

# Charlestown Township

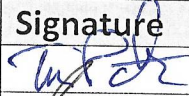
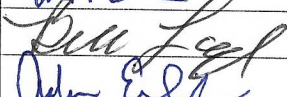
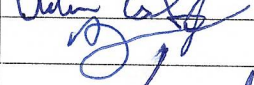
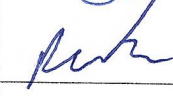
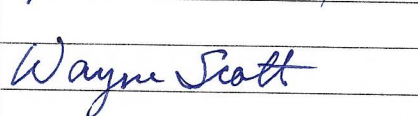
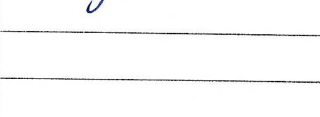
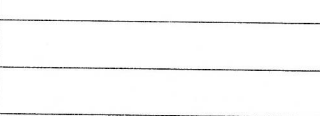
## Portage County, Ohio


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

Susan M. Forgacs, Fiscal Officer

### Township Board of Trustees Meeting Sign-In

Date: 1/23/23

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	
<del>Don Hanna</del>	Asst. Fire Chief	

Guests		
Name	Address	Signature
Joe Teaney	6485 Newton Falls Rd	



The regular meeting of the Charlestown Township Board of Trustees was called to order at 4:30 pm by Mr. Tim Patrick on Monday, January 23, 2023.

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

Mr. Lange made a motion to go into Executive Session for interviews of townhall custodian applicants which is required to be kept confidential by law and everyone requested to stay are bound by confidentiality. It was seconded by Mr. Eskridge; all votes were yes; motion passed. Trustees entered Executive session to interview each applicant one at a time.

Mr. Patrick made a motion end Executive Session at 5:20 pm; it was seconded by Mr. Eskridge and passed.

The meeting was called back to order by Mr. Patrick with the Pledge of Allegiance at 5:30 pm.

Mr. Patrick made a motion to accept the minutes of the regular meeting and the Annual Reorganizational meetings held January 9, 2023; it was seconded by Mr. Eskridge and passed.

## **GUESTS**

Mr. Joe Tenney complimented Mr. Grund for good plow work in past week. Also thanked the Activity Committee for the Christmas Decorations prize.

## **REPORTS**

### Zoning

Mr. Rick Grund received two phone calls from realtors regarding property for sale on Route 5.

### Roads

Mr. Grund reports the RTV is at Coia's to finalize the transmission repairs.

### Cemetery

No report.

### Park

Mr. Grund reports receiving a quote of \$695/dumpster from H&H Dumpster for the township clean-up day; they will price match.

### Fire Department

Assistant Chief Wayne Scott reported 18 Fire/EMS this year; same volume year-to-date as 2022. Engine 1313 back in service after 3 weeks; Sedensky is checking on possible warranty for the fan; this is the third fan replaced. Discussion held regarding possible causes of repeated fan failure and damage caused.

### Fiscal Officer

Ms. Susan Forgacs reported working on end-of-year reports; W2s and 1099s done. Will be attending the Annual OTA Conference in Columbus January 25-27; will research public record policies especially in regards to personal phones and emails.

### Trustees

Mr. Eskridge reported the trash on Newton Falls road has been picked up.  
Will be attending the Portage County Township meeting on February 18, 2023.

Thanked Mr. Grund for plowing.

Discussion held regarding hiring part-time worker versus hiring company to mow the cemetery.  
Mr. Patrick made a motion to have the fiscal officer place an ad for sealed bids for cemetery mowing; bids will be opened at regular meeting February 24; it was seconded by Mr. Eskridge and passed,

Mr. Lange asked about status of getting additional keys for townhall and garage; Mr. Grund replied he is still waiting for Bica's to return his phone calls.

The Annual Health Department Advisory Board meeting will be in March; there are board positions open that will be voted on at the meeting.

Reports the water softener does not seem to be working well; the toilets in the fire station are significantly rust-stained; will contact Harper to get opinion of fixing.

Mr. Patrick asked about opting out of NOPEC. Mr. Eskridge to handle.

Reports working with Mr. Brett Benzce on vacation/sick/personal time policy for township employees.

Mr. Patrick made a motion to adjust the following salaries and fees:

- Fire Chief - \$450/month; \$30/call; \$20/hr training (max 4 hours)
- Assistant Fire Chief - \$300/month; \$30/call; \$18/hr training (max 4 hours)
- Fire Officers - \$25/call; \$17/hr training (max 4 hours)
- Firefighters - \$25/call; \$15/hr training (max 4 hours)
- Zoning Inspector - \$375/month from the General Fund
- Zoning Secretary - \$75/meeting; \$25/hr for administrative duties from the General Fund
- Townhall Custodian - \$300/month; \$30/rental; \$30/kitchen rental.
- Road Superintendent/Park Supervisor/Cemetery Sexton - \$3500/month with 75% from Gas Tax Fund, 17% from Cemetery Fund and 8% from Park Fund.
- Part-time Mechanic - \$25/hr
- Casual Labor - \$15/hr
- Townhall Rental Fees - \$100 for residents; \$150 for clubs/organizations; \$200 for nonresidents; \$100 for kitchen rental.
- Cemetery Plots - \$300 for residents and \$750 for nonresidents
- Cremation Burial - \$150 for residents and \$300 for nonresidents
- Open & Close Grave - \$300 for residents and \$750 for nonresidents
- Any salaries or fees not listed above are to remain the same.
- Salaries effective January 1, 2023.

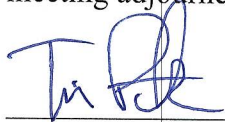
The motion was seconded by Mr. Lange; all votes were yes; motion passed.

Mr. Patrick made a motion to hire Ms. Elizabeth Taylor for the townhall custodian position pending successful passing of background check and being bonded; it was seconded by Mr. Eskridge; all votes were yes; motion passed.



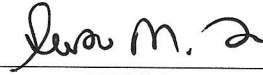
Mr. Patrick moved to pay bills. Mr. Lange seconded. All votes were yes, motion carried.

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



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CHAIRMAN



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FISCAL OFFICER

