

Charlestown Township


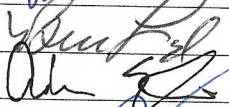
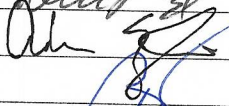
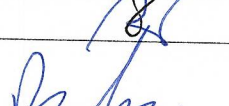
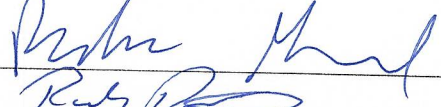
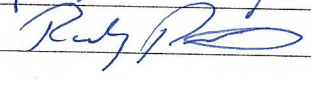
Portage County, Ohio

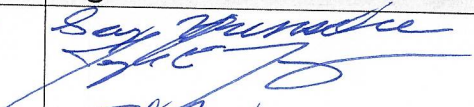


7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824

Susan M. Forgacs, Fiscal Officer

Township Board of Trustees Meeting Sign-In

Date: 2/28/23

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
Gary Hunsicker	2754 Newton Falls	
Joe Tenny	6465 Newton Falls	
Paul Jarboen	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 28, 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 February 13, 2023; it was seconded by Mr. Eskridge and passed.

GUESTS

Mr. Joe Tenney asked if there were any township statutes or ordinances regarding neighbor's trees leaning onto his property. There are no statutes covering this.

REPORTS

Zoning

Mr. Rick Grund received request for permission to build 14x14' storage unit on a Route 5 property with primitive camping and a portable toilet. Discussed with Mr. Brett Bencze who states this is not allowable per zoning; need to establish permanent residence on property first. Received phone call from realtor asking if a trailer on Knapp Road met zoning regulations; was told it is legal as long as there are no changes in the structure since it is grandfathered in.

Roads

Mr. Grund reported the RTV was not "running well" and was checked by Coia's who states transmission is fine but need to put in low range when loaded. Coia's completed routine preventative maintenance on Zero-turn mower.

Mr. Grund and Mr. Ken Ahrens are clearing the road right-of-ways of Garrett now; Hanna and Esworthy roads are next.

Cemetery

Mr. Grund received complaint from a family member from Michigan visiting a grave site – did not like the sign and fence removal, felt more trees should be planted to place trees that were removed, tire tracks on grave where tree company was removing a tree last month. Mr. Grund replied to all the concerns and states he will fix the track marks in the spring.

Park

No report.

Fire Department

Fire Chief Randy Porter reported 41 Fire/EMS this year; down 7 calls year-to-date. Still researching prices for office chairs; Mr. Patrick will forward details for chairs he recently purchased from Staples. Distributed Fire Department annual report.

Fiscal Officer

Ms. Susan Forgacs shared correspondence from Lakeside gravel with current rates. VFIS paperwork has been completed and submitted.

Met with Ms. Lori Calcei to discuss record retention policies. Ms. Forgacs and Mr. Eskridge (Township Record Commission) will meet to discuss plan and present to the board for approval.

Trustees

Mr. Eskridge reported the new townhall custodian has completed her background check; will arrange a meeting with her, Ms. DeHaven and the fiscal officer.

Has placed a message for Southeast Schools kindergarten registration on the township sign.

Complimented Mr. Grund on the appearance of the park.

Returned a phone call from potential cemetery mowing vendor; had nice discussion. The Fiscal Officer reports no sealed bids for the cemetery mowing project have been received by the deadline of tonight. Discussion was held. Trustees to call a few vendors to gauge interest.

Mr. Lange reports the Portage County Health Department will have a open house on April 4, 2-6pm.

Contacted Mr. Bencze about the condition of the roads in Silver Spur; he will write a letter.

Unsure if there is a home owners association anymore to notify or if letters will need to go to all residents.

Mr. Lange made a motion to waive townhall rental fees and security deposits from township employees, volunteers, board and committee members. It was seconded by Adam Eskridge and passed. Elected officials will continue to pay fees when using the townhall.

The Portage County Township Association meeting was last Saturday. A representative from Portage County EMA/Homeland Security presented information on planning for the solar eclipse on April 8, 2024. There is a retirement party for Ms. Janet Esposito, county auditor, scheduled for March 30 at 5 pm at the Kent American Legion hall; need to order tickets online if attending. Received phone call from Mr. Todd Hurd about the power being out again for extended period, recommended he and affected neighbors write a letter to PUCO.

Mr. Bencze clarified that zoning board and board of appeals alternates can fill in for an absent member in order to meet a quorum.

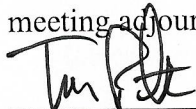
Mr. Bencze states the trustees need to tell him what they want in the employee manual and he will create it. Ms. Forgacs will send any draft protocols to the trustees for review.

Mr. Patrick presented information on new tractor. Discussion held regarding features that were needed. Will need to get additional competitive bids.

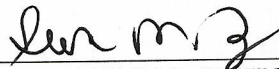
Wants to have the township garage cleaned out and get rid of unneeded equipment.

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 6:20 pm.



CHAIRMAN



FISCAL OFFICER