

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

APRIL 13, 2016

Chairman William Spellman called the April 13, 2016 regular meeting of the Ellsworth Trustees to order at 7:00 p.m. A roll call was taken to establish a quorum: Trustee Robert Toman - present, Vice Chairman Fred Houston – present, Chairman William Spellman – present. Also present were Fiscal Officer James DeCenso, Zoning Inspector Wayne Sarna, Maintenance Supervisor Matt Stroney, Fire Chief Robert Sternburg, EMS Director and Assistant Fire Chief Brian O'Neil, and Assistant Fire Chief Tom Powell. Guests in the audience included Jim Tripp from the Ellsworth Zoning Commission, Jason Young P.E. and Cara Beaumont from Cintas Corporation. The Pledge of Allegiance was recited.

MINUTES: Fiscal Officer DeCenso presented the combined minutes from the March 10, 2016 special and regular Trustee meetings. No one in attendance requested that they be read. Trustee Toman made a motion to accept the minutes. Trustee Houston seconded the motion. The vote was all in favor

FISCAL REPORT: Fiscal Officer James DeCenso reported that the March receipts were \$64,760.06 including \$61,000.00 in real estate advances. The YTD receipts are \$100,238.51. The month's expenditures were \$18,680.51, with YTD at \$97,189.58. The cash balance as of March 31, 2016 is \$819,003.83. Mr. DeCenso advised the audience that at the conclusion of the last special meeting regarding the 2016 Township Budget, the Board had approved \$1,220,299.15, which is the total resources available as identified by the Mahoning County Budget Commission. He then advised the Board that he did attend the 2016 Local Government Officials Conference held in Columbus Ohio from March 22st to 24th. He also attended the required Public Records Seminar while in Columbus. He found the seminar quite informative. He advised that he was also able to attend a Fraud Prevention seminar provided by the State Auditor's office in Canfield.

Chairman Spellman then introduced Jason Young, P.E. who has been retained by the Township to engineer and manage a bid program for the possible repaving of the Fire/Admin/Maintenance parking area. He explained that he was completing the bid materials for the "Single Pass Cold In-Place, Asphalt Recycling" option. Trustee Toman asked Mr. Young to again summarize all of the paving options. Mr. Young explained that the option favored at the last meeting includes recycling four inches of existing asphalt. The project is estimated to be \$138,000 to \$150,000. Other options included using a paving fabric, which may cost \$75,000 to \$90,000 but would require extensive repairs beforehand. Also a total 2" surface-paving project is estimated to be \$130,000 to \$160,000. There is also the ability to create two separate projects to be performed at different time periods for the entire complex. Mr. Young reminded the Board that they always have the choice to reject any bids and/or cancel the project at any time prior to an award. He also reminded the Board that any bid would be required to include a prevailing wage clause to have the bid reviewed by the Township's legal council prior to advertising. The Board further discussed the project options and confirmed their approval to move forward.

MAINTENANCE REPORT: Mr. Matt Stroney distributed to the Board, sample language of cemetery rules that he would like to have posted at the Township cemetery. He also advised the Board that he has received bids of \$1,830.50 and \$1,680.00 to repair the water hand-pump at the cemetery. There had been some minor repairs a while ago, however it currently takes 20-25 pumps to draft water. Mr. Stroney also advised the Board that there is some water leakage from the Town Hall roof. He has received a quote for repairs for \$1,577.00 and also received an offer from AIM construction to try installing some ice guard material under the last row of shingles, at no charge, to see if that remedies the problem. He also had compiled some pricing to crack seal the Town Hall parking lot, the Cemetery drives and the Old School parking area as a joint venture with Berlin Township. This would be an in-house project and the materials would cost between \$2,500.00 and \$3,000.00. Mr. Stroney also advised the Board that he had contacted Specialty Construction to vacuum the loose stones from last year's Chip, Seal and Fog project. Their proposal is \$800.00. He also asked for a 24" ditch bucket at \$850.00 for use with the existing tractor so that he could provide more in-house ditch cleaning services within the Township. He also needs to replace a weed trimmer that he has priced at \$287.99. He explained to the Board that he had discussed a work program with the Mahoning County Sheriff to have the court provide a day worker to the Township for menial task work under the sheriff's supervision. Mr. Stroney also priced an A/C unit for the new Fire Dept office at \$1,500.00. New windows would be \$250.00 plus trim work. Also that a resident of Elias Lloyd Rd has asked him to place a "Children Playing" sign at their street. The trustees discussed the office move with Chief Sternburg. Mr. Stroney requested rehiring Ellen Borchner, through Callos Resources as a per diem grass cutter. Trustee Houston made a motion to allocate up to \$4,000.00 for remodeling an office in the Fire Building for use by the Fire Chief and EMS Director. Trustee Toman seconded the motion. The vote was all in favor. The trustees then discussed the use of a ditch bucket in the Township. Trustee Toman made a motion to allocate \$1,637.99 to purchase a new weed trimmer, the ditch bucket and up to \$500.00 in miscellaneous tools needed for the maintenance department. Trustee Houston seconded the motion. The vote was all in favor. The Board then discussed the need for sealing the Township areas as described. Trustee Houston made a motion to allocate up to \$3,000.00 for sealing the cemetery drives, the town hall and the new property parking area. Trustee Toman seconded the motion. The vote was all in favor.

