

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: 11/9/2023

*Reorganizational Meeting
and Regular Trustee Meeting*

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

Guests		
Name	Address	Signature
<i>Joe Terry Gary Hensicker</i>	<i>6465 Newton Falls 7254 Newton Falls</i>	<i>Joe Terry Gary Hensicker</i>
<i>Lee Lundblad</i>	<i>Portager Documenters Project. portager.com</i>	<i>Lee Lundblad</i>
<i>Wayne Scott</i>	<i>765 E. High Land AVE RAV.</i>	<i>Wayne Scott</i>

BROCK KERRY

*6125 NEWTON FALLS
ROAD
CHARLESTOWN*

[Signature]

Charlottesville Township
Portage County, Ohio




1912 Newton Falls Road, Ravenna, Ohio 44129 Phone: (330) 474-1124
Susan M. Forgy, Fiscal Officer


Township Board of Trustees Meeting Sign In


Programs/external meetings
and regular trustee meeting

Date: 1/15/2023

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

Guests	Name	Signature
	Christina Timms (Rachel)	
	6605 St Rt 5 Lot 18	
	Ravenna OH 44126	
	330 474 3734	
	Troop 7355 Edinburg	
		
		

 6122 New 1/4 town road Edinburg

 Brook Kerson

The Reorganizational Meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Eskridge on Monday, January 9, 2023 with the Pledge of Allegiance.

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

Mr. Lange made a motion to nominate Mr. Patrick as Chairman. Motion seconded by Mr. Eskridge. All votes were yes; motion carried.

Mr. Patrick made a motion to nominate Mr. Lange as Vice-Chairman. Motion seconded by Mr. Eskridge. All votes were yes; motion carried.

MEETINGS: Mr. Lange moved to accept the following meeting recommendations; it was seconded by Mr. Patrick; all votes were yes; motion carried.

- Meetings will be the second and fourth Mondays at the Town Hall starting at 5:30 pm. There will be no meetings on federal holidays.
- Meeting schedule will be posted at the Town Hall and on the Township website.
- Reading of the minutes may be waived if minutes distributed prior to the meeting.
- Meetings will be recorded to facilitate the minutes and may be deleted after minutes approved.
- Fiscal Officer will present bank reconciliation and fund status reports at the first meeting of the month and will present payment report at every regular meeting.
- All meetings will be held in compliance with Ohio Sunshine Law.
- Meeting changes and special meetings will be advertised at least 24 hours in advance in the Record Courier legal ads and on the township website

SALARIES: Mr. Lange made a motion for the Trustees and the Fiscal Officer to take the maximum allowable pay for 2023; seconded by Mr. Patrick. All votes were yes; motion carried. Mr. Patrick moved to table salary increase discussion regarding remaining township employees until next meeting; seconded by Mr. Lange. All votes were yes; motion carried.

FISCAL ITEMS: Mr. Lange moved to accept the following recommendations from the Fiscal Officer and to keep all township fees the same as last year; it was seconded by Mr. Patrick. All votes were yes; motion carried.

- KeyBank is the township banking institution.
- Investments are with STAR Ohio and Certificates of Deposit at Portage Community Bank.
- Blanket certificates can be issued up to \$20,000.
- Mileage per current IRS guidelines.
- Fiscal Officer is authorized to move money within funds as needed to maintain adequate balances between trustee meetings. The Board will be notified to approve these transfers at the next trustee meeting.
- Road Supervisor, Fire Chief, Fiscal Officer and Trustees may spend up to \$1000 between meetings without a purchase order as needed.
- Road and Fire vehicle gas will be purchased with gas credit cards.

- Furnace repair will be done by Ravenna Heating & Cooling for Townhall and J&J Plumbing fire department.
- J&J Plumbing for air conditioner repair.
- Ferrellgas is the township's propane provider.
- Falls Home Oil, LLC is the fuel oil provider.
- Miller is the portable toilet vendor.
- Will ask for quotes in the spring for cemetery mowing.
- Fee to have a report of document reproduced to Fiscal Officer or Fire Department is \$1/each for the first four single-sided pages and \$0.10 for each additional single-sided page.
- Returned check fee \$50.
- Recommend trustees consider background check and credit card for new townhall custodian.

FEES

TOWN HALL RENTAL:

- \$75 for residents
- \$100 for clubs and organizations
 - The Fire Department, Charlestown Methodist Church, Charlestown School Alumni reunions, Activity Committee, scout troops, 4-H clubs, and FFA from Southeast Schools, and any governmental meetings will be exempt from the rental fee. All volunteers from the Fire Department, Zoning Commission, and Zoning Board of Appeals are exempt from rental fees.
- \$125 for non-residents
- \$50 for use of kitchen
- A deposit equal to the total fees owed is required and will be returned within 7 days after an inspection of the Town Hall.
- The Trustees reserve the right to deny any rental privileges.
- Discussed setting time limit to rent hall.

