

# Charlestown Township


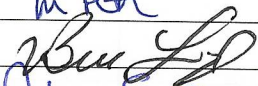



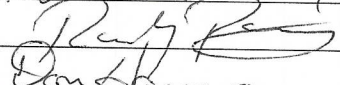
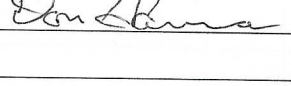
## Portage County, Ohio

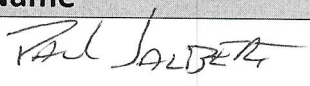

7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824

Susan M. Forgacs, Fiscal Officer

### Township Board of Trustees Meeting Sign-In

Date: NOV. 8, 2021

Township Employees		
Name	Role/Department	Signature
Tim Patrick	Trustee	
Bruce Lange	Trustee	
Adam Eskridge	Trustee	
Susan Forgacs	Fiscal Officer	
Rick Grund	Road, Cemetery, Park, Zoning	
Randy Porter	Fire Chief	
Don Hanna	Asst. Fire Chief	

Guests		
Name	Address	Signature
	HANNA RD	

The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Lange on Monday, November 8, 2021 with the Pledge of Allegiance.

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

Mr. Lange moved to approve the minutes from the regular meeting on October 25, 2021. Mr. Eskridge seconded the motion. All votes were yes, motion carried.

Mr. Lange moved to approve the financial reports. Mr. Eskridge seconded the motion. All votes were yes, motion carried.

## **REPORTS**

### Zoning

Mr. Rick Grund, Zoning Inspector, received phone call asking the zoning regulations on Waterfall Trail. Received call regarding house and 3 lots for sale at 6243 SR 5; the 3 lots are not buildable due to flood zone.

### Roads

No report.

### Cemetery

No report.

### Park

No report.

### Fire Department

Fire Chief Randy Porter reports 228 Fire/EMS calls for the year; up 35 calls from last year.

Repairs on engine complete.

Applied for State Fire Marshall grant to switch to MARCS radios.

Will be participating in Santa gift delivery on December 11.

Asked for approval to send 4 firefighters to Fire Expo in January.

Mr. Patrick made a motion to spend up to \$560 to send 4 firefighters to Fire Expo; it was seconded by Mr. Lange and passed.

### Trustees

Mr. Patrick would like to thank Complete Auto for towing the pick-up truck to auction for free. Ms. Forgacs will write a letter for trustees to sign at the next meeting.

Working on the recommended items from the OTARMA risk management rep. Need to review the sexual harassment policy at least once a year. Need to check employee driver's license records annually and upon hiring for anyone who may drive a township vehicle; will research information regarding website that is free to check the licenses. The County Road department meets training requirements by watching ODOT videos; Mr. Grund will need to watch these.



Developed a hold harmless document. Recommends to create a list of annual requirements to be reviewed at the reorganizational meeting each year.

Quote from Bisirri has been signed and returned. Garrett road will need to be closed for 4-5 days before the end of the year; need to place ad in the newspaper and notify sheriff's office.

Has received documentation from county engineer to apply for ODOT stimulus money; will submit on Monday.

Attend the county Vision meeting; nothing to report.

Mr. Eskridge reported speaking to the resident who lives just north of the fire department; water from Rock Spring road runs into driveway and into his basement; the county has been contacted for a work order.

Reported the back taxes for the Champion trailer on Greenleaf have been paid.

Mr. Lange reported the certified letters sent to Mr. Allen and to Takron holdings have been returned unopened. Mr. Brett Benzce advised having Mr. Grund send another letter to Mr. Allen via regular mail with 10 days to respond. The next steps will be for the prosecutor to send a letter; if still no response will file with the courts. The process will probably be the same for the Takron holdings property; will confirm with Mr. Bencze.

There is a large military gun on a ship turret at the sand and gravel pit; Major Robinson from Camp Ravenna has been asked to evaluate.

Mr. Lange made a motion to spend up to \$14,000 on the wood split rail fence at the park; it was seconded by Mr. Patrick and passed.

Mr. Lange made a motion to pay Kreg Hudson up to \$7000 to remove and replace walkway in the woods at the park; it was seconded by Mr. Eskridge and passed. Mr. Grund stated his wife would like to recycle usable landscape timbers along the path to make a memorial planter for her son. The trustees agreed for Mr. Grund to use the timbers.

Mr. Lange made a motion to spend up to \$9800 to replace the park pavilion roof; it was seconded by Mr. Patrick and passed.

#### Fiscal Officer

Ms. Forgacs reported on Activity Committee projects - Trunk or Treat went very well; probably the best attended; planning the Santa gift delivery and the township decorating contest again.

Reported scanning the minutes from 2020 for the website.

Reported the need to increase the VISA credit limit for roads and fire department.

Mr. Lange made a motion to increase the credit limit to \$3000 for each; it was seconded by Mr. Patrick and passed.

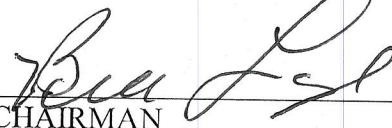
The pick-up truck sold for \$4800 at the Edinburg Auction.

Will be researching the process for payroll direct deposit.

Completed the VFIS Accident and Sickness renewal.

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 6:10 pm.

  
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CHAIRMAN

  
\_\_\_\_\_  
FISCAL OFFICER