

# Charlestown Township


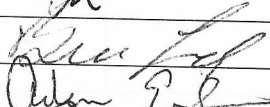
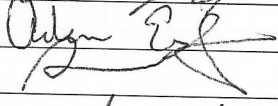
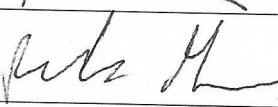
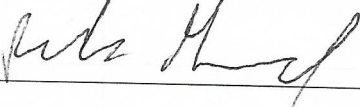


## Portage County, Ohio

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

Susan M. Forgacs, Fiscal Officer

### Township Board of Trustees Meeting Sign-In

Date: 1/8/2024 Regular Meeting & Reorganizational

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 Reorganizational Meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Patrick on Monday, January 8, 2024 with the Pledge of Allegiance.

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

Mr. Patrick made a motion to nominate Mr. Lange as Chairman. Motion seconded by Mr. Eskridge. All votes were yes; motion carried.

Mr. Patrick made a motion to nominate Mr. Eskridge as Vice-Chairman. Motion seconded by Mr. Lange. All votes were yes; motion carried.

MEETINGS: Mr. Lange moved to accept the following meeting recommendations; it was seconded by Mr. Patrick; all votes were yes; motion carried.

- Meetings will be the second and fourth Mondays at the Town Hall starting at 5:30 pm. There will be no meetings on federal holidays.
- Meeting schedule will be posted at the Town Hall and on the Township website.
- Reading of the minutes may be waived if minutes distributed prior to the meeting.
- Meetings will be recorded to facilitate the minutes and may be deleted after minutes approved.
- Fiscal Officer will present bank reconciliation and fund status reports at the first meeting of the month and will present payment report at every regular meeting.
- All meetings will be held in compliance with Ohio Sunshine Law.
- Meeting changes and special meetings will be advertised at least 24 hours in advance in the Record Courier legal ads and on the township website

SALARIES: Mr. Lange made a motion for the Trustees and the Fiscal Officer to take the maximum allowable pay for 2024; seconded by Mr. Patrick. All votes were yes; motion carried.

- No additional salary changes were presented.

FISCAL ITEMS: Mr. Lange moved to accept the following recommendations from the Fiscal Officer and to keep all township fees the same as last year with the exception of cremation burial in new portion of cemetery; it was seconded by Mr. Patrick. All votes were yes; motion carried.

- KeyBank is the township banking institution.
- Investments are with STAR Ohio and Certificates of Deposit at Portage Community Bank.
- Blanket certificates can be issued up to \$20,000.
- Mileage per current IRS guidelines.
- Fiscal Officer is authorized to move money within funds as needed to maintain adequate balances between trustee meetings. The Board will be notified to approve these transfers at the next trustee meeting.
- Road Supervisor, Fire Chief, Fiscal Officer and Trustees may spend up to \$1000 between meetings without a purchase order as needed.
- Road and Fire vehicle gas will be purchased with gas credit cards.



- Furnace repair will be done by Ravenna Heating & Cooling for Townhall and J&J Plumbing fire department.
- J&J Plumbing for air conditioner repair.
- Ferrellgas is the township's propane provider.
- Falls Home Oil, LLC is the fuel oil provider.
- Miller is the portable toilet vendor.
- TM Landscaping is vendor for cemetery mowing.
- Fee to have a report of document reproduced to Fiscal Officer or Fire Department is \$1/each for the first four single-sided pages and \$0.10 for each additional single-sided page.
- Returned check fee \$50.

#### FEES

##### TOWN HALL RENTAL:

- \$75 for residents
- \$100 for clubs and organizations
  - The Fire Department, Charlestown Methodist Church, Charlestown School Alumni reunions, Activity Committee, scout troops, 4-H clubs, and FFA from Southeast Schools, and any governmental meetings will be exempt from the rental fee. All volunteers from the Fire Department, Zoning Commission, and Zoning Board of Appeals are exempt from rental fees.
- \$125 for non-residents
- \$50 for use of kitchen
- A deposit equal to the total fees owed is required and will be returned within 7 days after an inspection of the Town Hall.
- The Trustees reserve the right to deny any rental privileges.
- Discussed setting time limit to rent hall.

##### CEMETERY FEES:

- Single grave is \$300 for residents and \$750 for non-residents
- Cremation burial \$150 for residents and \$300 for nonresidents.
- Single opening/closing for grave \$300 for residents and \$750 for non-residents
- Resident child under 1 year of age is no charge. Non-resident child \$125
- Disinterment (Monday-Friday ONLY) to another cemetery \$700, within Charlestown Cemetery \$1000; infant to another cemetery \$150 and within Charlestown Cemetery \$200; cremains to another cemetery \$200 and within Charlestown Cemetery \$300.
- Footers \$60 per cubic foot
- Saturday burials are additional \$200
- Perpetual care donations will be \$1000 minimum.
- Funeral Directors will give a 48-hour notice before a burial is to be held. There is a limit of one burial per day.

