

# 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

October 10, 2018

Chairman Robert Toman called the October 10, 2018 regular meeting of the Ellsworth Trustees to order at 7:07 pm. 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, Interim Fire Chief Tom Powell and Assistant Chiefs Ted Smith, Brian O'Neil and Robert Sternburg. The Pledge of Allegiance was recited.

MINUTES: Fiscal Officer DeCenso presented the minutes from both the September 5, 2018 regular meeting and the September 24, 2018 special 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, August 8, 2018 and the special meeting held September 24, 2018. Trustee Spellman seconded the motion. The roll call vote was all in favor.

MAINTENANCE REPORT: Mr. Matt Stroney advised the Board that there was one burial in the Township in October. He advised the Board that the crack-sealing project on the cemetery and Township roads was completed with shared services from Berlin and Goshen Townships. Mr. Stroney then reciprocated with Berlin Township on their roads. He reported that that he has completed service on one of the Elk Road drains and is in process of servicing the other drain. He also reported that the Fire Hall roof leak has been repaired and that Grace Services have completed their quarterly pest control spraying. Mr. Stroney advised the Board that the burner for the Town Hall, which was approved in April 2017, might soon be discontinued and suggested that it be purchased now and installed in the spring after the remaining fuel oil is depleted. The Board agreed. The Board and Mr. Stroney then discussed the news that road salt prices will be increasing this winter season.

FISCAL REPORT: Fiscal Officer James DeCenso reported that September receipts were \$14,693.97. September's expenditures were \$30,724.60. Receipts for the eight months ended September 30, 2018 were \$361,883.17 and expenditures were \$480,026.08. Mr. DeCenso's report included a fund balance decrease of \$16,030.63 and that the fund has decreased by \$118,142.91 during 2018. The fund balance as of September 30, 2018 was \$657,371.64 minus the September 30, 2018 encumbrances of \$105,098.49 for a net balance of \$525,833.35. The current unencumbered balance, less the SIB ODOT Loan of \$131,538.29 was \$420,734.86. Mr. DeCenso then presented to the Board a review of the balances of each fund and changes since the beginning of the year. He then presented to the Board the 2019 Rate Resolution received from the Mahoning County Budget Commission. He reported that the 2019 property tax collections are expected to increase by approximately \$4,000.00 in 2019. Trustee Houston made a motion to accept the 2019 Rate Resolution. Trustee Spellman seconded the motion. The roll call vote was all in favor. Mr. DeCenso then requested that the Board consider adding both Positive Pay and ACH Filters on accounts held at Farmer's National Bank at a cost of \$20.00 per month. The filters add a security feature to confirm bank debits before they clear through the Bank. He also requested that they consider approving Direct Deposit for all payrolls as this again helps to eliminate check fraud and should eliminate stale checks. The bank fee would be between \$25 and \$35 per month depending on the volume of payroll checks. Trustee Houston made a motion to direct the Fiscal Officer or his designee, to administer the Positive Pay and ACH Filter programs related to the accounts held at Farmer's National Bank. Also, for the Fiscal Officer to set up and maintain direct deposit for all Township payrolls, including elected officials, commission(s) appointees and employees. Trustee Spellman seconded the motion. The roll call vote was all in favor. Mr. DeCenso then requested the Board to consider changing the Township's credit cards to a centralized account that will assist the Township's compliance with regulations created by Ohio HB312. Farmer's National Bank has a centralized account with a shared credit limit between all users with the ability to maximize the credit limit to any specific user. The Board discussed the shared limit and any individual limit for five cardholders. After discussion, Trustee Houston made a motion to approve a centralized credit card account with Farmer's National Bank with a credit limit of \$15,000 to be shared by each of the three Trustees (namely Robert Toman, William Spellman and Fredrick Houston), the Fiscal Officer, James DeCenso and the Maintenance Supervisor, Matt Stroney, for a total of five (5) users. This new account is to replace the current four (4) separate accounts maintained by the Township in the names of each Trustee and the Maintenance Supervisor. Trustee Spellman seconded the motion. The roll call vote was all in favor. Mr. DeCenso then discussed the use of a debt collection agency for unpaid EMS billings. He proposed using the Ohio Attorney General's office for collections. The AG program adds 10% to the balance as a fee for their collections. The AG can also create a tax levy for the amount due, if approved by the Township. The Fiscal Officer distributed the AG's proposed Agreement with the Trustees for further review. Mr. DeCenso then advised the Board that he had reviewed the prior month's approval for a Hard Drive, to be used for routine computer data backups, and suggested utilizing a "cloud" back up through a third party vendor. He then requested expenditure approvals for 1) renew the Fire Dept's Emergency Reporting Software of \$2,428.00, 2) Roof Rite, Inc.'s invoice of \$763.45 for the Fire Hall roof repair, 3) additional \$156.00 to be added to the prior approved amount of \$1,500.00 for crack-seal material, and 4) an additional \$261.05 to be added to the prior approved amount of \$293.95 for the Fire Dept's 12' roof ladder. Trustee Houston made a motion to approve all items to a total of \$3,608.50. Trustee Spellman seconded the motion. The roll call vote was all in favor.

