

# Charlestown Township

## Portage County, Ohio

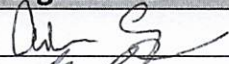







7352 Newton Falls Road, Ravenna, Ohio 44266 Phone: (330) 607-7824

Susan M Forgacs, Fiscal Officer

### Township Board of Trustees Meeting Sign-In

Date: 1/12/2026

Regular & Reorganization

Township Employees		
Name	Role/Department	Signature
Adam Eskridge	Trustee	
Bruce Lange	Trustee	
Katie Pahls	Trustee	
Susan Forgacs	Fiscal Officer	
Randy Porter	Fire Chief	
Paul Jalbert	Asst. Fire Chief, Zoning	
Guests		
Name	Address	Signature
Elizabeth Kaylor	6705 Newton Falls Rd Ravenna, OH 44266	
Gary Munsicker	7754 Newton Falls Ravenna, Ohio	

The Reorganizational Meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Eskridge on Monday, January 12, 2026 with the Pledge of Allegiance.

Trustees – Chairman Adam Eskridge; Trustees - Bruce Lange and Katie Pahls present; Fiscal Officer - Susan Forgacs present.

Mr. Eskridge made a motion to nominate Mr. Lange as Chairman. Motion seconded by Ms. Pahls. Roll was called: all votes were yes; motion carried.

Mr. Lange made a motion to nominate Ms. Katie Pahls as Vice-Chairman. Motion seconded by Mr. Eskridge. Roll was called: all votes were yes; motion carried.

#1-2026 Mr. Lange made a motion to accept an Emergency Resolution to Adopt The Reorganizational Meeting Recommendations, Effective January 1, 2026. It was seconded by Mr. Eskridge. Roll was called; all votes were yes; motion passed.

#### MEETINGS:

- 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 on the township website

#### SALARIES:

- Trustees and Fiscal Officer salaries will be the maximum allowable per the 2026 Compensation Chart from the Ohio Township Association that is based on ORC §505.24 and 507.09.
- Mr. Bruce Lange will be the Road Supervisor with 50% of his pay coming from the Road Fund.
- Ms. Kerri Fotheringham, Cemetery Sexton, will be paid \$350 per month.
- Ms. Elizabeth Taylor, Town Hall Custodian and Park Supervisor, will be paid \$400 per month and \$30 per Town Hall rental, \$30 per Town Hall Kitchen rental and \$30 if extra cleaning required after rental.
- Mr. Paul Jalbert, Zoning Inspector, will be paid \$375 per month.
- Ms. Amber Howe, Zoning Inspector, \$25 per hour and \$75 per meeting.
- The salaries of the part-time Road, Park and Cemetery employees will remain the same; these employees will be paid two times a month.
  - Mr. Kreg Hudson - \$35 per hour
  - Mr. John Flynn - \$25 per hour
  - Mr. Timothy Thompson - \$25 per hour
  - Mr. Ryan Taraba - \$18 per hour
- Fire Department Salaries:

- Fire Chief - \$500 per month; \$35 per call; \$21 per hour training (Maximum 4 hours per training)
- Assistant Fire Chief - \$350 per month; \$35 per call; \$19 per hour training (Maximum 4 hours per training)
- Fire Officers - \$32 per call; \$18 per hour training (Maximum 4 hours per training)
- Firefighters - \$30 per call; \$16 per hour training (Maximum 4 hours per training)
- For any incident lasting more than 4 hours, responders will receive an additional \$50.

#### FISCAL ITEMS:

- 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
- Designated cremation plot (hold 2 cremains) \$150 for resident and \$350 for non-resident.
- 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.

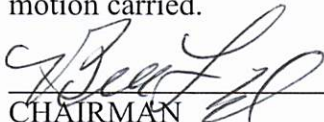
ZONING PERMIT RATES:

- Zoning Inspector and Mr. Lange to research local zoning fees to propose at a future meeting.

MISCELLANEOUS ITEMS:

- Portage County Prosecutor's Office Attorney, Ms. Heaven DiMartino, 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 23, 2026.
- Mr. Lange made a motion to accept the following for the Volunteer Firefighters' Dependents Fund – Legislative Authority appointees-Mr. Adam Eskridge, chair and Mr. Tim Patrick; Fire Department Appointees -Mr. Paul Jalbert, secretary and Mr. Gary Hunsicker; Committee Appointee-Ms. Megan Nelson.
- Mr. Hudson will coordinate with the fire department to put the road flags up before Memorial day and remove them after July 4<sup>th</sup>.
- Mr. Hudson will assist Ms. Taylor with the water softener salt.
- Retired trustee, Mr. Tim Patrick, will serve as liaison with Dinsmore & Shohl, LLP.

Mr. Lange made a motion to adjourn at 5:50 pm; seconded by Mr. Eskridge. All votes were yes; motion carried.

