

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: March 13, 2023

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

Guests		
Name	Address	Signature
Joe Tenney	6465 Newton Falls Rd	Joe Tenney
Paul Sabat	Hanna Rd	Paul Sabat
Joe Tenney	6281 st rt S	Joe Tenney

The regular meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Tim Patrick on Monday, March 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 February 27, 2023; it was seconded by Mr. Eskridge and passed.

REPORTS

Zoning

Mr. Rick Grund received call from Butcher & Sons called to ask if a demolition permit was required for a project on SR 5; the answer is no.

Mr. Bruce Lange made a motion to add Mr. Joseph Tenney as an alternate to the zoning board of appeals; it was seconded by Mr. Patrick and passed. Ms. Forgacs will forward his contact information to Ms. Amber Howe, zoning secretary.

Roads

Mr. Grund asked if an emergency lighting package was included in the specs for the new tractor; Mr. Patrick felt all necessary lighting was included but would confirm.

Cemetery

Mr. Grund reported he has two cremation burials in the same grave upcoming; asked if he should charge for 1 or 2 burials; was told to charge for one.

Park

No report.

Fire Department

Fire Chief Randy Porter reported 49 Fire/EMS this year; down 7 calls year-to-date.

Have received the three office chairs.

Attended Active Shooter Hostile Event (ASHER) training last Monday with all the Southeast School district fire departments, Portage County Sheriff's Office and ODNR.

Will be helping the Activity Committee by delivering the Easter Bunny to the Easter Egg hunt. The department's drug license has renewed.

Fiscal Officer

Ms. Susan Forgacs shared correspondence from Portage County Recycling about special Earth day collection on April 22 from 0800 to noon.

#3-2023. Mr. Patrick made a motion to accept an emergency resolution to spend up to \$2400 for recycling dumpsters at the township park and \$550 for the wastewater treatment permits for the townhall and the fire station using ARPA funds. Mr. Bruce Lange seconded the motion. Roll was called; all votes were yes; motion passed.

Reported the Records Commission met to review the records retention process. Presented a draft of their recommendations.

Mr. Patrick made a motion to accept the Record Retention Policy as presented; it was seconded by Mr. Lange and passed.

During the record review found requirements that public record / Sunshine rules training must be completed by elected officials once per each term. Also found the recommendation of having township emails for official use. Once policy approved by Ohio Historical Society, will start going through records, will include the township Historical Society.

Trustees

Mr. Eskridge recommended the township purchase email addresses to elected officials, fire chief, road supervisor, and custodian based on the findings of the records commission. Presented options of using Go Daddy or Google Workspace; discussion of pros and cons held.

Mr. Patrick made a motion to get Go Daddy email addresses for the trustees and fiscal officer at \$100 per person per year; it was seconded by Mr. Eskridge and passed. Will look at adding other emails in the future.

Reported meeting with new custodian, Ms. Elizabeth Taylor, and Ms. Linda Dehaven, Mr. Bruce Lange, Mr. Rick Grund, and Ms. Susan Forgacs to discuss custodian roles, expectations, etc. Complimented Mr. Grund on the appearance of the park.

Received phone call from Hanna Road resident; did not like the appearance of the road right-of-way clean-up. Ms. Forgacs agreed and stated her parents had expressed the same opinion. Mr. Patrick replied the appearance was as expected and would look better with new growth. Mr. Grund stated he has received two complaints and two thanks from residence regarding the clean-up.

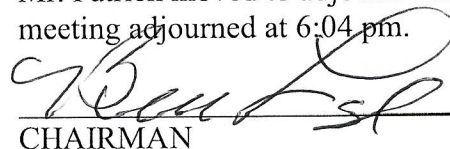
Mr. Lange presented a quote from TM Landscaping for mowing the cemetery – \$300 for mowing and \$125 for trimming every week as needed. No other quotes have been received. Mr. Lange made a motion to hire TM Landscaping; it was seconded by Mr. Patrick and passed. Mr. Lange to contact to determine start date. Discussion held regarding the need to move planters when mowing as has been done in the past. Mr. Patrick stated the planters do not need to be moved by the mowers; those who choose to have planters on graves need to maintain area surrounding. The cemetery rules do not discuss planters other than removal date and states no in ground planting.

Mr. Patrick presented quotes from Coia Sales (\$67,943.63) and Unkefer Sales (\$69,700.00) for a new Kubota tractor with the same specs. Mr. Patrick made a motion to purchase the tractor from Coia's; it was seconded by Mr. Lange and passed.

Mr. Patrick made a motion to spend up to \$700 per dumpster for two dumpsters for the township clean-up day; it was seconded by Mr. Lange and passed. Directed Mr. Grund to schedule the roll-off dumpsters for May 6, 2023 at the park.

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 6:04 pm.


CHAIRMAN


FISCAL OFFICER

BOARD OF TRUSTEES
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution # 3-23

**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 March 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 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 appropriate the following use of the Funds:

- Up to \$2400 for recycling dumpster at the township park
- Up to \$550 for wastewater permits for the townhall and fire department.

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: March 13, 2023

Township Trustees

Attest: *James M. Z*
Township Fiscal Officer

