The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Tim Patrick on Monday, December 14, 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 23, 2020. Mr. Eskridge seconded the motion. All votes were yes, motion carried.

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

**REPORTS**

Zoning

Mr. Richard Grund (Zoning Inspector, Road, Cemetery, Park Supervisor) received phone call from an appraiser asking if an apartment in a garage at 6243 State Route 5 was legal and was told no. The Zoning Board asked Mr. Grund to oversee the installation of the holding tank for approved hair salon on Rock Spring Road.

Roads

Mr. Grund received phone call from a Berry Road resident complaining of the conditions of McCormack Road and to report trash dumped on the curve of Garrett Road. The trash looked like it came from a remodeling job; it was picked up and placed in the township dumpster; there were no identifying articles in the trash.

A substitute Portage County plow driver got stuck turning around in the garage parking lot; Mr. Grund had to pull the truck out and repair damage to the grounds.

Cemetery

No report.

Park

Mr. Grund reported seeing four hunters with guns on township property during deer gun season via the security cameras.

Fire Department

Mr. Paul Jalbert reported the Fire Department is at 213 calls, down 12 from last year. Reported the portable and personal light boxes have been received. Asked for $700 to purchase soap for the gear extractor.

Mr. Patrick made a motion to spend up to $700 for gear extractor soap. Mr. Lange seconded the motion. All votes were yes, motion carried.

Trustees

Trustee Bruce Lange reported signing the contracts for the generators and returning them to Wesley Electric.

Ms. Gail Pavlick, new state representative, would like to attend one of the trustees’ meetings at the first of the year.

Trustee Adam Eskridge reported completion of the Sunshine Law training. He has been working on the website with GoDaddy; he believes he can complete the website build on his own; should be done next meeting. Could get township email addresses in the future at a cost of $70/year per email address. Reported seeing some people inspecting at the Sand & Gravel pit; he tried meet up with the people, but they were gone when he arrived. A neighbor who also saw the people stated they seemed to be interested in the river that runs out of the property.

Trustee Tim Patrick reported that the section of the large oak tree at the Knapp road and Route 5 intersection damaged after the last storm was cut up and removed by the neighbor before the State got a chance to remove.

Reported the new dump truck is ready. Mr. Grund and Mr. Eskridge to pick up tomorrow. Plan to keep old truck until March, then sell to Edinburg Township.

Will deliver the check to Ravenna City that subgranted the remaining CARES funds plus $807.55 from the fire fund to equal a total of $10,000.

Fiscal Officer

Ms. Forgacs stated she attended online Year End UAN training on December 1.

Presented a credit card policy for approval.

#101-21 Mr. Patrick moved to accept the credit card policy and to appoint Mr. Eskridge as the Compliance Officer. Mr. Lange seconded the motion. All votes were yes, motion carried.

Discussion was held in regards to planning the annual reorganizational meeting. It will be scheduled for 5:30 pm on January 11, 2021; a legal notice will be placed in the Record Courier.

Reported receiving final approval for the new township sign from the Portage County building department.

Reported applying for the 2021 NOPEC Community Grant for $500 to be used for the annual festival.

Received an additional notice that 2019 Ohio State Taxes were delinquent with a significant late fee. Per the records, it appears this was paid; documentation submitted electronically to contest the delinquent notice; may take up to 60 days to hear anything.

1099 forms have been ordered.

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 6:05 pm.

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CHAIRMAN FISCAL OFFICER