

# 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: 8/25/25

Township Employees		
Name	Role/Department	Signature
Tim Patrick	Trustee	X
Bruce Lange	Trustee	<i>[Signature]</i>
Adam Eskridge	Trustee	<i>[Signature]</i>
Susan Forgacs	Fiscal Officer	<i>[Signature]</i>
Randy Porter	Fire Chief	<i>[Signature]</i>
Paul Jalbert	Asst. Fire Chief, Zoning	<i>[Signature]</i>
Guests		
Name	Address	Signature



The Regular Business meeting of the Charlestown Township Board of Trustees was called to order with the Pledge of Allegiance at 5:30 pm by Mr. Adam Eskridge on Monday, August 25, 2025.

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

Mr. Eskridge made motion to accept the meeting minutes for the Regular Business meetings on August 2 and July 28, 2025; it was seconded by Mr. Patrick and passed.

## **REPORTS**

### Zoning

Mr. Jalbert received call regarding the process for a building permit for an addition.

Received complaint from Hanna Road resident regarding the neighbor's chicken coop; this is allowed per zoning.

Issued building permit for residence on 6042 Susan Lane.

The Board of Zoning Appeals denied the request from Mr. Heim to place a trailer that did not meet the size requirements per the zoning regulations. Mr. Heim states he plans to add an addition to the trailer in order to meet requirements. There are still 2 unoccupied trailers – one that he plans to remove and one that he will add the addition too - on the property which is a violation; will check with prosecutor for guidance.

Asked about the township's stance on solar farms; resolution was previously passed and sent to the commissioners.

### Roads

Mr. Patrick reports checking all the roads. We have applied for OPWC money for Esworthy road next year. Hanna and N Knapp need to be chipped and sealed this year to prevent future issues; Garrett and Vair Roads will probably need the same in 2 years.

Mr. Patrick made a motion to accept the bid from Melway paving for \$30,876 to chip and seal Hanna and N Knapp; it was seconded by Mr. Lange and passed.

### Cemetery

Ms. Forgacs reports one funeral this week and one past week. The grant application was denied.

### Park

No report.

### Fire Department

Fire Chief Randy Porter reports 163 Fire/EMS calls year-to-date; down 9 calls compared to last year. Quote for tanker repair is pending. Air tank leaking and will be repaired by Kuntz.

### Fiscal Officer

Received annual report from the County Prosecutor.

Has received 2 invoices from All American Fire with same number and different amounts; Chief Porter to investigate.

Has compiled receipts for Garrett Road repair following the flash floods; total \$32,606; will send to County Engineer's office to be submitted to FEMA.

OTARMA policy due September 20; paperwork complete. Premiums have done up some each year.

Probably don't have enough time to get new policy before due date. Will forward all information to Mr. Patrick to get other quotes.

Trustees

Mr. Lange reports the township association met on August 16; property tax discussion; plan to get committee together.

The townhall floor will be stripped and waxed this week.

Portage County Auditor, Matt Kelly, wants to walk a mile in every township to raise awareness of mental health of veterans; will meet at the township park on September 4 at 5:30 to walk to the cemetery and back. Fire department asked to escort with vehicles for safety.

Need to order flags for townhall and park; need to measure; Mr. Patrick to forward ordering information to Ms. Forgacs.

Reports the County Fair booth was well-attended by township officers; worked with County Engineers office to man the booth.

Mr. Eskridge reports EPA still sampling water and soil around Crest Rubber; no estimate on time of when property will be released. Will need to add lien to property to get reimbursed for clean-up.

Receiving emails regarding zoning that he has forwarded to Mr. Jalbert and fire department forwarded to Chief Porter.

Mr. Hudson will be spraying the ball fields for weeds.

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 6:08 pm.

  
CHAIRMAN

  
FISCAL OFFICER