

PROCEEDINGS OF THE MANTUA TOWNSHIP TRUSTEES

MINUTES

April 18', 2019

John called the meeting to order at 7:30 p.m. We are here to discuss Township business, would everyone please silence your cell phones and pagers. The meeting is being recorded and will be on the website soon. If you need any copies of the minutes or any other records, please contact the Fiscal Officer. Present: John Festa, Jason Carlton, Victor Grimm, Board, and Betsy Woolf, Fiscal Officer Several residents. Jason Carlton led the Pledge of Allegiance.

RES 76-19 Jason made motion to accept the minutes for April 4, 2019 meeting as corrected and suspend the reading. Second by Vic. Vote: John, yes; Jason, yes; Vic, yes.

Correspondence: Betsy met with Mark Russell to update the risk insurance. He will send it to the Under Writers. Received a resolution from NOPEC for a grant application. Jason will follow up. Vic asked if Charlie Ramer had contacted me about the reimbursement for the lighting. No. Received a copy of the signed 1-year contract from Industrial Landscaping and Services, Inc. Betsy will call them for a copy of the proof of liability insurance for \$1,000.00, Workers Compensation, and Commercial Applicators license. Jason-asked for updated ones. Betsy discussed the Cargill invoices. The March invoice was sent out but I did not receive it, but had the weigh tickets, the April invoice has not been sent out because it is not due. I did receive the weigh tickets later in the day. I had called them and asked for those invoices and any future ones to be sent to my office via e-mail. The check is made out for both invoices to be paid tonight.

Betsy asked for a resolution to make an advance that was made prior, into a permanent transfer. It was made at the beginning of 2016 I gave you a report that shows it. She discussed this with the County. \$20,000 was advanced from the Mantua Center School Capital Improvement fund to the General Fund. Jason asked to see the resolution that was made for this and do a history of it for the context.

Fiscal Officer Report:

2019 Appropriations:	\$1,084,198.04
2019 YTD Expenditures	\$ 48,662.05
2019 YTD Receipts	\$ 4,322.81
To Date Checking	\$ 532,939.64
To Date Investments	\$ 484,872.89

The credit card report was distributed. John had several questions and suggestions about it. He would like to see more detail. Vic had a question about the credit card report. He did not make a purchase from Tarpco; Brian Tayerle purchased ~~it~~. The report was corrected and signed.

MADE THAT
RES 77-19 John made the motion to accept the fiscal officer's financial report for today's meeting, second by Jason. Vote: John, yes; Jason, yes; Vic, yes.

John introduced Brett Bencze the new Assistant Prosecutor who will be handling the Township needs, the Fire District and the Port Authority. He grew up in Randolph. Went to Akron to obtain his law degree. He is here to explain the office of the Trustees and the Fiscal Officer. The issue at hand is to secure the records. His reading of the statute is the duty of the Fiscal Officer to secure the records, however appropriate. John stated that he feels Betsy runs her office as she feels. And it is up to her how she wants to secure the records. Brett-that is his reading of the statute. John-We may have a question since the Fiscal Officer occupies an office owned by the Township it would be appropriate that there would be another key out. Brett-I did recommend that another person i.e.: Trustee or chair have a key.

Vic's main issue is we have always had one key readily available for emergencies. He contacted other Townships to see what they do. Some keep it locked in the Townhall, some have a safe. The problem with keeping in a safe deposit box is no access. *AFTER HOURS.*

Vic suggested a lock box like the one he brought with him. It will be programmed with a code. It could be kept in a secure place at the school or garage or somewhere else, Brett stated that all are viable options.

Betsy – Brett told me the law is the law. I want all the keys to my office. There are records that need to be kept safe. I do not have any keys for the desk or the files. John has no problem running her office the way she sees fit. When *JOHN* became a trustee, I thought I could have keys to all the offices. Chris Meduri, Assistant Prosecutor told me not to ever tread on the Fiscal Officers records. Jason stated Vic has keys to all the buildings. *Jason* Asked Betsy is there any problem why Vic cannot have a key. Betsy – Yes. Jason -We are all elected officials. Is there a trust issue, if there is we need to talk about it? Betsy said she would be fine with putting a key in a key box and locating it at the school. Larry Lietzow asked “who is responsible for the papers in that office”. John answered, “She is”. Larry – “then she should have the only key”.

John asked Brett about the term of the recycling contract. The County would like us to sign a five- year contract. Changes are coming rapidly; John sees a problem with the term. He would like to see a year-to-year contract. Brett replied there might be a price issue. Jason – Due to maintenance, trucks, and fuel the price may go up. Jason suggested John, talk with Bill about this.

to Brett
Jason mentioned the culverts on Mantua Center Road. He will forward the e-mails to Brett concerning this.

