The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Tim Patrick on Monday, November 23, 2020 with the Pledge of Allegiance.

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

Mr. Patrick moved to approve the minutes from the regular meeting on November 9, 2020. Mr. Eskridge seconded the motion. All votes were yes, motion carried.

**REPORTS**

Zoning

Mr. Richard Grund (Zoning Inspector, Road, Cemetery, Park Supervisor) wrote a zoning permit for a garage.

Roads

No Report

Cemetery

No report.

Park

No report.

Fire Department

Mr. Randy Porter (Fire Department Chief) reported the Fire Department is at 206 calls, down 6 from last year. Reported members will be measured for second set of turnout gear on 12/7/2020. Chief Porter forgot to include a second set of gear for Dan Peterson in last meeting’s request.

Mr. Patrick moved to purchase a second set of turnout gear with CARES money; seconded by Mr. Eskridge. All votes were yes, motion carried.

Chief Porter asked to approve the hire of Brad Foster, level I firefighter to the department.

Mr. Patrick moved to approve the hiring; seconded by Mr. Eskridge. All votes were yes, motion carried.

Asked if the department could assist the Activity Committee with anything since Santa on the fire truck has been canceled. Ms. Forgacs asked if they could help judge the decorating contest.

Trustees

Trustee Bruce Lange reported the garage door has been installed at the township garage. Received a quote from Wesley Electric install wiring for the openers - $485.

Mr. Patrick moved to accept the quote; seconded by Mr. Eskridge. All votes were yes, motion carried.

Wesley Electric gave him a verbal estimate of $9200 each to install generators at the fire department and town hall. Capable of running everything at the fire station except for the tornado siren. Will be connected to propane.

Mr. Patrick moved to install the generators and to use CARES money; seconded by Mr. Lange. All votes were yes, motion carried.

Dan Morganti, from the Portage County Land Development, had nothing new to report about demolition project on Berry road.

Trustee Adam Eskridge reported creating an account for the new digital sign. Asked about installation date; no one had heard an update. Has access to established township website. Discussion held regarding creating new site; to create and manage independently or use a website company; costs involved. Charlesotwntownship.com has been reserved through GoDaddy.

Mr. Patrick moved to spend up to $2500 for website development. It was seconded by Mr. Lange. All votes were yes, motion carried.

Trustee Tim Patrick reported that a section of the large oak tree at the Knapp road and Route 5 intersection after the last storm. This tree has been trimmed many times. It is in the Route 5 right-of-way and needs to be removed. Was unsure if the state would remove tree. Mr. Lange to contact the state.

Reported receiving the State of Ohio Auditor’s final Agreed Upon Procedures Report; will be filed. Received notice from NOPEC regarding our community profile; will be filed.

Edinburg township wants to purchase the old dump truck for $16,000.

OPWC application for the South Knapp project is complete. At this time we are considered an alternate project, if we don’t get approved with OPWC we can file for small government funding.

#101-20 Mr. Patrick made a motion to accept the resolution to authorize Trustee Bruce Lange to enter into and execute any agreements as may be necessary and appropriate for obtaining this financial assistance with OPWC and small government funding, and to authorize Fiscal Officer to move money from the Road and Bridge fund and the Gasoline Tax fund to the Ohio Public Works Fund (44202-760-360) to make the balance $149,100.00. It was seconded by Mr. Eskridge. All votes were yes, motion carried.

Last meeting it was reported that Mr. Patrick and Chief Porter had met with Ravenna City’s Mayor, Mr. Frank Seman, Fire Chief Geoffrey Cleveland, and finance director, Mr. Brian Huff to discuss EMS billing. Discussed sub-granting the balance of the township’s unspent CARES money to be applied to the purchase of a new ambulance which would be beneficial for our township.

Received quote from Woodsy’s for portable, wireless speaker system to be used to communicate and maintain social distancing guidelines for $1004.

Mr. Patrick made a motion to purchase to speaker system using CARES funding; seconded by Mr. Lange. All votes were yes, motion carried.

Mr. Patrick moved to give $10,000 to Ravenna City using any remaining CARES funds and the balance from the Fire fund. It was seconded by Mr. Lange. All votes were yes, motion carried.

Fiscal Officer

Ms. Forgacs reported receiving an email about a NOPEC grant for $3340 that was obtained last year. The deadline to report spending for reimbursement was 11/19. In the files a bill for $425 to Wesley Electric for installing 220 volt line at fire station had been marked to be submitted. She submitted this invoice and asked to use the balance of the grant for the generators.

Received notice from Portage County Engineers about reducing weight limit on the bridge on Newton Falls road at the Mahoning River.

In order to be billed for dryer at Lowe’s, had to apply for a credit card. Card has $1000 limit and will be kept in fiscal office.

UAN End-of-Year training on December 1, 2020 online 0800-1600.

BWC is issuing refunds.

Reported the Portage Community Bank Visa has had numerous issues with updating accounts, bills, late fees, etc. Multiple calls and emails have been made.

Reported Activity Committee has money to pay for the Christmas Decorating contest. $100 / each for three different categories. The Activity Committee has a Facebook page and an email: [Charlestowntownship@gmail.com](mailto:Charlestowntownship@gmail.com).

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

Mr. Patrick moved to adjourn. Mr. Eskridge seconded. All votes were yes, motion carried. The meeting adjourned at 6:15 pm.

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CHAIRMAN FISCAL OFFICER