  
 CHAIRMAN

  
 FISCAL OFFICER

BOARD OF TRUSTEES  
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution #1-2026

**AN EMERGENCY RESOLUTION ADOPTING THE REORGANIZATIONAL MEETING  
RECOMMENDATIONS, EFFECTIVE JANUARY 1, 2026**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during annual reorganizational meeting on January 12, 2026 at the Charlestown Townhall with the following Members present:

Bruce Lange, Board Chairman  
Adam Eskridge, Board Vice-Chairman  
Katie Pahls, Trustee

Mr. Lange moved for the adoption of the following:

**MEETINGS:**

- 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 on the township website

**SALARIES:**

- Trustees and Fiscal Officer salaries will be the maximum allowable per the 2026 Compensation Chart from the Ohio Township Association that is based on ORC §505.24 and 507.09.
- Mr. Bruce Lange will be the Road Supervisor with 50% of his pay coming from the Gas Tax Fund.
- Ms. Kerri Fotheringham, Cemetery Sexton, will be paid \$350 per month.
- Ms. Elizabeth Taylor, Town Hall Custodian and Park Supervisor, will be paid \$400 per month and \$30 per Town Hall rental, \$30 per Town Hall Kitchen rental and \$30 if extra cleaning required after rental.
- Mr. Paul Jalbert, Zoning Inspector, will be paid \$375 per month.
- Ms. Amber Howe, Zoning Inspector, \$25 per hour and \$75 per meeting.
- The salaries of the part-time Road, Park and Cemetery employees will remain the same; these employees will be paid two times a month.
  - Mr. Kreg Hudson - \$35 per hour
  - Mr. John Flynn - \$25 per hour

- Mr. Timothy Thompson - \$25 per hour
- Mr. Ryan Taraba - \$18 per hour
- Fire Department Salaries:
  - Fire Chief - \$500 per month; \$35 per call; \$21 per hour training (Maximum 4 hours per training)
  - Assistant Fire Chief - \$350 per month; \$35 per call; \$19 per hour training (Maximum 4 hours per training)
  - Fire Officers - \$32 per call; \$18 per hour training (Maximum 4 hours per training)
  - Firefighters - \$30 per call; \$16 per hour training (Maximum 4 hours per training)
  - For any incident lasting more than 4 hours, responders will receive an additional \$50.

**FISCAL ITEMS:**

- 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
- Designated cremation plot (hold 2 cremains) \$150 for resident and \$350 for non-resident.
- 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.

**MISCELLANEOUS ITEMS:**

- Portage County Prosecutor's Office Attorney, Ms. Heaven DiMartino, 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 23, 2026.
- Mr. Lange made a motion to accept the following for the Volunteer Firefighters' Dependents Fund – Legislative Authority appointees-Mr. Adam Eskridge, chair and Mr. Tim Patrick; Fire Department Appointees -Mr. Paul Jalbert, secretary and Mr. Gary Hunsicker; Committee Appointee-Ms. Megan Nelson.
- Mr. Hudson will coordinate with the fire department to put the road flags up before Memorial day and remove them after July 4<sup>th</sup>.
- Mr. Hudson will assist Ms. Taylor with the water softener salt.
- Retired trustee, Mr. Tim Patrick, will serve as liaison with Dinsmore & Shohl, LLP.

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.

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
Katie Pahls:	Yea

Adopted: January 12, 2026

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

The Regular Business meeting of the Charlestown Township Board of Trustees was called to order following the Annual Reorganizational Meeting at 5:50 pm by Mr. Bruce Lange on Monday, January 12, 2026.

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

## **REPORTS**

### Zoning

Mr. Paul Jalbert reports Mr. Heim has signed for the certified letter on December 26 regarding the zoning violation on Susan Drive; he will have 60 days to reply. If no reply or resolution, Mr. Jalbert will take to County Prosecutor.

Annual Zoning Boards Reorganizational Meeting will be January 26, 2026 at 6:30 pm.

Ms. Pahls made a motion to appoint Mr. Steve Napoletano to fill the open position on the Zoning Board of Appeals; it was seconded by Mr. Lange and passed.

Mr. Lange made a motion to appoint Mr. Gary Hunsicker to fill the open position on the Zoning Board of Appeals; it was seconded by Mr. Eskridge and passed.

### Roads

No report

### Cemetery

A large pine tree at the cemetery entrance fell across the road on December 29, 2025. The Portage County Engineer’s removed the tree from the road and the Charlestown Road / Cemetery crew cut up and removed most of the debris from township property; will grind the stump in the spring. It appears that there was not further damage.

Mr. Lange researched a company to purchase a grave marker for the indigent burial, he will forward information to Ms. Fotheringham to purchase; the cremains are still at Shorts Funeral home; will schedule burial in the spring.

