

The Regular Business meeting of the Charlestown Township Board of Trustees was called to order at 5:30 pm by Mr. Bruce Lange on Monday, May 11, 2026.

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

Mr. Lange made a motion to approve the minutes from April 13, 2026; it was seconded by Ms. Pahls and passed.

## **GUESTS**

Alex and Jessie Bradley present to discuss a zoning variance for their property on Crow Trail. They have met with Mr. Jalbert and a variance hearing has been scheduled for June 8, 2026.

## **REPORTS**

### Zoning

Mr. Jalbert reports signing a mylar and scheduling a variance hearing for the Bradley's. The property is less than required by zoning regulations to build a residence.

Zoning permit for Mr. Napoletano for a garage on Knapp.

Has written up a zoning violation for Mr. Steve Pahls on North Knapp.

Still investigating an abandoned home on South Knapp; will be forwarding information to county prosecutor for search warrant.

Reports most of the US flags and holders along the roads need to be replaced. Currently have approximately 60 flags now. Ms. Pahls offered to help research options for purchasing flags and holders.

### Roads

Mr. Lange reports waiting to hear back from Perrin Asphalt regarding dates.

Will discuss possible culvert replacement on Knapp road with Mr. Mike Collins.

### Cemetery

Ms. Forgacs ordered two 30-gallon water tanks for the cemetery; delivered to the garage for installation.

Working on scanning all cemetery records and will give electronic copies for trustees and cemetery sexton.

### Park

No report.

### Fire Department

Fire Chief Randy Porter reports 81 Fire / EMS calls this year; up 13 calls compared to last year. Will replace 3 of the flags that have fallen tonight.

Recommends planning to replace 2-3 sets of turnout gear every year; is getting a quote.

Applied for a grant to purchase a floating pump to draft water.

Reports one of the firefighters hit the engine with the pumper at the scene of a motor vehicle accident causing the ground ladders to be dislodged. No damage to vehicles. Ladder testing is required after this type of incident; one of the ladders did not pass testing and is out of service; it does not need to be replaced at this time.

### Fiscal Officer

Ms. Forgas reports audit for 2024-2025 complete; trustees will receive the report via email. No findings per the draft report; no issues. Need to formalize our draft records retention policy. Did find that \$700 of ARPA funds that were intended to be spent by end of 2025 did not get spent; will contact to see how to fix.

Reminded trustees to starting thinking about insurance provider now; term is due in September. Reports the KeyTax option to pay federal taxes has been discontinued; looking at other options to submit payment.

Received vague records requests for paving contract bids details. Contacted Mr. Mike Collins from County Engineer's about this request; he had spreadsheet with this information which has been sent to the requestor.

Has set up an Amazon Business account.

Reminded everyone that purchases must be tax-exempt.

Working on policy and procedure manuals for each trustee, fire and road departments; will include purchasing process with vendors that have a tax exempt accounts set up.

Still have not received a reply from Mr. Armstrong about the demand for payment from the state of New York for DeAngelo Brothers.

Received \$4603.43 from county auditor for real estate excess funds distribution.

Received an invoice from Ferrellgas for tank rental for the fire department; not sure why since the tanks are used frequently; will inquire.

### Trustees

Mr. Eskridge received phone call from Esworthy Road resident asking which paving company will be working on the road; was looking to hire them to do some work on his driveway at the same time.

Reports the inmate trash pick-up along township roads and cemetery was very successful.

Trying to get update from EPA regarding Crest Rubber property status.

Received a resident complaint regarding advertising signs in road right-of-ways; asked MR. Montgomery who said signs are not allowed; Mr. Eskridge to remove.

Continues to work with Buckeye Energy; aggregation has been approved by PUCO; should be a smooth transition.

Ms. Pahls received a complaint about the state of Berry road, which is not a township road.

Planned to email Dinsmore for a status report but Mr. Patrick just sent a request; still waiting for detailed response of status.

Invited a website tech to attend a meeting to discuss options to make the township website compliant with new ADA standards that will go into effect 2027.

Received complaint from board of election workers for threshold causing a tripping hazard. coming through the doorway; will look at with step repair.

Mr. Lange reports A-Best will be spraying cemetery and park buildings this week, weather permitting.

Township clean-up day went well; had three 30-yard dumpsters.

Reports still having issues accessing Go Daddy email account; hopefully website tech can assist with these issues too.

Provided lunch for the inmate work crew.

Portage County Township Association Meeting this Saturday at the County Engineer's Office. Scholarship awardee will be announced.

County fair tent staffing schedule has been emailed to elected officials; the County Engineer's office also staffs the tent.

Memorial Day parade arrangements have been finalized – toilet will be delivered; speakers and microphones ready; crew to set up chairs, VFW notified.

Will contact Luketic for time line to fix townhall steps.

Mr. Lange asked if there was any pending business that would require a second meeting this month; none were noted. The next scheduled meeting will be June 8, 2026.

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 6:18 pm.

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CHAIRMAN

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FISCAL OFFICER