THE REPORT MAY BE PREPARED OVER A SHORTER PERIOD OF TIME.

New Business: Jason - The Fire District has purchased a new lawn mower. It will cut down mowing time.

Portage County Planning – Vic- There is a claim on Facebook that someone worked on the elevator in 2018 in October, or December and was not paid by James Martin. No work was going on at that time.

Carole Pollard– Chamber: Easter hunt is going on Saturday. If it rains, it will be moved inside the Civic Center. Jan Oros is the lead person on this. The Restoration Society will be meeting on Saturday the 27th at 1 p.m. They will start with snacks, then so into the business meeting, election of officers and later a Pot Luck. She discussed three items from the Chamber of Commerce. The chamber meetings are basically networking meetings. The Chamber activity - Awarding two \$800.00 scholarships at a ceremony at the school on May 7 1. Dave Toth, Superintendent commented that we have the one of the lowest property millage in the County. The State has a formula for ratio of property tax to income. Based on that, Crestwood school district is not pulling its weight as the same as others. We met at Compass Packaging in the old Samuel Moore building. Compass moved in 2003 with five employees and now have 75 with two shifts. The Restoration 44 Coffee shop is coming along.

Sue Skrovan- Garden Club met in the Town Hall last night and discussed planting and potted plants, the historical marker and the Civic Center. They will be working on the South side of this building. Looking at putting in some cement pots that can be moved if need be. The Club will be going to Lakeview Cemetery in May and will be going again in the summer. She will be bringing more information on the trips.

Cemetery Committee: Jan Oros – Lots of volunteers have stepped up for the Easter Egg hunt. There have been lots of donations. Carol did the advertisements, Sue handles prizes, Linda has donated, and Dottie will be the announcer. There will be an Easter Bunny. The Cemetery Committee normally meets on the 3rd Tuesday, but there may be a change. This month we are meeting on the 30th and will discuss workshops and classes.

West Lawn Cemetery Committee: Amy Janca- Committee met last week. She submitted a fee increase for Cemetery gravesites, interment, cremation, disinterment, and foundations to consider with a 10% raise. Would like to review it every 2-3 years in case expense go up. She put together a comparative of what surrounding community's rates are. Jason commented that this was a lot of work. The Committee looked at recommendations from years ago that did not happen. They had recommended posting entrance and exit signs by certain drives. We have been asking for some chip sealing and other items such as tree trimming and removal that have not happened. Vic commented that there were new trees. Amy stated the LCA donated trees but the deer came through and wiped them out. Vic -Planted pear trees but they did not last. Jason wants to get the chip sealing quoted with Frost Rd. The committee will meet on April 27, Saturday at 9:00 a.m. to assess graves that need attention and some plantings. Jason wants to

move forward with the fees. The goal is to make a decision at the next meeting. At present, there is \$32,270.18 total in the Cemetery fund.

Cemetery – Jim Aldrich talked about an indigent burial. Jim did not make any declaration on whether the man was indigent or not. Betsy received an invoice for an indigent burial. This person was never declared indigent by the board. If someone claims the body then they are responsible for that body and if he is indigent then it comes before the board and they will research. Vic-It is based on income as it is today. It takes time. Dave needs to provide us with more information or a contact person. The Trustees are to determine if a person is indigent. Our policy states to pay \$1000.00. Betsy to send the policy to Dave Green and Brett Bencze, Asst. Prosecutor a copy of the policy/resolution.

BZA – Terri Nielsen Chairman reported she is still waiting on paperwork required from Jim Scarl for a recent application for a land split on Rte. 82. She also reported that the grant & fund raising committee met. There was \$75,000.00 that was awarded to the Mantua Township for the school from the last round of the State Capital Funds and wanted to talk with you about suggestions to use that money. It is my understanding that the roof at the school needs to be replaced. The group has advised me to recommend using the \$75,000.00 to be used toward fixing the roof on the school. The money has to be used by June 2020. Vic has contact with two people for already. The group that is in charge of the funding will require three quotes. John stated three quotes are required. Vic is trying to get three for the old part and three for the gymnasium. John would like to see more than three people contacted. It would be more advantageous. There will be additional paper work needed. Once it has been decided on who will fix the roof then that information along with a report stating what they are planning to do goes to the Ohio Historical Society. Once they give their blessing then it goes to the State for approval. It is very much like a reimbursement situation, but if we can time it as such, and have all the paper work in you can get the money from DHS in time. John thanked her for all her help.

