

Charlestown Township

Portage County, Ohio






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

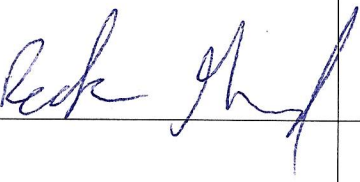
Susan M. Forgacs, Fiscal Officer

Township Board of Trustees Meeting Sign-In

Date: 1/13/25

Regular +
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
		

Guests

Name

Address

Signature

[illegible]

The Reorganizational Meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Lang on Monday, January 13, 2025 with the Pledge of Allegiance.

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

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

Mr. Lange made a motion to nominate Mr. Patrick as Vice-Chairman. Motion seconded by Mr. Eskridge. 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 2025; seconded by Mr. Patrick. All votes were yes; motion carried.

- Ms. Kerri Fotherham has accepted the position of cemetery sexton. Mr. Lange made a motion to pay Ms. Fotherham \$300 per month; it was seconded by Mr. Patrick and passed.
- Ms. Elizabeth Taylor has agreed to manage any park / pavilion reservations. Mr. Lange made a motion to pay Ms. Taylor \$50 per month; it was seconded by Mr. Patrick and passed.
- Mr. Patrick made a motion to pay Mr. Hudson and Mr. Thompson two times a month; it was seconded by Mr. Lange and passed.

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; 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 \$60,000.
- 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.
- 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:

- \$100 for residents
- \$150 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.
- \$200 for non-residents
- \$100 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.
- No glitter or confetti is allowed in the townhall.

PARK / PAVILION RENTAL:

- No rental fee for township residents; \$50 security deposit that will be returned after post-event inspection.

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.

- 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.
- Monument companies will be responsible for installing monument footers; must be at least 36" deep. Cemetery sexton will be responsible to oversee.


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, Mr. 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 10, 2025.
- Mr. Lange made a motion to accept the following for the Volunteer Firefighters' Dependents Fund – Legislative Authority-Mr. Adam Eskridge, chair; Legislative Authority-Mr. Tim Patrick; Fire Department-Mr. Paul Jalbert, secretary; Fire Department-Mr. Gary Hunsicker; Other-Ms. Megan Nelson. The motion was seconded by Mr. Patrick and passed.
- Mr. Hudson and Mr. Thompson will coordinate with the fire department to put the road flags up before Memorial day and remove them after July 4th.
- Mr. Hudson and Mr. Thompson will assist Ms. Taylor with the water softener salt.

Mr. Eskridge made a motion to adjourn at 5:45 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 5:45 pm by Mr. Adam Eskridge on Monday, January 13, 2025.

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

GUESTS

Ms. Janet Toth present to discuss a decreased fee to rent the townhall for ball room dance lessons. Mr. Patrick made a motion to charge \$50 per rental on Wednesday evenings, 7-9 pm for 6-week trial; it was seconded by Mr. Eskridge and passed.

REPORTS

Zoning

Mr. Paul Jalbert reports issuing zoning permit for pole building at 7737 SR 5. He will be ordering new zoning applications and signs.

Mr. Lange reports Zoning Reorganizational meeting is scheduled for January 27, 2025 at 6 pm. There are 2 positions on each board that are due to expire; Don Jones and Jane Moser for Board of Appeals and Keith Krause and Pat Robinson for Zoning Board. All have agreed to continue their roles.

Roads

Mr. Lange made a motion to appoint Mr. Tim Patrick as Road Director as suggested by Mr. Brett Bencze since we now have two part-time employees and do not have a road superintendent. 50% of his salary will be paid from the Gas Tax Fund; it was seconded by Mr. Eskridge and passed. The fire department had recommendations for plowing and salting the station lot; Mr. Patrick to discuss with Mr. Hudson.

Mr. Patrick instructed Mr. Hudson to only salt township roads at intersections, curves, and hills as past practice.

Cemetery

There will be a cremation burial this spring.

Discussion was held regarding burying ashes on another burial; Mr. Bencze recommends getting letter from family agrees; best for record keeping.

Park

Mr. Rick Grund states he received a complaint of the approach to the recycling bins being too muddy. Discussion was held and this is will be reviewed in the spring.

Fire Department

Assistant Fire Chief Paul Jalbert reports 8 Fire/EMS calls year-to-date; up 4 calls compared to last year. 253 total responses for 2024 which is down 4 calls from previous year.

Fiscal Officer

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

GENERAL FUND	
• Personal Services	\$119,500
• All other expenditures	\$173,500
MOTOR VEHICLE TAX FUND	\$14,000
GASOLINE TAX FUND	
• Personal Services	\$72,000
• All other expenditures	\$390,000
ROAD AND BRIDGE	\$388.14
CEMETERY FUND	
• Personal Services	\$33,000
• All other expenditures	\$14,000
FIRE FUND	
• Personal Services	\$57,000
• All other expenditures	\$167,000
PERMISSIVE VEHICLE TAX FUND	\$30,000
AMERICAN RECOVERY ACT FUND	<u>\$11,887.87</u>
TOTAL	
	\$1,087,276.01

#1-25 Mr. Patrick made a motion to approve the Emergency Resolution Authorizing The Fiscal Officer to Establish Permanent Appropriates for the Year 2025; it was seconded by Mr. Lange; roll was called; all votes were yes; motion passed.

Will be submitting paperwork to remove Mr. Grund from the Portage Community Bank VISA account and to add Mr. Kreg Hudson.

Trustees

Mr. Lange will be attending the annual Ohio Township Association in Columbus at the end of the month.

Next Portage County Township meeting is February 15, 2025.

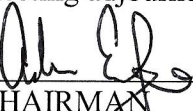
Will be looking at new flooring for the townhall.

Mr. Patrick reports he was told by the courts that Charlestown Township was refusing to pay our H&H Dumpster bill. Ms. Forgacs replied that on advice from Mr. Bencze we had held off paying this bill until the civil suit had been settled. Mr. Bencze sent an email on December 31, 2024 instructing the township to send the amount due to Portage County Clerk of Courts. The warrant was presented to the trustees tonight for signatures; will be mailed to clerk tomorrow.

Mr. Eskridge thanked Mr. Rick Grund for all of his years of service to the township – at least 50 years total with 22 years as a fulltime employee.

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 6:20 pm.



CHAIRMAN



FISCAL OFFICER

