The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Bruce Lange on Monday, November 9, 2020 with the Pledge of Allegiance.

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

Mr. Lange moved to approve the minutes from the regular meeting on October 26, 2020. Mr. Eskridge seconded the motion. All votes were yes, motion carried.

Mr. Eskridge moved to approve the financials. Mr. Lange 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 the township sign installation. Reported receiving call from contractor who may be demolishing the property at 6745 Berry road asking if permits were required; was told to call the county. Received call requesting information on #39 Ranch Club Estates; he is looking into.

Roads

No Report

Cemetery

No report.

Park

No report.

Fire Department

Mr. Randy Porter (Fire Department Chief) reported the Fire Department is at 194 calls, down 5 from last year. Reported receiving safety cones purchased with OTARMA money and PPE purchased with CARES money.

Mr. Patrick moved to purchase the following with CARES money – three sets of turnout gear (will be second set for those individuals), fire helmets and gloves; PC Projector, screen, speakers, DVD player and laptop for remote training and meetings. It was seconded by Mr. Lange. All votes were yes, motion carried.

Mr. Patrick moved to purchase hand lights and scene lights not to exceed $4500; seconded by Mr. Lange. All votes were yes, motion carried.

Trustees

Trustee Adam Eskridge reported receiving a letter from the Storm Water Division of the Portage County Combined Health District mailed to Jim Eskridge. Mr. Patrick and Mr. Grund stated there is nothing new to report since last update of catch basins and retention ponds.

Still working on website; suggested to create a new site; shared quotes from Go Daddy to reserve domain name ($12/year), to build a basic site ($1600) and/or if he builds and maintains site himself ($150-200/year). Mr. Patrick asked him to also check with Registered Site.com. Has also been checking other township websites. Will report back on findings next meeting.

Trustee Tim Patrick reported new dump truck should be ready soon; dealership offered $16,000 for trade-in; asked if Edinburg Township was still interested in purchasing old truck. Mr. Grund stated he didn’t believe they were interested.

Mr. Patrick and Chief Porter 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 out township. Asked trustees to think about other uses CARES money and make final decision at next meeting.

Mr. Grund asked about the status of the ATV tires; Mr. Patrick to check on.

Trustee Bruce Lange reported asbestos testing on the 6745 Berry road demolition has been completed per Mr. Dan Morganti, Portage County Land Bank. Demolition bids are due 11/6/2020 and then the contract will be awarded.

Instructed Mr. Grund to purchase lumber at Carter Lumber to close in the top of the service garage to accommodate the new garage door; Mr. Lange will do the labor.

Waiting on quotes for generators for fire department and town hall from Wesley Electric.

Fiscal Officer

Ms. Forgacs reported Mr. Grund requested a commitment letter be sent to Portage County Engineer, Michael Marozzi, for 150 tons of salt and salt/grit mixture for the 2020-2021 season.

Mr. Lange moved to send the commitment letter; it was seconded by Mr. Eskridge. All votes were yes, motion carried.

Reported spending $4830 of the $5030 Ohio Department of Natural Resources grant; receipts were submitted; asked about returning balance of the grant; ODNR stated the fire department can keep the additional funds to be used for fire gear.

Reported spending $9769 of the $10,000 State Fire Marshall grant; receipts were submitted for 10/31/2020 deadline. State Fire Marshall issued a 30-day extension to spend remaining $231.

The Annual Ohio Township Association in person conference has been canceled.

Received the final Agreed Upon Procedure report from the State Auditor’s office. During audit preparation, it was discovered that Mr. Ruth Craft is owed $1080 in wages that were underpaid. Trustees instructed fiscal officer to pay Ms. Ruth Craft.

Reallocated $9217.80 in fire salaries for responding to calls from April 1 to now with CARES Act money; Mr. Lange instructed to also reallocate fire wages for training during the same time period.

Suggested purchasing Zoom licenses for remote training and meetings; four user licenses would cost $600 for a year; Mr. Patrick said to wait until next meeting because we may never use it.

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