New Business:

John - Recycling will be discussed at the next meeting. John will reach out to Bill Steiner. Met with Dottie Summerlin from the Historical Society and discussed their needs and wants. It is time that we move on their request for the heating system in the Town Hall where the Historical Society holds their meetings. Dottie showed John around. John talked about a split system, which would be less costly. Vic suggested checking into a heat pump would help to keep it warm and to keep it cool in the summer. John stated to look into both systems. The Trustees discussed options. The system in there now is not efficient. The Society is currently using a small heater, which has to be turned on two days before the group meets. It was 65 degrees outside and 31 degrees upstairs. It is hard for some of the members to gain access because of the steps. They talked about using the Town Hall for a dual meeting place. The Historical Society could display some of their items on the walls. They also talked about using a section of the school. Jason stated that we need to move on this and get a couple of contractors for this. The

money is there and has to be used for energy efficient project. We could even pair it with the school project. Vic will contact the same contractors that he will contact for the pool. John will look at the split system. It was suggested to move the Trustees meetings to the school and allow the Historical Society Museum to be downstairs for easier accessibility. Dottie stated there is a lot of work that needs to be done. The group wants to rearrange its collection that are not related to Mantua and find homes for that. We have a limited space. Dottie thanked everyone for their help and appreciates it.

John - FEMA has agreed to advance the mitigation program for the problems down Mantua Center Rd. He is working with Alisha & Heather from Chagrin River Water Shed Partners. They are going to help expedite this. It is a very good deal. Everybody is very excited about it. He will have more news at the next meeting. Some of the grant money may be able to be used for the Water Shed as well.

We really need to move this elevator project along. It has been too long. John would like to make a resolution to send a letter to all the people involved with the project. County, Township, architects, volunteers, anybody that is involved and have a meeting and iron this out. It has been way to long.

RES 78-19 Motion made by John to send out a letter to all the principals involved and request a meeting for a discussion on how we are going to move this project forward, second by Jason. Vic suggested that Brett follow up with Chris Meduri and discuss the elevator project. John offered to meet with Brett and discuss this with him, in the essence of time. Vote: John, yes; Jason, yes; Vic, yes. Jason asked John to put a date out there for the meeting.

Jason- Brian brought up having some additional help for the summer. Distributed a draft ad for Part-Time help needed. He will send it to the Record-Courier to be published if no one has a problem with it. Betsy will look for blank applications. Vic stated there are applications in the garage. Applications will be in the breezeway at the garage in a yellow envelope. They will have to be post marked by April 30.

Vic – Ready for the May 4 clean up. Vic will look into getting a lock box for the key to Betsy's office. John stated whatever Betsy decides is all right with him. She agreed. He passed out an a copy of the signed contract for salt from ODOT

John – The e-mail has been successfully switched over. Betsy is having trouble with e-mails when she is at the office. Pete is also having some trouble. The web site is ready to be launched.

Jason – Has a letter for the engineer's office to request assistance regarding the Chip Seal, and other roadwork for township roads in 2019 and to request bid books prepared based on their estimates. The Trustees signed it and Betsy will mail it to the Portage County engineer's office.

Public Comment:

Carole Pollard – Suggested making the Town Hall the Historical Museum

Terry Hronek – Asked Brett when he passed the bar. Last fall. Do you have a specialty? No. He also discussed keeping order of the meeting.

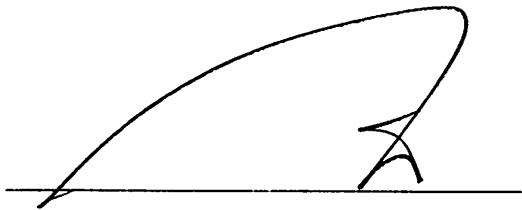
Dave Pollard – Talked about increasing the Cemetery fees. Don't wait five years to do it again.

Jan Oros – Agreed with Terry about keeping order in the meetings.

RES 79-19 Motion to pay bills made by John, second by Jason. Vote: John, yes; Jason, yes; Vic, yes.

Jason inquired about getting a W-4 to make changes to his withholding information. Betsy will get him one.

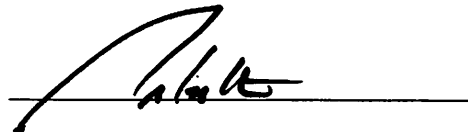
RES. 80-19 Motion to adjourn the meeting at 10:10 p.m., made by John, second by Jason. Vote: John, yes; Jason, yes; Vic, Yes.

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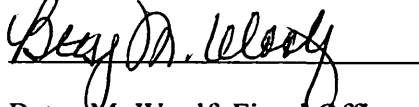
John Festa, Chairman

A handwritten signature in black ink, appearing to be 'Victor Grimm', written over a horizontal line.

Victor Grimm

A handwritten signature in black ink, appearing to be 'Jason Carlton', written over a horizontal line.

Jason Carlton

A handwritten signature in black ink, appearing to be 'Betsy M. Woolf', written over a horizontal line.

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.