

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

## MINUTES OF ELLSWORTH TWP BOARD OF TRUSTEE'S

### REGULAR MEETING

July 7, 2018

Chairman Robert Toman called the July 7, 2018 regular meeting of the Ellsworth Trustees to order at 9:00 am. A roll call was taken to establish a quorum: Trustee Fredrick Houston - present, Vice Chairman William Spellman - present, Chairman Robert Toman – present. Also present were Fiscal Officer James DeCenso, Maintenance Supervisor Matt Stroney, Zoning Inspector Wayne Sarna, Fire Chief Robert Sternburg and Assistant Chiefs Ted Smith and Brian O'Neil. The Pledge of Allegiance was recited.

MINUTES: Fiscal Officer DeCenso presented the minutes from the June 13, 2018 regular meeting. No one in attendance requested that the minutes be read. Trustee Houston made a motion to accept the minutes from the regular meeting held June 13, 2018. Trustee Spellman seconded the motion. The roll call vote was all in favor.

FISCAL REPORT: Fiscal Officer James DeCenso reported that June receipts were \$31,612.64. June's expenditures were \$41,027.90. Included in June's receipts was the 2017TY 1<sup>st</sup> half Ohio Homestead and Non-Business/Owner Occupied credit of \$15,709.62. Receipts for the six months ended June 30, 2018 were \$220,144.82 and expenditures were \$361,613.01. Mr. DeCenso's report included a fund balance decrease in June of \$9,415.26 and that the fund has decreased by \$141,468.19 during 2018. The fund balance as of June 30, 2018 was \$634,046.36 minus the outstanding SIB loan of \$142,627.28 for a net balance of \$491,419.08. The current amount, encumbered for routine expenses and approved Township projects is \$124,971.90, leaving an unencumbered balance of \$366,447.18. Mr. DeCenso then advised the Board that he had received communication from Coventry Health that they will not be offering healthcare in Ohio in 2019. He will contain the broker for more details. He then advised the Board that dues for the Chamber of Commerce are due. In light of the Coventry letter, it was advised to renew membership for potential healthcare discounts. Trustee Spellman made a motion to approved \$270.00 for payment to the Regional Chamber dues. Trustee Houston seconded the motion. The roll call vote was all in favor. He further added that he needed signature cards signed for the new sweep account at Farmer's Bank. The new account will feature a 1.6% interest rate. He will deliver the cards to the bank, when signed. Mr. DeCenso then advised the Board that he attended a District 6 Public Works workshop. He indicated that the scoring system for projects might make it difficult to obtain grant monies due to the Township's history of prudent financial policies. He then went on to explain the results of the 2016-2017 audits. There were two findings. 1) The auditor felt that the wrong account was used for booking the capital lease used for the EMS Monitor purchased last year. No corrections were required. 2) The UAN system was not updated in 2016 or 2017 when an amended certificate was requested from the County. These were determined immaterial as the Township did not spend anywhere near the original or amended approved appropriations.

MAINTENANCE REPORT: Mr. Matt Stroney advised the Board that there were three burials in Ellsworth. He provided the Board quotes to repair the Mausoleum, Lencyk - \$14,593 and New Life - \$9,160. He updated the Board on the projects completed since the last meeting including the water tank repair and the Fire Station brick damage from winter salt. The Board discussed the outside Mausoleum masonry repairs. He had contacted four vendors and only received the two described. Trustee Spellman made a motion to accept the bid of New Life for \$9,160.00 to make masonry repairs to the exterior of the Mausoleum. Trustee Houston seconded the motion. The roll call vote was all in favor. The fire department will rinse the building upon completion of the masonry repairs. Mr. Stroney then advised the Board that he is reviewing having some trees behind the maintenance building trimmed and branches chipped.

ZONING REPORT: Zoning Inspector Wayne Sarna reported that, since the last meeting, he had issued five permits. One for a storage shed, one permit for a home addition, one permit for a 6' privacy fence, one permit for a deck and one permit for a temporary sign for the Blueberry Farm on Gault Rd. He received a variance application on June 5<sup>th</sup> for a temporary permit to allow a mobile home to be placed on residential property while the owner builds a new home. The ZBA will meet on July 12<sup>th</sup> to consider. He issued an agricultural exemption for a 32' x 40' animal barn on Ellsworth Rd and filed the notice with the Mahoning County Building Commission. Mr. Sarna wrote a letter to the owner of the former coal tipple on June 14<sup>th</sup> outlining the documents needed to supplement the general development of the site plan. He is waiting contact from the owner. He filed a complaint for health violations with the Mahoning County Health Dept for property located at 11281 Ellsworth Rd. Mr. Sarna then advised the Board that he has received a subpoena for a deposition on the Harter-Radosh matter. He has advised Township counsel. Also, Mr. Sarna reported that he would be meeting with Schumacher Homes regarding potential construction of a new home at Diehl Lake.

