

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: Dec 8 2025

Township Employees		
Name	Role/Department	Signature
Tim Patrick	Trustee	
Bruce Lange	Trustee	
Adam Eskridge	Trustee	
Susan Forgacs	Fiscal Officer	
Randy Porter	Fire Chief	
Paul Jalbert	Asst. Fire Chief, Zoning	
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, December 10, 2025.

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

REPORTS

Zoning

Mr. Forgacs reports the certified letter sent to Mr. Heim was returned; will resend. Mr. Jalbert states the mobile home in question is still present on the Susan Lane address.

Roads

Mr. Lange will be replacing Mr. Patrick as the road supervisor starting in January.

Cemetery

No report.

Park

No report.

Fire Department

Fire Chief Randy Porter reports 246 Fire/EMS calls year-to-date; down 3 calls compared to last year. Ready to help Santa deliver gifts on Saturday.

Will be sending a request to the State Fire Marshall's Office to reimburse \$7000 for training.

Mr. Patrick made a motion to spend up to \$7000 for uniforms as requested by Chief Porter; it was seconded by Mr. Eskridge and passed.

Fiscal Officer

Ms. Forgacs received the annual request for Fire Dependency Board members list; will be completed at the Annual Reorganizational meeting and submitted.

The Annual Reorganizational Meeting is January 12, 2026 at 5:30 pm prior to the regular business meeting; will place ad in Record-Courier.

Has add Chief Porter, Mr. Jalbert, and Ms. Fotheringham to the OTA membership and mailing list.

Trustees will need to go to KeyBank to sign new authorized signature cards since we are adding Ms. Pahls and removing Mr. Patrick; will have letter at next meeting.

Asked Mr. Lange to remind Mr. Hudson to use the tax exempt forms and to submit gas receipts.

Completed the Faithful Performance of Duty paperwork to OTARMA for Ms. Pahls, Ms. Fotheringham and Ms. Taylor. The fiscal officer Faithful Performance of Duty verification submitted to the County Treasurer per request.

Presented financial reports.

Trustees

Mr. Lange made a motion to ask Mr. Patrick to be the liaison with Dinsmore law firm in regards to the NOPEC investigation after his trustee term ends December 31, 2025; it was seconded by Mr. Eskridge and passed.

Mr. Lange thanked Mr. Patrick for his 25 years of service to the township; stating he always has gone above and beyond.

Mr. Patrick states the refund of the insurance premium from Ohio Plan should be received by the end of the year.

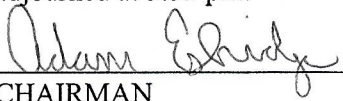
Mr. Eskridge reports everything is complete with Buckeye Energy Brokers in regards to the transfer to a different supplier when the NOPEC contract expired in June 2026.

Received letter from NOPEC confirming the township's departure from the aggregate.

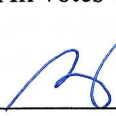
Mr. Eskridge also thanked Mr. Patrick for his service and said it has been great working with him.

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 5:52 pm.



CHAIRMAN



FISCAL OFFICER