

**OFFICIAL
COITSVILLE TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
September 8, 2021**

The Coitsville Township Board of Trustees met for a Regular Meeting September 8, 2021 at the Coitsville Township Townhall with the following members present Mr. Backo- Chairperson, Mrs. Johnson –Vice Chairperson, Mr. Lisko- Trustee. Roll Call Mr. Backo-present, Mrs. Johnson-present, Mr. Lisko-present

CALL TO ORDER

Mr. Backo called the meeting to order and lead the Pledge of Allegiance and asked for a moment of silence for any residents that have passed away this past month.

APPROVAL OF MINUTES

Mrs. Johnson made a motion to waive the reading of the minutes and approve the minutes from the Regular Meeting on June 9, 2021. Mr. Backo seconded. Johnson-aye, Backo-aye, Lisko-aye. Motion passed. Mr. Backo made a motion to approve the minutes of the Special Meeting August 3, 2021. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-abstain. Mr. Backo made a motion to approve the minutes of the Special Meeting August 20, 2021. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-Abstain. Mr. Lisko noted that he was not able to attend the August 20, 2021 meeting because the meeting was planned for a day he was unable to attend.

DEPARTMENT HEAD REPORTS

ROAD

Mr. Beck reported that the Road Department has been working on clearing the sides of the township roads, working on repairing equipment and cutting township roads. He is also working on cleaning and updating equipment and cleaning the sides of the roadway. He reported that the OPWC projects of Paving Houston, Begala and Milligan are currently being completed and he is in the process of getting prices for striping of the road. Mr. Backo made a motion to have Lindy Paving pave University Drive for a price of \$13,500 since the OPWC project came in below the original price and funds are available. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

ZONING

Mr. Kurilla reported that all notice procedures have been completed the refused the certified letter. He reported that the road department can proceed with grass cutting on identified properties.

He also reported there is a new house being built on John White Road and they are just waiting on the Board of Health approval. He also reported that there will be a new dwelling on 8 acres on Cooper Road.

Mr. Kurilla also reported that the township received word from the land bank that there is funding available for demolition of structures. The Chief Building Inspector or Fire Chief have to deem them as structurally defective. He reported there is one on 4914 Oak street from 1875 and will possible be one that can be taken down. The brick structure 1302 Overlook has been deteriorating and may be another option. However, if back taxes have been paid and the home is not in delinquent tax base it will not be eligible to for the program.

FIRE

Chief Warren emailed a detailed report to the Trustees and Fiscal Officer. He reported that the department received the SCBA Grant for \$113,000 and an EMS grant for \$1,200.00. He also reported that the department was successful with communications grant and that will help us get onto a county wide system to be able to communicate with other departments. He will be providing more information on that grant at the next meeting.

POLICE

Chief Morris was unable to attend the meeting. Sergeant Young gave a detailed report that is on file at the Police Department. Mrs. Johnson discussed that at the recent MCTA meeting there was discussion regarding the difficulty in staffing the Police Department due to a shortage of Police Officers for all the townships in Mahoning County.

FISCAL OFFICER

Mrs. Partika reviewed the monthly financial reports that were provided to the trustees for approval. She presented the following resolutions for approval by the Board of Trustees which included the financial reports.

NOPEC Grants: She also has reported that she the township received a grant from the NOPEC Community Events grant money for Halloween and the money has been received. The township has also received the 2021 NOPEC grant for lighting updates.

AMERICAN RECOVERY:

Mrs. Partika reported that she has completed all the paperwork to receive the American Recovery Grant from the Federal Government administered by the state. The Township has received a total of \$68,926.20. She will be participating in trainings from the Office of Budget in Management in order to determine what the funds can be spent on.

Resolution 09-08-2021-01 Mrs. Johnson made a motion to approve the June, July, August Bank Reconciliation, the Cash Summary by Fund, Budget vs Appropriated Report, Appropriation Status, Revenue Status and Payment List containing 22875-22899 and Electronic Payments 346-2021 to 398-2021 Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed

Resolution 09-08-2021-02 -Mrs. Johnson made a motion to approve the following list of changes and supplemental appropriations.

