The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Tim Patrick on Monday, October 12, 2020 with the Pledge of Allegiance.

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

Ms. Forgacs did not bring last meeting’s minutes; will be approved at the next meeting.

Mr. Patrick moved to approve the financial report. Mr. Lange seconded the motion. All votes were yes, motion carried. Ms. Forgacs will check into the specifics of closing the TCF CD and opening a new one at Portage Community Bank.

**REPORTS**

Zoning

Mr. Richard Grund (Zoning Inspector, Road, Cemetery, Park Supervisor) received a phone call from a Portage County Commissioner representative asking if he had a list of landlords in the township; he did not. Believes may be related to CARES money.

Roads

No Report

Cemetery

Mr. Patrick stated that Mr. Pat Robinson had passed a message from Mr. Mike Root complaining about the cemetery. Mr. Grund will be mowing this week.

Park

No report.

Fire Department

Mr. Randy Porter (Fire Department Chief) reported the Fire Department is at 176 calls, down 6 from last year.

Received next shipment of turn out gear. Have purchased 8 sets of gear with the assistance of grants.

Streetsboro Fire donated 4 additional radios that will be programmed for free. Finishing up the radio repeater project; this would have cost approximately $10,000 but has been completed for free with donations and volunteer work.

Mr. Patrick asked about requesting quarterly EMS billing.

Chief Porter presented a list of items to be purchased with CARES money:

* Jackets for all members - $5200
* Variety of PPE - $3345
* Dell laptop at Best Buy - $1700
* Dryer at Lowe’s - $720
* Reimburse for 2 sets of gear purchased earlier
* Will look at price for PC projector and speakers
* Asked about reimbursement for fire department wages – Ms. Forgacs will look into.

Mr. Bruce Lange presented CARES money items:

* Quote for ServPro to clean ducts and HVAC units for the town hall and the fire station - $940
* Two backpack Stihl blowers from Coia - $1030

Ms. Forgacs presented:

* Two cordless disinfectant sprayers - $2710
* Cleaning supplies for town hall and fire station - $2250.88
* Renewal of SAMS (System for Award Management) needed to accept and spend federal funds - $1548.00

Mr. Patrick reminded that safety fencing was purchased to close the playground and could be reimbursed.

#99-20 Mr. Patrick moved to accept these recommendations for CARES funds and to continue to evaluate additional items. Mr. Lange seconded; all votes were yes and the motion carried.

Trustees

Trustee Bruce Lange presented quotes for a new garage door – Miller Door at $4050 and H&W Door $6710.

Mr. Patrick made a motion to proceed with Miller Door; seconded by Mr. Eskridge and passed.

Trustee Tim Patrick stated that the town hall and fire department may not get cleaned and painted this year do scheduling and weather; will honor price.

Trustee Adam Eskridge reports that members of the Historical Committee asked about a walking path. Discussion was held. Mr. Eskridge will look into possible grants.

Spoke with Mr. Brett Bensze, Portage County Prosecutor’s office regarding need for two bids for projects. Mr. Patrick reviewed the process for bidding road projects. Ms. Forgacs suggested looking at the Ohio Township Association website and to books they sell.

Registered to take the Sunshine Law class online.

Still working on NOPEC.

Asked if Charlestown Township had a seal; no one believes so.

Fiscal Officer

Ms. Forgacs presented correspondence from Portage County Engineer – amended resolution for posting weight reductions on bridges.

OTARMA –asking for member nominations.

Presented preliminary Agreed Upon Procedure findings – official report to follow.

Activity Committee members decided to cancel the Trunk or Treat event; will decide about Santa at a later date.

The Ohio Check Book site now has the Charlestown information on the website

Mr. Patrick found a copy of a records retention policy that had specific Charlestown information; unsure if this policy was submitted to Ohio History Connection or the state Auditor. Ms. Forgacs to investigate.

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

Mr. Patrick moved to adjourn. Mr. Lange seconded. All votes were yes, motion carried. The meeting adjourned at 6:05 pm.

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CHAIRMAN FISCAL OFFICER