##### ZONING PERMIT RATES:

- House \$50
- Duplex \$100
- Mobile Home \$50
- Garage \$40
- Storage building over 96 square feet \$40

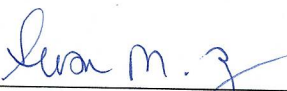
- Porch/deck \$30
- Remodeling/adding a room \$30
- Signs (residential) \$20
- Move a building \$50
- Commercial building \$150
- Commercial remodeling \$200
- Commercial signs \$30 per side
- Development approval \$100, plus individual home permits
- Road bore \$500
- Oil well \$100
- Sand/gravel banks \$100
- Survey approval \$10
- Commission and Appeal Hearings \$100

#### MISCELLANEOUS ITEMS:

- Portage County Prosecutor's Office Attorney, Brett Bencze is the township legal counsel.
- Mr. Eskridge and Ms. Forgacs will serve as the Records Commission; meeting date to be determined.
- The Annual Inventory meeting will be delayed to the regular meeting on February 2, 2024.
- Mr. Patrick made a motion to approve the Township Policy Manual as reviewed by County Prosecutor to be effective as January 1, 2024; it was seconded by Mr. Lange; roll was called; all votes were yes; motion passed.
- Mr. Lange to review local cemeteries' policies for cremation-only sections.
- Fire Department personnel have chosen to replace Mr. Don Hanna with Mr. Gary Hunsicker on the Volunteer Firefighters' Dependents Fund.

Mr. Lange made a motion to adjourn at 5:37 pm; seconded by Mr. Patrick. All votes were yes; motion carried.

  
CHAIRMAN

  
FISCAL OFFICER



The Regular Business meeting of the Charlestown Township Board of Trustees was called to order following the Annual Reorganizational Meeting at 5:37 pm by Mr. Bruce Lange on Monday, January 8, 2024.

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

Mr. Lange made a motion to approve the minutes from the Regular Business Meetings on November 27 and December 11, 2024; it was seconded by Mr. Patrick and passed.

## **GUESTS**

Mr. Gary Hunsicker presented information regarding the Friends of West Branch's participation in a plastic recycling project. Last year, were able to convert collected plastic into park benches; 6 have been placed in West Branch and one is being donated to the fire department for all their assistance with events at West Branch.

## **REPORTS**

### Zoning

Mr. Grund received inquiry regarding the zoning status for the lot at Route 5 and Esworthy Road.

Reports a resident asked what he could do with a ½ acre lot on Waterfall Trail; asked if township was interested in property. Trustees state not at this time.

Issued an agricultural permit to Mr. Todd Smith for a barn on Esworthy Road.

### Roads

Mr. Grund reports a resident on Vair Road approached him while at the grocery store to complain about the brush hogging done last spring; was told to contact a trustee.

### Cemetery

Mr. Grund reports removing tires that were dumped in the cemetery.

### Park

No report.

### Fire Department

Assistant Fire Chief Paul Jalbert reports 4 Fire/EMS calls year-to-date; down 3 calls compared to last year. 259 total responses for 2023 which is up 11 from previous year.

Mr. Patrick made a motion to spend up to \$3000 for Mr. Zane Thomas and Mr. Garritt Greene to attend EMT training at UH Portage Medical Center per Chief Porter's request; seconded by Mr. Lange and passed. Discussion was held regarding commitment of members to the department when paying for class; also discussed paying up front vs. reimbursement after passing the class. Assistant Chief Jalbert reports the pressure intake valves on engine and tanker are more than 20 years old and cannot be rebuilt.

Mr. Patrick made a motion to spend up to \$3400 to replace the valves per Chief Porter's request; seconded by Mr. Lange and passed.



### Fiscal Officer

Ms. Forgacs presented financial reports and recommended the following permanent appropriations:

GENERAL FUND	
• Personal Services	\$112,000
• All other expenditures	\$157,400
MOTOR VEHICLE TAX FUND	\$14,000
GASOLINE TAX FUND	
• Personal Services	\$71,000
• All other expenditures	\$340,000
ROAD AND BRIDGE	\$388.14
CEMETERY FUND	
• Personal Services	\$5,500
• All other expenditures	\$36,000
FIRE FUND	
• Personal Services	\$58,000
• All other expenditures	\$80,500
PERMISSIVE VEHICLE TAX FUND	\$30,000
AMERICAN RECOVERY ACT FUND	<u>\$17,674.27</u>
TOTAL	\$922,462.41

#1-24 Mr. Patrick made a motion to approve the Emergency Resolution Authorizing The Fiscal Officer to Establish Permanent Appropriates for the Year 2024; it was seconded by Mr. Lange; roll was called; all votes were yes; motion passed.

