

The Fiscal Officer called the meeting to order at 7:14 p.m. with the following member and visitors present: John Festa, Jason Carlton, Victor Grimm Trustees, Betsy Woolf, Fiscal Officer, Sue Skrovan, Zoning Commission, Jim Aldrich, Cemetery Sexton and a few residents.

The following officers were nominated and elected:

RES: 1-19 Motion by Victor Grimm to nominate Jason Carlton for Chairman for 2019, Jason declined. Jason nominated John Festa as Chairman, second by Vic Grimm. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

Res:2-19 Motion to close the nominations by Jason Carlton, seconded by John Festa. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 3-19 Motion by John Festa to nominate Victor Grimm for Vice Chairman second by Jason Carlton. Vote: John Festa, yes, Jason Carlton yes. Victor Grimm, yes. No further nominations.

RES 4-19 Motion to close the nominations for Vice Chairman made by Jason Carlton, second by John Festa. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes. Vote for Victor Grimm as Vice Chairman for 2019 as follows: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 5-19 Motion by Victor Grimm to nominate Jason Carlton for Representative to the Mantua-Shalersville Fire District for 2019, second by John Festa. No further nominations.

RES 6-19 Motion to close the nominations by John Festa, second by Jason Carlton. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes. Vote for Jason Carlton as representative to the Mantua-Shalersville Fire District, for 2019. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 7-19 Motion by John Festa to nominate Victor Grimm for Alternate Representative to the Mantua-Shalersville Fire District for 2019, second by Jason Carlton. No further nominations,

Res 8-19 Motion to close the nominations by Jason Carlton, second by John Festa. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes. Vote for Victor Grimm as Alternate Fire Board Representative for 2019 as follows: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes. Victor Grimm is Alternate Fire Board Representative for 2019.

RES 9-19 Motion to appoint Carole Pollard representative to the Chamber of Commerce, second by Victor Grimm. Vote: John Festa, yes, Jason Carlton, yes Victor Grimm, yes.

The Mantua Township Zoning Commission members are as follows:

Lynn Harvey	12/31/18
Nick Ehlert	12/31/19
Philip Derthick	12/31/20
Roger Hurd	12/31/21

Carmen Pirro, alternate

Alternate to the Zoning Commission is Vacant. Meetings remain the second and fourth Thursdays of each month at 7:30 p.m.at the Town Hall.

The Mantua Township Board of Zoning Appeals members are as follows:

Robert Stehli	2/28/19
Joan Martin	2/28/20
Randy Alger	2/28/21
Theresa Nielsen	2/28/22
Sandy Engelhart	2/28/23

Alternate to the Board of Zoning Appeals is Chris Emshoff with one vacancy for alternate. The board of Zoning Appeals meets on demand usually on a Monday.

RES 10-19 Motion by Jason Carlton to appoint Victor Grimm Regional Planning Commission Representative for 2019, second by John Festa. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm yes.

RES 11-19 Motion by Victor Grimm to appoint Sandy Engelhart as Alternate Regional Planning Commission Representative for 2019, second by Jason Carlton. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 12-19 Motion by Vic Grimm to appoint John Festa as Chagrin River Watershed Partners Representative for 2019, second by Jason Carlton. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 13-19 Motion by Vic Grimm to appoint Lynn Harvey as Alternate Representative Chagrin River Watershed Partners for 2019, second by John Festa. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

Payroll is as follows:

Road Man Brian Tayerle's hourly rate is \$20.95
 Road Man Dan Wysznski's hourly rate is \$20.20
 Part-time Road Man CDL hourly rate is \$15.00
 Part-time labor minimum wage of \$8.55 per hour

Sexton Salary is \$425.00 per month, with an additional \$30/hour for mowing with a 2-hour maximum per month

Assistant Sexton pay is minimum wage, which is \$8.55 per hour, with a \$50 per month cap, unless an elected officer holds position

Trustee's salaries are \$62.39 per day, maximum 200 days' pay

Fiscal Officer Salary is \$21,836.00 for 2019

Zoning Inspector salary is \$600.00 per month

Custodian Salaries are \$200 per month plus \$17.50 per hour for cleaning overtime, and \$200 per month for scheduling for Civic Center

Both Zoning Board members paid \$20 per meeting

The Zoning Commission Secretary is paid \$35 per meeting or hearing with an additional \$8.50 per hour for hearings that extend more than 6 hours.

The BZA Secretary is paid \$50 per meeting or hearing, with an additional \$8.50 per hour for hearings that extend more than 6 hours.

RES 14-19 Jason Carlton motioned to adopt mileage rate to be current for Federal rate second by Victor Grimm. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

The legal and township holidays on the days observed for 2019 are:

January 1	New Years Day
February 18	Presidents Day
April 19	Good Friday
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
October 14	Columbus Day
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 25	Christmas Day
December 26	Day after Christmas

Vacation Schedule After 6 months: =1 week

1 full year service = 2 weeks

5 full years' service =3weeks

Additional vacation is awarded on the anniversary date.

Sick Pay: One (1) paid sick day per month earned, maximum twelve (12) paid sick days a year, non-cumulative. Unused sick time will be bought back on December 31. Doctor's release needed if sick more than three consecutive days.

Funeral: Three bereavement will be paid overtime for all hours worked over 40 hours in any calendar week, as defined in the Employee Policy Manual.

Overtime: Employees will be paid overtime for all hours worked over 40 hours in any calendar week, No compensatory time, unless expressly approved by the Trustees. Pay periods begin on the 1st and 16th (except February), Vacation and Holidays are considered workdays (8 hours) in calculating overtime. Overtime is time and one-half.

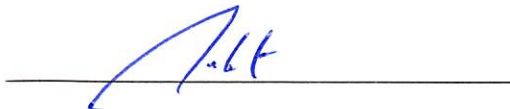
RES 15-19 Motion by Jason Carlton that the meeting days remain the first and third Thursdays of each month at the Mantua Township Hall at 7:30 p.m. Second by Victor Grimm, Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

RES 16-19 Motion to adjourn the beginning of the year meeting by Jason Carlton, seconded by Victor Grimm. Vote: John Festa, yes, Jason Carlton, yes, Victor Grimm, yes.

The meeting adjourned at 7:35 p.m. until January 10, 2019 immediately following this one at the Mantua Township Hall.

A large, stylized black ink signature, likely of John Festa, written over a horizontal line.

John Festa, Chairman

A blue ink signature, likely of Jason Carlton, written over a horizontal line.

Jason Carlton

A black ink signature, likely of Victor Grimm, written over a horizontal line.

Victor Grimm

A blue ink signature, likely of Betsy Woolf, written over a horizontal line.

Betsy Woolf, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.