

Charlestown Township

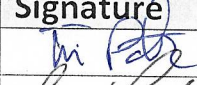
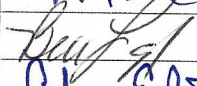
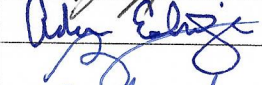

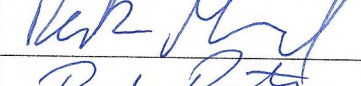
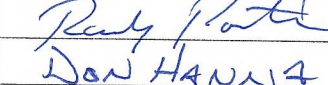
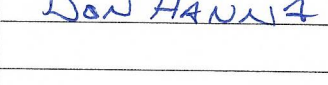
Portage County, Ohio

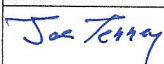



7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824

Susan M. Forgacs, Fiscal Officer

Township Board of Trustees Meeting Sign-In

Date: 2/13/23

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	
Don Hanna	Asst. Fire Chief	

Guests		
Name	Address	Signature
	6465 Newton Falls Rd	
	Hanna Rd	

The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Tim Patrick on Monday, February 13, 2023.

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

Mr. Patrick made a motion to accept the minutes of the regular meeting held January 23, 2023; it was seconded by Mr. Eskridge and passed.

REPORTS

Zoning

Mr. Rick Grund issued a zoning permit for an addition at 6149 Newton Falls Road, Pahls' residence.

Roads

No report.

Cemetery

Mr. Grund reported a vehicle got stuck in the cemetery and drove over some horizontal stones but did not damage them.

Park

No report.

Fire Department

Fire Chief Randy Porter reported 32 Fire/EMS this year; down 1 call year-to-date.

Planning a retirement party for Don Hanna this spring.

Will bring a quote to replace 2 office chairs and 3 other training room chairs to next meeting.

Was contacted by Ravenna City asking the trustees to send a letter to Silver Spur residence in regards to the poor conditions of their roads. They are difficult for emergency vehicles to navigate. Mr. Lange to ask Mr. Brett Bencze to write a letter and will discuss with Ravenna Township trustees.

Fiscal Officer

Ms. Susan Forgacs reports the final year-end financial report is complete and has been submitted to the State Auditor; an ad has been placed in the Record Courier for anyone who wants to view. Information submitted to Ohio Open Checkbook.

Reports the ad for sealed bids for cemetery mowing has been placed in the paper.

Received an indigent burial application from Woods Funeral home for Mr. David Watkins. Mr. Patrick made a motion to pay \$1000 for the cremation as requested by the application using ARPA money; it was seconded by Mr. Lange and passed.

Ms. Forgacs gave a summary of the Township Association Conference. In regards to ARPA money, we have been spending it correctly, but we need to pass a resolution every time we approve spending.

#2-23 Mr. Patrick made a motion to accept the resolution detailing the approved ARPA fund uses; it was seconded by Mr. Lange. Roll was called; all votes were yes; motion passed.

Will be meeting with Ms. Lori Calcei to start working on records retention policy.
Need another person to serve as the emergency contact for Board of Elections; Mr. Patrick volunteered.

Need to complete the annual Volunteer Firefighter's Dependents Fund certification. Mr. Patrick made a motion to reappoint Ms. Megan Nelson and Mr. Adam Eskridge to the board. It was seconded by Mr. Lange and passed. The fire department reappoints Mr. Paul Jalbert, Mr. Don Hanna, and Mr. Tim Patrick.

Applied for BWC Policy Activity Rebate program. If payments all made on time and fiscal officer completes 11 credits of training activities, the township may earn 50% premium rebate up to \$2000.

Mr. Eskridge to work with townhall custodian candidate regarding background check and paperwork.

Trustees

Mr. Eskridge reported the Activity Committee met last week; requesting funds for the festival and asking the trustees to find a speaker for Memorial Day. Mr. Patrick made a motion to spend \$1500 for the annual festival using ARPA money; it was seconded Mr. Lange and passed. Discussion held over potential speakers. Mr. Patrick to contact Colonel Crock at the Ravenna Arsenal first.

Reported that Mike Elliot inquired about Mr. Grund's job assignments stating he might be interested when Mr. Grund retires.

NOPEC was automatically dropped as the township electric provider when the changes occurred. Ohio Edison is the provider for everything now.

Mr. Lange received the annual bridge report which will be filed.

The annual Health District meeting is in March. There will be an opening on the Health Board; interested applicants should contact the Health Commissioner, Mr. Joseph Diorio.

Reports, per Mr. Bencze, the township can select up to 2 alternates for the zoning board and the zoning appeals board,

Awnings for the pavilion are returned and will be put up before Easter.