### Park

No report.

### Fire Department

Fire Chief Randy Porter reports 270 Fire / EMS calls for 2025 which was 13 more than 2024. There have been 6 Fire / EMS calls this year; up 2 calls compared to last year.

Working on uniform quote to order.

### Fiscal Officer

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

#### GENERAL FUND

- Personal Services \$128,800
- All other expenditures \$196,890

MOTOR VEHICLE TAX FUND \$14,000

#### GASOLINE TAX FUND

- Personal Services \$77,000
- All other expenditures \$323,000

CEMETERY FUND

- Personal Services \$11,400
- All other expenditures \$14,000

FIRE FUND

- Personal Services \$68,500
- All other expenditures \$164,000

PERMISSIVE VEHICLE TAX FUND \$30,000

TOTAL \$1,027,590

#2-26 Mr. Lange made a motion to approve the Emergency Resolution Authorizing The Fiscal Officer to Establish Permanent Appropriates for the Year 2026; it was seconded by Mr. Eskridge; roll was called; all votes were yes; motion passed.

Ms. Forgacs reported issues with the township email – not able to open and reports that other are not able to send email to fiscal officer.

Received annual notice from Portage County Clerk of Courts, Ms. Calcei, about filing of zoning amendments.

Received annual NOPEC application for grants; have not applied in past year since the township is withdrawing from NOPEC.

Shared invitation from Portage County Prosecutor, Ms. Connie Lewandowski – Dinner with the Prosecutor on February 25, 2026 and KSU Hotel and Conference Center. Must RSVP.

Received letter from NOPEC thanking Mr. Tim Patrick on his retirement as trustee; will forward to Mr. Patrick.

Working on year-end financial report.

Meeting with KeyBank manager tomorrow to finalize the new signatures; will let trustees know about process.

Still have received refund check from One Ohio; Mr. Eskridge to research.

An aide for State Representative, Mr. David Joyce, is making the rounds to the townships and is available to attend one of our meetings.

Trustees

Mr. Eskridge has Ms. Pahls email activated and canceled Mr. Patrick's email; just renewed a 3-year contact with GoDaddy.

Continues to work with Mr. Bellish from Buckeye Energy on the electrical aggregate transition. There is a possibility of needing to put an issue on the ballot to leave NOPEC; still researching.

Wants assure the transition from NOPEC to Buckeye goes smoothly.

Still waiting on final report from EPA on Crest Rubber site.

Mr. Lange reports he will be attending the Ohio Township Association conference in February 4-6, 2006. Many of the classes are recorded and can be accessed on OTA site.

Asked Ms. Forgacs to get open meetings act training info to Ms. Pahls.

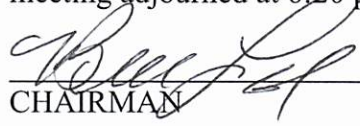
The Portage County Health District will have its annual meeting on March 18, 2026; trustees will receive an invitation; there are no Board positions open but there will election of officers for the Advisory Council.

Thanked the fire department for the very nice Christmas Party Dinner; states it felt like the old days with the family members attending.

Mr. Luketic will be fixing the Town Hall front steps this spring.

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 6:20 pm.

  
\_\_\_\_\_  
CHAIRMAN

  
\_\_\_\_\_  
FISCAL OFFICER

BOARD OF TRUSTEES  
CHARLESTOWN TOWNSHIP, PORTAGE COUNTY, OHIO

Resolution #2-2026

**AN EMERGENCY RESOLUTION AUTHORIZING THE FISCAL OFFICER TO ESTABLISH  
PERMANENT APPROPRIATIONS FOR THE YEAR 2026**

The Board of Trustees of Charlestown Township, Portage County, Ohio met during a regular meeting on January 12, 2026 at the Charlestown Townhall with the following Members present:

Bruce Lange, Board Chairman  
Adam Eskridge, Board Vice-Chairman  
Katie Pahls, 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 permanent appropriations:

GENERAL FUND	
• Personal Services	\$128,800
• All other expenditures	\$196,890
MOTOR VEHICLE TAX FUND	\$14,000
GASOLINE TAX FUND	
• Personal Services	\$77,000
• All other expenditures	\$323,000
CEMETERY FUND	
• Personal Services	\$11,400
• All other expenditures	\$14,000
FIRE FUND	
• Personal Services	\$68,500
• All other expenditures	\$164,000
PERMISSIVE VEHICLE TAX FUND	\$30,000
TOTAL	\$1,027,590

**SECTION 2:** That, effective January 12, 2026, the Fiscal Officer is hereby authorized, directed and approved to take all necessary steps to create permanent appropriations for tax year 2026.

**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
Katie Pahls:	Yea

Adopted: January 12, 2026

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