

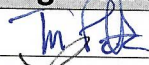
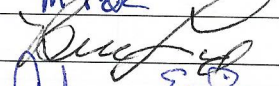



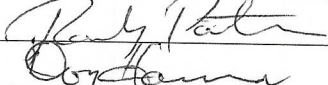
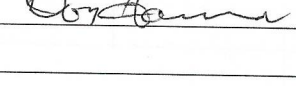
Charlestown Township

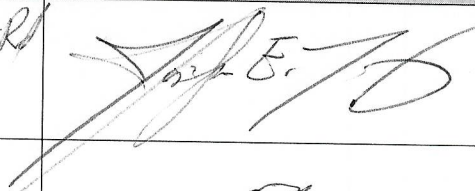

Portage County, Ohio

7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824
Susan M. Forgacs, Fiscal Officer

Township Board of Trustees Meeting Sign-In

Date: 2/14/2022

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	
Don Hanna	Asst. Fire Chief	

Guests		
Name	Address	Signature
Joe Tenney	6465 Newton Falls Rd	
Paul Lambert	6329 HANNA RD	

[illegible]

The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Adam Eskridge on Monday, February 14, 2022 with the Pledge of Allegiance.

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

Mr. Eskridge moved to approve the minutes from the regular meeting on January 24, 2022. Mr. Patrick seconded the motion. All votes were yes, motion carried.

REPORTS

Zoning

Mr. Rick Grund reports receiving phone call asking about any liens on property at 6375 Newton Falls Road; the township has no liens on this property.

Roads

Mr. Rick Grund Ohio State Patrol Officer questions who is responsible for plowing Beaver Road because a vehicle was stuck in a snow drift; this is a private drive that the township does not plow.

Conrad trash truck got stuck in the ditch at 6615 Garrett Road.

Cemetery

No report.

Park

No report.

Fire Department

Fire Chief Randy Porter reported the Fire Department has received 34 Fire/EMS calls, up 3 from last year.

Tara Jones has completed EMT training; plans to attend Paramedic school in the next year. 12 of the 18 department members have EMS certifications and 13 of the 18 have fire certifications. Reported receiving a training grant from the state Fire Marshall Office to reimburse for \$5870. Receiving \$31,500 grant for MARCS radios which includes a 2 year warranty. The grant does not cover an extended 3 year warranty or the license fees (\$10/ radio per month or \$2100 a year). There are 15 portables and 3 mobile radios.

Mr. Patrick made a motion to move forward with the radio purchase to buy the extended warranty. It was seconded by Mr. Lange and passed. Mr. Patrick asked the Chief to keep track of all radio repairs for the next couple of years to show the extended warranty was worthwhile. Chief Porter will sending several members to the Cleveland Auto Show on March 3 for electric car training.

Chief Porter contacted Mr. Brian Gardner, IT for Brimfield Township, for guidance on new computers and software; he will install the software and train members.

Mr. Patrick made a motion to spend up to \$3000 for two Dell computers, monitors and software; it was seconded by Mr. Lange and passed.

Fiscal Officer

Ms. Susan Forgacs summarized information obtained at the Annual Ohio Township Association Conference and encourage the trustees and fire chief to check the OTA website for recordings of the trainings.

- Many sessions on American Recovery Plan funds and how they can be spent including the necessary resolutions.
- Cemetery grant application that should be available in June or July; may be \$2500.
- The various policies recommended for townships to implement. Recommended the trustees to review and update current policies, add additional; fiscal officer will retype; Mr. Brett Bensze will review. Plan on having employees review and sign off annually.

The audit company that will be doing the township's Agreed Upon Procedure audit has begun gathering information; the fees should be less than expected.

A representative from Colonial Life Insurance has called several times; she will be putting together a proposal for various benefits for the OPERS employees.

Updated the elected official information for the Board of Election.

Trustees

Mr. Lange reports the plow truck broke down and was towed to Sarchionne's; repairs completed were under warranty. Edinburg and Freedom Townships and the County were asked to assist with snow removal while the plow was being repaired.

Shared email from Representative Gail Pavliga regarding the state's capitol budget items; most of it appears to not be applicable to our township.

Reports that County Prosecutor, Mr. Brett Bensze is ready to file the lawsuit against Mr. Jeff Allen for nonconforming use of the motorcycle track. Mr. Grund needs to sign some of the paperwork as the Zoning Inspector. Also reports the Portage County Health District is sending a letter from the prosecutor regarding septic failure and inappropriate hook-up on the property. Reports the Zoning Commission has met for annual reorganizational meeting; Josh Nelson, chairman; Joe Beutler, Vice-Chair. The Zoning Board of Appeals selected Katie Pahls as Chairman and Joe Tenney as Vice-Chair.

Mr. Patrick made a motion for the following cost of living salary changes to be effective as of January 1, 2022; it was seconded by Mr. Lange and passed.

- Zoning Inspector \$340.00/month from General Fund.
- Road Supervisor / Park Supervisor / Cemetery Sexton \$3020.00/month from Gas Tax Fund nine times per year, from Cemetery Fund two times per year, and from Parks Fund one time per year.
- Zoning Secretary \$50 per zoning meeting and \$21.20/hour for clerical duties from General Fund.
- Town Hall Custodian \$290.00/month and \$25/rental from the General Fund.
- Fire Chief \$375/month, \$25.50/emergency call, and \$17/hour for training with 4-hour maximum per training from the Fire Fund.
- Assistant Fire Chief \$185/month, \$16/emergency call, and \$1/hour for training with 4-hour maximum per training from the Fire Fund.
- Fire Officers \$16/emergency call, and \$12/hour for training with 4-hour maximum per training from the Fire Fund.

- Firefighters \$14/emergency call, and \$11/hour for training with 4-hour maximum per training from the Fire Fund.
- Firefighters to receive additional \$50 for any emergency response longer than 4 hours.
- Part-time Mechanic \$21/hour from Gas Tax Fund.
- Casual Labor starts at \$12/hour and increased based on experience from the applicable fund(s).

Trustee Adam Eskridge will be attending the Stormwater Management meeting on 2/15/22. The County Township Association meeting is 2/18 at Atwater.

Reports the Postlewaithe's contacted him regarding cars and a boat being stored at the racetrack. Vehicles must be road-worthy and licensed if not covered or stored inside a building in order to not be declared a "junk" vehicle.

The County Engineers have submitted a work order for the Newton Falls road culvert in front of the cemetery.

Guest Mr. Joe Tenney thanked the fire department for saving 6 chickens, 2 peacocks, and a rabbit named Flower from a chicken coop fire; his granddaughter is especially grateful.

Mr. Lange also thanked the fire department for manning the station during the snow storm.

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

Mr. Eskridge moved to adjourn. Mr. Lange seconded. All votes were yes, motion carried. The meeting adjourned at 6:13 pm.



CHAIRMAN



FISCAL OFFICER