FIRE DEPARTMENT: Chief Sternburg reported that, in June the Department responded to three fires, four service calls, eleven emergency medicals and had one EMS transport. Chief Sternburg distributed reports with new formats. These reports are generated from the Emergency Fire reporting software and will replace the manually tabulated reports. Also included is year to date reporting information. The Board requested that Township and out of Township shared service calls be identified. The chief advised the Board that he would be meeting with Canfield Dispatch to review county 911 issues.

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## Regular Trustee Meeting July 7, 2018 Continued

The Board then discussed the ability to share the department's information with the public. It was discussed to place a bulletin board outside of the Fire Station to highlight information on the department. The chief then requested approval for the annual pump test, although he did not have a cost available. Trustee Houston made a motion to approve up to \$300.00 for a bulletin board and to approve the necessary pump test with the cost to be approved at a later date. Trustee Spellman seconded the motion. The roll call vote was all in favor.

EMS DEPARTMENT: The Board discussed the new reporting format for EMS calls. Chief Smith will confirm the number of transports performed in June as the report indicated only one transport. Chief O'Neil then described the process for EMS training. In the past, the department paid for the classes. He would like to create a policy to reimburse half the tuition upon completion and passing. The Township would then reimburse the remaining half after one year of department participation. Trustee Spellman made a motion to accept Chief O'Neil's request for a new reimbursement and retention policy for EMS training. The policy reimbursement policy will include the acceptance of a participant into the program who will be reimbursed upon class completion and passing grades. The remaining half will be reimbursed upon the completion of an active year with the Township. The Department will create a participation form for this program and return it to the Board for approval. The Board will obtain legal review once completed. Trustee Houston seconded the motion. The roll call vote was all in favor. Chief O'Neil then requested reimbursement of \$1,260.46 for miscellaneous purchases that he made. He also requested that Jordan Gibbs be reimbursed for one half of his EMT training through Lane. That amount is \$662.50. Trustee Houston made a motion to approve \$1,922.96 in expenses. Trustee Spellman seconded the motion. The roll call vote was all in favor. The Board then discussed the appropriateness of a Township credit card, to be held by the Fiscal Officer, for expenditures so that the need for individual reimbursements can be reduced. Trustee Houston made a motion to approve a credit card for the Fiscal Officer with a \$2,500.00 credit limit. Trustee Spellman seconded the motion. The roll call vote was all in favor.

COMMITTEE REPORTS: Trustee Houston reported that he is working up information for a niche for the cemetery. He will have everything compiled for the next meeting.

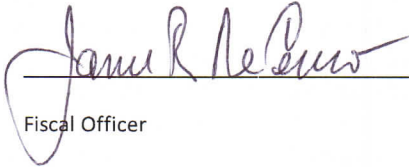
Trustee Spellman reported that he met with the Mahoning County Sanitary Department to review sewer expansion in the Township and in particular to include the Township Complex. M.S. Consultants is investigating any grants available for the project.

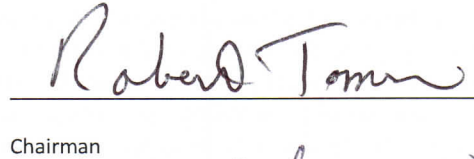
Chairman Toman reported on the Crime Watch group and also discussed the meeting with the Sanitary Department.

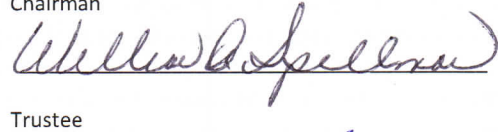
NEW BUSINESS: The Board discussed the need to place an issue on the ballot to approve a gas aggregation program within the Township for residents to participate with the NOPEC program with the option to individually withdraw. A resolution is necessary to place the issue in the November 2018 elections. Trustee Houston made a motion to approve the resolution to place the issue on the November ballot. Trustee Spellman seconded the motion. The roll call vote was all in favor. The Fiscal Officer will deliver the resolution to the Board of Elections prior to the August 3<sup>rd</sup> deadline.

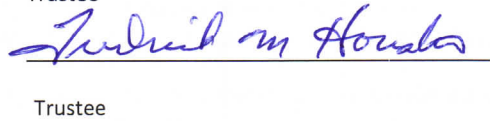
The next meeting will be held at 7:00 pm on August 8, 2018.

At 10:13 am, Trustee Houston made a motion to adjourn. Trustee Spellman seconded the motion. The roll call vote was all in favor.

  
Fiscal Officer

  
Chairman

  
Trustee

  
Trustee