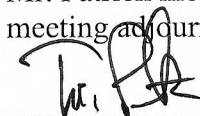
Mr. Patrick made a motion to spend up to \$4000 for emergency tree removal at the cemetery using ARPA funds and to add this expenditure to Resolution #2-23 approved earlier this meeting; it was seconded by Mr. Lange; roll was called; all votes were yes; motion passed. Asked Mr. Lange to check Mr. Bencze about the status of an employee manual.

Mr. Patrick made a motion to hire Mr. Ken Ahrens to remove weeds from township roadways that are impairing driver visibility for \$175/hour for up to 60 hours. Mr. Grund will be assisting. It was seconded by Mr. Lange and passed.

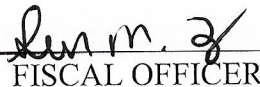
Mr. Patrick would like to evaluate the township right-of-ways annual for possible visibility concerns.

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 6:10 pm.



CHAIRMAN


FISCAL OFFICER

BOARD OF TRUSTEES
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution # 2-23

**EMERGENCY RESOLUTION AUTHORIZING EXPENDITURES AND
DELIENEATING PREVIOUS EXPENDITURES FROM THE AMERICAN RESCUE
PLAN ACT (ARPA) FUNDS**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during a Regular meeting on February 13, 2023 at the Charlestown Town hall with the following Members present:

Mr. Tim Patrick, Chairman
Mr. Bruce Lange, Vice-Chair
Mr. Adam Eskridge, Trustee

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

Be it resolved by the Township Trustees of Charlestown Township

WHEREAS, the Township has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19); and

WHEREAS, Section 603(c) generally provides that:

- (1) **USE OF FUNDS.** Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover the costs uncured by a metropolitan city, nonentitlement unit of local government, or county by December 31, 2024-
 - (A) to respond to the public health emergency with respect to the Coronavirus Disease (COVID-19) or its negative impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
 - (B) to respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county

- performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction of revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or
- (D) to make necessary investment in water, sewer, or broadband infrastructure.

WHEREAS, the Charlestown Township Board of Trustees passed Resolution No. 11-21 stating that all funds received from the American Rescue Plan Act shall be expended only to cover the costs of the township consistent with the requirements of the American Rescue Plan Act, and any applicable regulations and guidance as well as the Program guidelines.

WHEREAS, the Board of Trustees voted by motion during regular business meetings to expend the following funds according to the guidance at the time:

- Spend \$5900 to remove dead trees at the township park
- Spend \$6905 to replace split rail fence at the park
- Spend \$6510 to restore the walking path at the park
- Spend \$152.38 for office supplies
- Spend \$19,546.23 to purchase bleachers, picnic tables, and benches for the park
- Spend \$2409 to replace basketball backboards at the park
- Spend \$25,274.93 to assist local business, Ray's Garage, due to fiscal loss during public health emergency
- Spend \$9800 to replace pavilion roof at the park

WHEREAS, the Charlestown Township Board of Trustees passed Resolution No. 8-22 adopting the standard allowance for revenue loss during the public health emergency in order to use Coronavirus State and Local Fiscal Recovery Fund (SLFRF) to provide government services; and

WHEREAS, some common examples of "government services" expressly recognized by the Treasury are as follows:

- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including software, and protection of critical infrastructure

NOW THEREFORE, it is hereby RESOLVED by the Board the Township to document the following expenditures that were approved during normal business meetings by motions:

- To spend up to \$1600 to reimburse the Activity Committee for the township festival
- To spend \$3600 to improve the walkways and parking areas at the park
- To spend up to \$5700 to mowing and trimming at the cemetery
- To spend up to \$5600 to install awnings at park pavilion
- To spend up to \$2000 to install security cameras at park and townhall
- To spend up to \$6500 for fence and back stop replacement on baseball field at the park
- To spend up to \$3800 to install concrete pads for benches and portable toilets at the park
- To spend up to \$400 for quarterly UAN fees

NOW THEREFORE, it is hereby RESOLVED by the Board the Township to appropriate the following use of the Funds:

- Up to \$1000 for expenses at the Ohio Township Association Conference
- Up to \$2000 for dumpster rental for township clean-up day
- Up to \$3000 for portable toilet rental for park and cemetery
- Up to \$3000 for activity committee events
- Up to \$1000 for administrative office supplies
- Up to \$2000 for townhall supplies
- \$1000 for indigent burial expenses
- Up to \$4000 for emergency tree removal at the cemetery

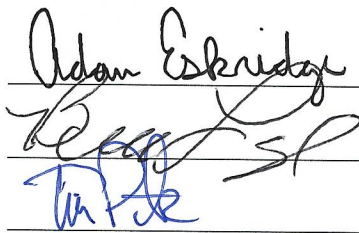
Mr. Lange seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows;

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

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees that resulted in such formal action were in a meeting open to the public, in compliance with all legal requirements, including section 121.22 of the Ohio Revised Code.

Adopted: February 13, 2023



Township Trustees

Attest: 

Township Fiscal Officer

