

# 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. 9, 2024

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	
Paul Jalbert	Asst. Fire Chief	

Guests		
Name	Address	Signature

The Regular Business meeting of the Charlestown Township Board of Trustees was called to order with the Pledge of Allegiance by Mr. Bruce Lange at 5:30 pm on Monday, December 9, 2024.

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

Mr. Lange made a motion to approve the minutes from the regular business meeting on November 28, 2024; it was seconded by Mr. Eskridge and passed.

Mr. Lange made a motion to accept the financial reports; it was seconded by Mr. Eskridge and passed.

## **REPORTS**

### Zoning

This Mr. Grund's last meeting as zoning inspector. No report.

### Roads

Mr. Grund was only able to take 3 days of his vacation last week due to snow removal needs.

### Cemetery

No report.

### Park

No report.

### Fire Department

Chief Fire Chief Randy Porter reports 249 EMS/fire calls this year; down 2 calls compared to last year.

Chief Porter reports handheld radio updates that had been planned for 2024 have been delayed to next year; will be able to update the mobile radios in the trucks.

Mr. Lange made a motion to hire Ms. Madison Scott per the Chief's recommendation; it was seconded by Mr. Eskridge and passed.

### Fiscal Officer

Ms. Forgacs reports attending all-day UAN webinar today for the year-end procedures.

Will need bills and payroll by December 30, 2024.

VFIS survey has been resent.

Volunteer Fire Dependency Fund reported we were delinquent, but they had the wrong email and address; that has been updated and payment was made by credit card.

Have new employee packets for the part-time road employees.

Annual GoDaddy account renewal done.

Mr. Grund has not submitted his final date to OPERS yet; since he may work a few hours in 2025 to help orient the new employees, the trustees decided to keep Mr. Grund "on-the books" for a while and will be paid hourly if he is needed.