CEMETERY FEES:

- Single grave is \$200 for residents and \$500 for non-residents
- Cremation burial \$100
- Single opening/closing for grave \$200 for residents and \$500 for non-residents
- Resident child under 1 year of age is no charge. Non-resident child \$125
- Disinterment (Monday-Friday ONLY) to another cemetery \$700, within Charlestown Cemetery \$1000; infant to another cemetery \$150 and within Charlestown Cemetery \$200; cremains to another cemetery \$200 and within Charlestown Cemetery \$300.
- Footers \$60 per cubic foot
- Saturday burials are additional \$200
- Perpetual care donations will be \$1000 minimum.
- Funeral Directors will give a 48-hour notice before a burial is to be held. There is a limit of one burial per day.

ZONING PERMIT RATES:

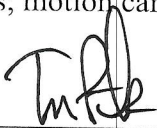
- House \$50
- Duplex \$100

- Mobile Home \$50
- Garage \$40
- Storage building over 96 square feet \$40
- Porch/deck \$30
- Remodeling/adding a room \$30
- Signs (residential) \$20
- Move a building \$50
- Commercial building \$150
- Commercial remodeling \$200
- Commercial signs \$30 per side
- Development approval \$100, plus individual home permits
- Road bore \$500
- Oil well \$100
- Sand/gravel banks \$100
- Survey approval \$10
- Commission and Appeal Hearings \$100

MISCELLANEOUS ITEMS:

- Portage County Prosecutor's Office Attorney, Brett Bencze is the township legal counsel.
- Mr. Eskridge and Ms. Forgacs will serve as the Records Commission; meeting date to be determined.
- Record retention policy to be established next month.
- The Annual Inventory meeting will be delayed to the regular meeting on February 13, 2023.

Mr. Patrick made a motion to adjourn at 5:39 pm; seconded by Mr. Eskridge. All votes were yes; motion carried.



CHAIRMAN



FISCAL OFFICER

The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:40 pm by Mr. Tim Patrick on Monday, January 9, 2023 following the Reorganizational meeting.

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

GUESTS

Scout was present to ask questions for her Citizenship for the Community project -are trustees elected or appointed? Mr. Lange answered. Also asked for names of trustees, fiscal officer, road supervisor, and fire chief.

Documenter from the Portager present.

Brock Kertoy thanked the community for their assistance to his family through the holidays.

REPORTS

Zoning

Mr. Rick Grund received call regarding property for sale on Route 5; discussed building size requirements and guard rail access; caller may not proceed with project.

Roads

No report

Cemetery

Mr. Grund asked to clarify the township's indigent funeral process for residents – do the ashes have to be buried in the township cemetery? Need to check with Mr. Brett Bencze. The family has to complete and submit an application to the trustees.

Park

Mr. Grund reports that Kevin Scott has sold his dumpster business. Will need to get quotes for large dumpsters used for the township clean-up in May.

Fire Department

Chief Randy Porter reported 248 Fire/EMS calls for 2022; this was down 16 calls from previous year. Have had 7 calls this year; up 2 from last year.

Asked to purchase uniform shirts; this purchase was approved last year but was never made.

Mr. Patrick made a motion to spend up to \$1200 on uniforms; it was seconded Mr. Lange and passed.

At the recommendation of the Fire Chief, Mr. Patrick made a motion to hire Richard Hose, Jr. to the fire department effective January 1; it was seconded by Mr. Lange and passed.

At the recommendation of the Fire Chief, Mr. Patrick made a motion to promote Mr. Wayne Scott to Assistant Fire Chief position; it was seconded by Mr. Lange and passed.

Fiscal Officer

Ms. Susan Forgacs reported information for the various levies. The 0.7 and 1.5 mil general levies are due to be put on the ballot this year. Information was shared regarding the original levy amounts with the reductions that have occurred. Levy process was reviewed. Chief Porter is looking at the fire levies too.

Received annual notice from County Recorder's Office regarding Zoning amendment filing and fees.

Email from NOPEC was sent to trustees. Will need to look at the other electrical providers.

Need to update township contact info for County Engineer.

Completed in-depth report regarding finances to census bureau.

Ms. Linda DeHaven will make a list of needed supplies for the townhall and states the need to have someone strip and wax floors.

Mr. Patrick made a motion to apply for the \$500 NOPEC award for the annual festival; it was seconded by My. Lange and passed.

#1-2023 Mr. Patrick made a motion to accept the permanent appropriations; it was seconded by Mr. Lange. Roll was called; all votes were yes; motion passed.

