

Charlestown Township



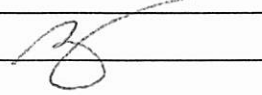
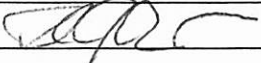
Portage County, Ohio

7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824

Susan M Forgacs, Fiscal Officer

Township Board of Trustees Meeting Sign-In

Date: Feb 9, 2024

Township Employees		
Name	Role/Department	Signature
Adam Eskridge	Trustee	
Bruce Lange	Trustee	
Katie Pahls	Trustee	
Susan Forgacs	Fiscal Officer	
Randy Porter	Fire Chief	
Paul Jalbert	Asst. Fire Chief, Zoning	
Guests		
Name	Address	Signature

A Public Hearing to Discuss the Plan to Change Electrical Aggregate Supplier was opened by Mr. Adam Eskridge at 5:30 pm on February 9, 2026.

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

Mr. Eskridge made a motion to rescind Resolution #3-2026 Requesting Membership in the Ravenna City Electrical Aggregate passed on January 26, 2026; it was seconded by Mr. Lange; roll was called; all votes were yes; motion passed. Will represent this resolution again after the second public hearing.

Mr. Eskridge continues to work with Buckeye Energy Brokers on this project. The county voted on joining an electrical aggregate on November 26, 2001; the majority of voters in Charlestown did not vote yes for this issue at the time. With no other public comment, Mr. Eskridge closed the public hearing.

The Regular Business meeting of the Charlestown Township Board of Trustees was called to order at 5:35 pm by Mr. Bruce Lange on Monday, February 9, 2026.

Mr. Lange made a motion to accept the Regular Business meeting minutes from January 26, 2026; it was seconded by Mr. Eskridge and passed.

REPORTS

Zoning

Mr. Jalnert met with the county prosecutor regarding the properties at 5975 Knapp Road and 5964 Susan Lane. Mr. James Armstrong has been appointed as the township’s legal counsel through the Portage County Prosecutor’s Office.

#4-2026 Mr. Lange made a motion to accept Emergency Resolution Authorizing the Portage County Prosecutor to Proceed with Zoning Violations at 5975 Knapp Road; it was seconded by Mr. Eskridge; roll was called; all votes were yes; motion passed.

#4-5026 Mr. Lange made a motion to accept Emergency Resolution Authorizing the Portage County Prosecutor to Proceed with Zoning Violations at 5964 Susan Lane; it was seconded by Mr. Eskridge; roll was called; all votes were yes; motion passed.

Mr. Lange made a motion to establish a fine of twice the cost of a zoning building permit if a resident does not apply for a zoning permit; it was seconded by Ms. Pahls and passed.

Roads

Mr. Lange reports the snow backed into a vehicle on Knapp road. A police report was filed; minor damage that was easily repaired on the plow truck.

Cemetery

No report.

Park

No report.

Fire Department

Assistant Fire Paul Jalbert reports 30 Fire / EMS calls this year; up 11 calls compared to last year.

Fiscal Officer

Ms. Forgacs has completed and submitted the year-end financial report. Shared information obtained at the Ohio Township Association Conference in regards to website Compliance, OTARMA, property tax legislation discussions, etc. Encourage trustees to view recorded class on OTA website.

Mr. Lange made a motion for the fiscal officer to pursue direct deposit for payroll; it was seconded by Ms. Pahls and passed.

Ms. Pahls made a motion to reimburse Mr. Lange for lodging, mileage and registrations fees for the OTA conference; it was seconded by Mr. Eskridge and passed.

Trustees

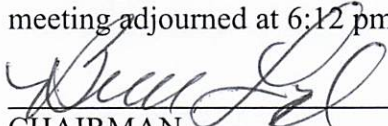
Mr. Eskridge received an email from Brimfield Trustee, Mr. Nick Coia, with questions about our township zoning; questions were answered and email replied to. Continues to work with Buckeye Energy; application to PUCO submitted.

Ms. Pahls made a motion to make the Board of Trustees meetings the second Monday of the month with the fourth Monday of month meeting held only when deemed necessary; it was seconded by Mr. Lange and passed.

Mr. Lange reports the OTA conference was well-attended and very informative. States the trustees should be receiving an invitation to the Portage County Health District Annual Meeting.

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

Mr. Lange moved to adjourn. Mr. Eskridge seconded. All votes were yes, motion carried. The meeting adjourned at 6:12 pm.



CHAIRMAN



FISCAL OFFICER

BOARD OF TRUSTEES
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution # 4-2026

**EMERGENCY RESOLUTION AUTHORIZING THE PORTAGE COUNTY
PROSECUTOR TO PROCEED WITH ZONING VIOLATIONS**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during a Regular meeting on February 9, 2026 at the Charlestown Town hall with the following Members present:

Mr. Bruce Lange, Chairman
Ms. Katie, Vice-Chair
Mr. Adam Eskridge, Trustee

Mr. Lange moved for the adoption of the following Resolution:

WHEREAS, the Township has approved Zoning regulations; and

WHEREAS, the Zoning inspector has not received any communications from Takron Holdings, LLC, property owner for 5975 Knapp Road, Ravenna Ohio, parcel number 05-02-00-00-010-001 after numerous attempts;

NOW THEREFORE, it is hereby **RESOLVED** by the Board the Township to request the Portage County Prosecutor's Office to take any and all necessary steps to get the property cleaned up.

BE IT FURTHER RESOVLED: That this Resolution is hereby declared to be and is passed as an emergency measure, the emergency being the need to continually provide for the fair and prudent administration of Township affairs. Said Resolution is necessary for the immediate preservation of the public, peace health, safety and welfare of the residents of Charlestown Township

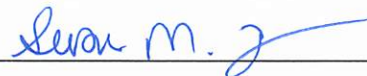
BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

Mr. Eskridge seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows;

Bruce Lange: Yea
Katie Pahls: Yea
Adam Eskridge: Yea

Adopted the 9th day of February 2026.



Township Fiscal Officer
Charlestown Township
Portage County, Ohio

BOARD OF TRUSTEES
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution # 5-2026

**EMERGENCY RESOLUTION AUTHORIZING THE PORTAGE COUNTY
PROSECUTOR TO PROCEED WITH ZONING VIOLATIONS**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during a Regular meeting on February 9, 2026 at the Charlestown Town hall with the following Members present:

Mr. Bruce Lange, Chairman
Ms. Katie, Vice-Chair
Mr. Adam Eskridge, Trustee

Mr. Lange moved for the adoption of the following Resolution:

WHEREAS, the Township has approved Zoning regulations; and

WHEREAS, the Township Zoning Inspector has notified to the owner of the property at 5964 Susan Lane, Ravenna, Ohio, 44266, Parcel Number: 05-017-00-00-001-000; Heim Investments, LLC of identified Zoning violations;

WHEREAS, the Zoning inspector has not received any communications from the property owner, Heim Investments, LLC, regarding intent to correct said zoning violation;

NOW THEREFORE, it is hereby **RESOLVED** by the Board the Township to request the Portage County Prosecutor's Office move forward with possible prosecution of said property owner;

BE IT FURTHER RESOVLED: That this Resolution is hereby declared to be and is passed as an emergency measure, the emergency being the need to continually provide for the fair and prudent administration of Township affairs. Said Resolution is necessary for the immediate preservation of the public, peace health, safety and welfare of the residents of Charlestown Township

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

Mr. Eskridge seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows;

Bruce Lange: Yea

Katie Pahls: Yea

Adam Eskridge: Yea

Adopted the 9th day of February 2026.



Township Fiscal Officer
Charlestown Township
Portage County, Ohio