Correspondence from Lake Side Sand & Gravel brochure; notice from County Recorder regarding the filing of zoning regulations.

Information submitted to OTARMA regarding the township adopting the Faithful Performance of Duty Coverage instead of bonds; applications submitted for Fiscal Officer, Trustees, Townhall Custodian, and Zoning Inspector / Cemetery Sexton / Road Supervisor.

Updated contact information for township has been sent to County Engineer.

Mr. Patrick and Mr. Lange signed the STAR Ohio Authorized Signers Certification Form.

### Trustees

Mr. Eskridge has spoke with the commissioners regarding large solar farms. Commissioners report they have received resolutions banning solar farms from Hiram, Nelson, Mantua, and Shalersville. Held public meeting to approve the resolution from Shalersville Township early last summer; waiting to see if other townships pass similar resolutions and then will schedule another public meeting. Will bring sample resolutions to next meeting.

Mr. Patrick reports receiving certified letter from Portage County Health District regarding storm water system outfall points maps; no changes have been made in past year. Township is responsible to notify Health Department if any new storm water conveyance pipes, retention ponds, catch basins, etc.



Mr. Lange will be meeting with Mr. Dan Morganti, Portage Land Bank, to discuss if any programs would apply to the Sand & Gravel Lot and Crest Rubber.

Will be meeting with Maplegrove Cemetery representative regarding their cremation lot policies, fees, etc.

States Mr. Don Trocchio, Surveyor, mentioned helping Shalersville Township to get state right-of-way property returned to original owners; will investigate.

Mr. Lange moved to pay bills. Mr. Eskridge seconded. All votes were yes, motion carried.

Mr. Lange moved to adjourn. Mr. Eskridge seconded. All votes were yes, motion carried. The meeting adjourned at 6:10 pm.

  
CHAIRMAN

  
FISCAL OFFICER



BOARD OF TRUSTEES  
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution #1-2024

**AN EMERGENCY RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH  
PERMANENT APPROPRIATIONS FOR THE YEAR 2024**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during a regular meeting on January 8, 2024 at the Charlestown Town hall with the following Members present:

Bruce Lange, Board Chairman  
Adam Eskridge, Board Vice-Chairman  
Tim Patrick, Trustee

Mr. Lange moved for the adoption of the following Resolution:

**WHEREAS**, the Board must approve appropriations before money can be expended.

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of Charlestown Township.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Charlestown Township, Portage County, Ohio, as follows:

**SECTION 1:** The Board adopts the following temporary appropriations:

GENERAL FUND

- Personal Services \$112,000
- All other expenditures \$157,400

MOTOR VEHICLE TAX FUND \$14,000

GASOLINE TAX FUND

- Personal Services \$71,000
- All other expenditures \$340,000

ROAD AND BRIDGE \$388.14

CEMETERY FUND

- Personal Services \$5,500
- All other expenditures \$36,000

FIRE FUND

- Personal Services \$58,000
- All other expenditures \$80,500

PERMISSIVE VEHICLE TAX FUND \$30,000

AMERICAN RECOVERY ACT FUND \$17,674.27

TOTAL \$922,462.41

**SECTION 2:** That, effective January 8, 2024, the Fiscal Officer is hereby authorized, directed and approved to take all necessary steps to create permanent appropriations for tax year 2024.



**SECTION 3:** It is hereby found and determined that all formal actions of this Board concerning and relating the passage of this Resolution were adopted in an open meeting of this Board and all deliberations of the Board that resulted such formal action were in meetings open to the public, in compliance with all legal requirements<sup>2</sup>, including Section 121.22 of the Ohio Revised Code.

**SECTION 4:** That this Resolution is hereby declared to be and is passed as an emergency measure, the emergency being the need to continually provide for the fair and prudent administration of Township affairs. Said Resolution is necessary for the immediate preservation of the public, peace health, safety and welfare of the residents of Charlestown Township.

Mr. Eskridge seconded the motion, and the roll was called on the question of its adoption.


The vote was as follows;

Bruce Lange:	Yea
Adam Eskridge:	Yea
Tim Patrick:	Yea

Adopted: January 8, 2024

STATE OF OHIO (COUNTY OF PORTAGE)

I, Susan Forgacs, Fiscal Officer of Charlestown Township, do hereby certify that the foregoing is taken and copied from the Record of Proceedings of Charlestown Township, that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

 \_\_\_\_\_, Fiscal Officer