GENERAL FUND

- Personal Services \$107,000
- All other expenditures \$119,000

MOTOR VEHICLE TAX FUND \$12,000

GASOLINE TAX FUND

- Personal Services \$71,000
- All other expenditures \$631,000

ROAD AND BRIDGE \$388.14

CEMETERY FUND

- Personal Services \$12,000
- All other expenditures \$35,558

FIRE FUND

- Personal Services \$50,000
- All other expenditures \$120,000

PERMISSIVE VEHICLE TAX FUND \$75,000

AMERICAN RECOVERY ACT FUND \$86,122.12

PUBLIC WORKS COMMISSION \$3,868.04
\$1,323,036.30

Trustees

Mr. Eskridge asked about the townhall furnace, does it need to be replaced? Mr. Lange said the issue was resolved and the furnace is working appropriately.

Received call from Gordan at the Portager asking general questions about the township to be published.

Will report again trash that has been dumped along Newton Falls road near Greenleaf and the bump in the road in front of the cemetery is getting more pronounced to the county.

Meeting minutes updated on the website.

Was having issues with the electronic sign that have been corrected.

Setting up custodian interviews for next meeting. Ms. DeHaven to stay through February to orient the new person.

Mr. Lange reported the street light at North Knapp and Newton Falls was dim and has been repaired.

Great Lakes Fence began work on baseball field backstop today.

Zoning Reorganizational Meeting is January 23 at 1830 in the townhall.

Asked Mr. Grund to get spare copies of keys for townhall and garage made by Bica's.

Received the annual mileage certification of 6.170 miles; it was signed and will be returned to the County Engineer.

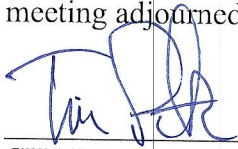
Mr. Patrick presented a quote from Lumberjack to remove trees at the park for the proposed salt shed and a large maple at 5997 Knapp road that is in the right-of-way.

Mr. Patrick made a motion to spend up to \$11,250 to have the trees removed; it was seconded by Mr. Lange and passed.

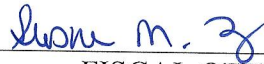
Mr. Patrick made a motion to spend up to \$18,760 for a 22X23' salt shed by We Cover Building Systems; it was seconded by Mr. Lange and passed. Will need to get asphalt once the structure is complete.

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 6:23 pm.



CHAIRMAN



FISCAL OFFICER

BOARD OF TRUSTEES
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution #1-2023

**AN EMERGENCY RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH
PERMANENT APPROPRIATIONS FOR THE YEAR 2023**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during a regular meeting on January 9, 2023 at the Charlestown Town hall with the following Members present:

Tim Patrick, Board Chairman
Bruce Lange, Board Vice-Chairman
Adam Eskridge, Trustee

Mr. Patrick moved for the adoption of the following Resolution:

WHEREAS, the Board must approve appropriations before money can be expended.

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of Charlestown Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Charlestown Township, Portage County, Ohio, as follows:

SECTION 1: The Board adopts the following temporary appropriations:

GENERAL FUND	
• Personal Services	\$107,000
• All other expenditures	\$119,000
MOTOR VEHICLE TAX FUND	\$12,000
GASOLINE TAX FUND	
• Personal Services	\$71,000
• All other expenditures	\$631,000
ROAD AND BRIDGE	\$388.14
CEMETERY FUND	
• Personal Services	\$12,000
• All other expenditures	\$35,558
FIRE FUND	
• Personal Services	\$50,000
• All other expenditures	\$120,000
PERMISSIVE VEHICLE TAX FUND	\$75,000
AMERICAN RECOVERY ACT FUND	\$86,122.12
PUBLIC WORKS COMMISSION	\$3,868.04
	\$1,323,036.30

SECTION 2: That, effective January 9, 2023, the Fiscal Officer is hereby authorized, directed and approved to take all necessary steps to create permanent appropriations for tax year 2023.

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating the passage of this Resolution were adopted in an open meeting of this Board and all deliberations of the Board that resulted such formal action were in meetings open to the public, in compliance with all legal requirements², including Section 121.22 of the Ohio Revised Code.

SECTION 4: That this Resolution is hereby declared to be and is passed as an emergency measure, the emergency being the need to continually provide for the fair and prudent administration of Township affairs. Said Resolution is necessary for the immediate preservation of the public, peace health, safety and welfare of the residents of Charlestown Township.

Mr. Lange seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows;

Bruce Lange:	Yea
Adam Eskridge:	Yea
Tim Patrick:	Yea

Adopted: January 9, 2023

STATE OF OHIO (COUNTY OF PORTAGE)

I, Susan Forgacs, Fiscal Officer of Charlestown Township, do hereby certify that the foregoing is taken and copied from the Record of Proceedings of Charlestown Township, that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

Susan M. Forgacs, Fiscal Officer