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## Regular Trustee Meeting October 10, 2018 Continued

ZONING REPORT: Zoning Inspector Wayne Sarna reported that, since the last meeting, he had issued one building permit for a single-family residence. He advised the Board that he has received a zone change request from Baird Family Properties for the parcel at 7196 Croy Road to be changed from Agricultural to Industrial. The request has been forwarded to the Zoning Commission for their review. He then reported that he has not received any response to a letter dated August 15, 2018 to the property owner of 9914 West Hill Dr., advising of the uncut and grass. Also that there has been no response from a similar letter sent to the property owner of 8711 S. Salem Warren Rd. for uncut grass and deteriorating condition of the residence. The Fiscal Officer interjected that Ohio R.C. 505.87 provides rules for property owner notice prior to the Township's control or removal of vegetation from the property. Notice must be given seven days in advance of any lien to be applied from the cost of the removal. The Fiscal Officer was directed to send such notice to each property owner. Mr. Sarna then reported that the Zoning Commission recommended not approving the general site plan submitted by the owners of the coal tipple property on S. Salem Warren Rd. He will review the report as issued by the Zoning Commission before making his ruling. He also reported that he has received an inquiry as any restrictions regarding the placement of a propane tank in the front yard of a residence on State Rt. 45. He will continue to review. The Board then discussed with Mr. Sarna the zone change request made by the Baird Family Properties as to the location and size of the property.

FIRE DEPARTMENT: Chief Tom Powell reported that there were 45 calls in the month of September, including 25 EMS, 3 fires and 17 service related calls. The department provided mutual aid outside of the Township 16 times and received aid one time. The Chief also reported that the annual compressor maintenance is due. He and Assistant Chief Ted Smith reviewed the statistics of the department for the month of September. Chief Powell then requested approval for a preventative maintenance on the battery-powered jaws in the amount of \$300.00. Trustee Houston made a motion to approve the \$300.00 requested for the preventative maintenance on the jaws. Trustee Spellman seconded the motion. The roll call vote was all in favor. Chief Powell then advised the Board that a meeting would be held on October 16<sup>th</sup> at 5:00 pm in Canfield to discuss the new proposed Dispatch Agreement with the City of Canfield. The Fiscal Officer indicated that he could attend. The Board discussed any other options for Dispatch. Assistant Chief Smith will review with Austintown dispatch. Chief Powell discussed with the Board some damage to the road surface on Lonesome Dove from some training activities with the Fire Engine. Mr. Stroney has reviewed the damage and is reviewing some proposals to repair the road before winter.

EMS DEPARTMENT: Assistant Chief O'Neil presented an Invoice from PennCare in the amount of \$1,147.12 which includes for both consumables for the ambulance and \$260.00 for new AED pads for the Fire Hall and the Town Hall units. Chief O'Neil then presented EMS billing reports for the month of September, which included 20 transports, and charges of \$17,321.45. The new staffing program has provided the Department to answer all emergency calls in September and the average response time has been reduced to four minutes. He reported that 60% of available shifts were staffed in September. Trustee Houston made a motion to approve the PennCare invoice of \$1,147.12. Trustee Spellman seconded the motion. The roll call vote was all in favor. The Fiscal Officer suggested that additional Fire Dept funds might be necessary to supplement the prior \$5,000 approved from the Fire Fund for EMS shift staffing. Trustee Houston made a motion to add another \$5,000 from the Fire Fund to pay EMS on-call shifts. Trustee Spellman seconded the motion.

The annual Department's Trick or Trunk will be held October 28 between 3 pm and 5 pm at the Fire Station. Disaster Services Company will provide food and refreshments.

COMMITTEE REPORTS: Trustee Houston advised that Jacob Coral would be providing four tables to the Ellsworth School Park as his Eagle Scout program. He then reported that he has received notice from the Ohio Public Utilities Commission has approved the requested exemptions for the RR crossings on Diehl, Ellsworth and Bailey roads. The exemption notices will need to be posted.

Trustee Spellman reported that the Fire Department is assisting the VFW to receive a grant to place an AED at their facility.

Chairman Toman reported on Crime Watch issues. A resident requested that the speed limit on Ellsworth Rd. be reduced. The County Engineer will be contacted for review. The Gas Aggregation issue will be on the November ballot.

The Chairman reminded the public about the next Fire/EMS Workshop on October 22 at 7:00 pm at the Fire Hall.

The Board discussed the process for receiving applications for the Ellsworth Township Fire Chief. The Board requested that any interested Department member should submit a resume to any of the Trustees. The Board discussed that all internal candidates would be considered prior to any outside candidate.

The Board recognized Mr. Fred Shrock who announced that the Wreaths for America ceremony will be held December 1<sup>st</sup> at the Ellsworth Cemetery and that a spaghetti dinner fundraiser will be held November 4<sup>th</sup> at the school.

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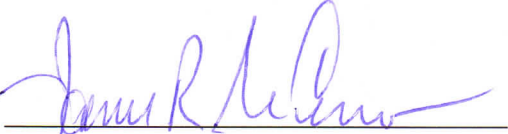
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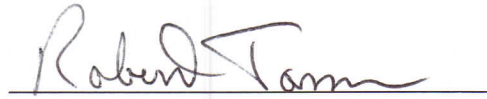
Regular Trustee Meeting October 10, 2018 Continued

The next meeting will be Saturday, November 10, 2018 at 9:00 am.

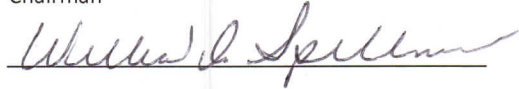
At 8:55 pm, Trustee Houston made a motion to adjourn. Trustee Spellman seconded the motion. The roll call vote was all in favor.



Fiscal Officer



Chairman



Trustee



Trustee