08/18/2021	08/18/2021	1000-110-420-0000	\$971.25
09/08/2021	09/08/2021	1000-110-410-0000	\$1,000.00
09/08/2021	09/08/2021	1000-110-420-0000	\$2,000.00

Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed. Lisko, Johnson, Mr. Backo

Resolution 09-08-2021-03 Mr. Backo made a motion to approve all attached charges on the FNB credit cards for 2021. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

Resolution 09-08-2021-04 Mrs. Johnson made a motion to approve the Third Amended Certificate of Resources totaling \$1,318,403.97 and the Fourth Amended Certificate of totaling \$1,360,290.75. Mr. Lisko seconded Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Resolution 09-08-2021-05 Mrs. Johnson made a motion to approve the 2022 Tax Budget Levy's as presented to the trustees from the Mahoning County Auditor. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye. Motion passed.

Resolution 09-08-2021-06 Mrs. Partika requested the Board of Trustees amend the township's Public Records policy to include her email as the primary contact for all public records request and designate the heads of the department as public record contacts for each department requiring them to contact the primary contact Christeen Partika immediately when they receive a public records request and provide copies of the request and completed request forms for each request received with all request being completed as soon as possible. Mr. Backo made a motion to amend the Public Records policy as recommended by the Fiscal Officer. Mrs. Johnson seconded. Backo-aye, Johnson-aye, Lisko-aye. Motion passed.

Mrs. Partika informed the trustees she has received a request for townhall. After discussion the board of trustees decided to keep the townhall closed due to the spike in the COVID 19 Delta variant.

Mrs. Partika requested that the township revise the records retention schedule to include three personnel records files to include one Master, one Discipline and one Medical with the original copy to be filed in each Department's file system. The topic was tabled until further information can be obtained.

Mrs. Partika reported that copies of the OTARMA insurance policy recommendations are in their boxes. She explained that she and Chief Morris and Chief Warren met with the Insurance Consultant to review our policies and that his recommendations are a result of that meeting.

Mrs. Partika reported that we have received the FEMA reimbursement from Mahoning County for the work the Fiscal Officer and Chief Warren and Chief Brown had done for the Mahoning County Task Force in 2020.

PUBLIC COMMENT

Mrs. Fitch made comments.

COMMUNICATION

Mrs. Johnson reported that Diane Nemeth contacted her and that she saw the sign and was very pleased with the outcome of the signs.

Mr. Backo reported that there will be a Special Meeting on Wednesday September 15, 2021 7:00pm where Pat Ginnetti will be here to discuss the sales tax levy.

Mrs. Johnson reported that there is new grant money available from the ODOP Stimulus grant money for townships. She spoke with Bob Durbin from the Mahoning County Engineer office and he has agreed to assist the township with completing the grant application which is due by November 19, 2021.

Mrs. Johnson gave an overview of the fundraiser for the Partos Family on September 18, 2021. Chief Warren said they would be able to have a fire truck at the event if they would want one there again this year.

OLD BUSINESS

Chief Warren explained that Life Fleet pulled out from the township contract and the Lane has been serving our area. He said they are working on negotiating a contract with them for service and that an ambulance has been stationed at the Fire Station. He also reported that the township has an EMS vehicle for emergency purposes and that he is working on a contract for a billing company in the event the township needs to use this EMS vehicle. Chief Warren requested the Trustees pass resolution to allow Attorney Comstock to negotiate a contract with Lane Ambulance.

Resolution 09-08-2021-07 Mr. Lisko made a motion to contract with Attorney Comstock to negotiate a contract with Lane Ambulance with the township. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Backo-aye Motion passed.

NEW BUSINESS:

The Board of Trustees announced that the township would be holding a drive thru Halloween again this year on October 31, 2021 from 5-7 pm at the Fire Station. The Police, Fire and Road departments will participate again this year.

Mrs. Johnson announced that Coitsville Township will be hosting the Mahoning County Township Association Dinner on Oct 7, 2021 with Mill Creek Park at the Fellows Riverside Gardens.

Mr. Backo announced that the Fire Association will be holding a Drive Thru Spaghetti Dinner on October 24, 2021 from 10:00 am to 3:00 pm. for \$10.00 per person.

Mr. Lisko made a motion to accept the resignation of Kyle Elks with regrets as of July 21, 2021. Mrs. Johnson seconded. Lisko-aye, Johnson-aye, Backo-aye. Motion passed.

Adjourn

Mrs. Johnson made a motion to adjourn. Mr. Lisko seconded. Johnson-aye, Lisko-aye, Backo-aye Motion passed.

ATTEST

CHAIRPERSON

VICE-CHAIRPERSON

TRUSTEE