

# Charlestown Township

## Portage County, Ohio

7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824  
Susan M Forgacs, Fiscal Officer

### Township Board of Trustees Meeting Sign-In

Date: Nov 27, 2025

Township Employees		
Name	Role/Department	Signature
Tim Patrick	Trustee	
Bruce Lange	Trustee	
Adam Eskridge	Trustee	
Susan Forgacs	Fiscal Officer	
Randy Porter	Fire Chief	
Paul Jalbert	Asst. Fire Chief, Zoning	
Guests		
Name	Address	Signature
	7440 Newton FALLS RD	



The Regular Business meeting of the Charlestown Township Board of Trustees was called to order with the Pledge of Allegiance at 5:30 pm by Mr. Adam Eskridge on Monday, November 27, 2025.

Trustees –Chair Adam Eskridge, Vice-Chair Tim Patrick, Bruce Lange – present; Fiscal Officer- Susan Forgacs – present.

Mr. Eskridge made a motion to approve the minutes from the regular business meeting on November 10, 2025; it was seconded by Tim Patrick and passed.

## **REPORTS**

### Zoning

Mr. Jalbert will be meeting with the prosecutor this week in regards to the search warrant request for the Knapp Road property.

Ms. Forgacs reports mailing the certified letter to Mr. Heim; the receipt has not been returned yet.

### Roads

Mr. Patrick reports submitting the final OPWC paperwork to the Engineer's Office. Recommends the trustees chip and seal Middle Knapp in the spring and evaluate leveling Vair and Garretts roads in the next couple of years.

### Cemetery

Mr. Lange researching the township's obligation and costs of grave markers with indigent burials.

### Park

No report.

### Fire Department

Fire Chief Randy Porter reports 232 Fire/EMS calls year-to-date; down 9 calls compared to last year. Mr. Patrick made a motion to spend up to \$800 on patches / helmet shields as requested by Chief Porter; it was seconded by Mr. Eskridge and passed.

### Fiscal Officer

Ms. Forgacs is registered for the annual OTA conference in February.

Request sent to Portage County Engineer's to pay the remaining OPWC project.

Starting to work on year-end reports.

### Trustees

Mr. Lange reports the Portage County Township Association met Saturday; it was well attended. Mr. Scott Swam, Franklin Township trustee, was selected to fill the open position on the One Ohio Recovery committee; Mr. Bruce Lange was elected as President and Mr. Vince Coia, Ravenna Township Trustee, elected as Vice-President. 2026 schedule set: February 21 – Shalersville, May 16 – Portage County Engineer's Office, August 15 – Ravenna Township, and November 21 – Deerfield. The rekeying of the padlocks has been completed.

Luketic states the repair / replacement of the town hall concrete steps is around \$1500 but recommends waiting until spring.

Ravenna Oil serviced the fuel oil furnace in the town hall.

Changed the flag at the town center; the spare flag is stored at the garage.

Mr. Patrick gave the OTARMA and Ohio Plan paperwork to Mr. Eskridge for evaluation for next year's insurance.

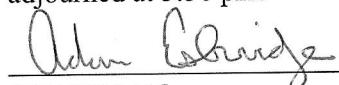
Mr. Eskridge reports receiving the stormwater report from the Portage County Health Department.

Received a letter from Ms. Heaven DiMartino, Portage County Prosecutor, congratulating him on winning the election.

Will send letter to Ravenna City to ask to join the electric aggregate.

Mr. Eskridge moved to pay bills. Mr. Lange seconded. All votes were yes, motion carried.

Mr. Eskridge moved to adjourn. Mr. Lange seconded. All votes were yes, motion carried. The meeting adjourned at 5:50 pm.



CHAIRMAN



FISCAL OFFICER