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Regular Trustee Meeting April 13, 2016 Continued

The Board discussed the need of fixing the cemetery water pump and decided to wait before spending any money. The Board then discussed the need for cemetery rules and signage. Chairman Spellman suggested an additional sign that presents the history of the cemetery and that the rules could be rewritten in a friendlier and respectful manner. Trustee Houston then made a motion to hire Specialty Construction to vacuum the township roads at a cost of \$800.00. Trustee Toman seconded the motion. The vote was all in favor. Trustee Houston made a motion to hire Ellen Borchers through Callos Resources at a net cost of \$10.00 per hour plus fees, for summer help as scheduled by the Maintenance Supervisor. Trustee Toman seconded the motion. The vote was all in favor.

ZONING REPORT: Mr. Wayne Sarna gave his Zoning report. Since the last meeting, he has written four building permits and three for temporary signs. He has been removing signs at the intersection of rts. 45 and 224 that have been placed without a permit. He has received four complaints for debris, tires and abandoned vehicles within the Township. He has contacted property owners about the situations. He did receive an anonymous compliment about the well-maintained appearance of the Fire Hall. The Zoning Commission had presented to him a zoning map, for the Trustees to review and sign. The map includes all Township parcels with current zoning. The Commission will then present the map to the Mahoning County Planning Commission. Chairman Spellman then introduced Mr. Jim Tripp to comment on the new Zoning Regulation book being prepared by the Zoning Commission. Mr. Tripp discussed the better indexing and that the regulations will be very user friendly to home businesses as technology has changed the abilities of many to work from home. There will be a public meetings held on Tuesday, May 3, 2016 at 6:00 PM and Saturday, May 7, 2016 at 10:00 AM to present the new Zoning regulation book.

Chairman Spellman then introduced Cara Beaumont from Cintas about her company's proposal to lease and maintain AEDs in the public areas of the Township buildings. These would be very user-friendly equipment that contain a video screen and provides verbal instructions on how to use an AED in a cardiac emergency. The lease is \$99.00 per month for three years. Includes a wall cabinet and one extra set of pads that can be replaced at \$59.00. The company inspects the equipment on a monthly basis and repairs or replaces as needed. There is also a purchase option at \$2,300.00 but does not include the monthly inspections or repairs. That would be the responsibility of the Township. The cost could be reduced by \$400.00 if the Township's medical director would take responsibility for the written orders and all software updates. After discussion between the Board, Fire Chief Sternburg and EMS Director O'Neil, they agreed to review the proposal and report back at a future meeting.

FIRE DEPARTMENT: Chief Sternburg gave the Fire Department report. The chief reported a very busy month with two structure fires, two brush fires, one service call, 3 false alarm, seven motor vehicle crashes and 29 EMS calls with 24 transports. The department provided fire prevention programs for local 4-H groups. The Chief discussed a request to upgrade the fire and EMS reporting software. He has a quote from Emergency Reporting Co. for a software package with set up at \$999.00, plus an annual fee of \$1,908.00. This would replace an older system that costs \$570.00 per year. This software provides multi-user capabilities and can integrate with state reporting requirements and EMS electronic records. The program also records all equipment safety testing. Assistant Chief O'Neil will review with the EMS billing company to determine if this software would help expedite EMS billing. The Chief will review the Board's questions and report back next month. The Chief reported that the air compressor at the station, used to fill air tanks, has failed and is estimated to require \$1,000.00 in repairs. Also that he would like to send Assistant Chief Ted Smith to a fire instructor's class at a cost of \$474.00. This would enable Chief Smith to provide some in-house training to firefighters. Also needed are two replacement radio microphones at a cost of \$68.00 each. He also commented on how well the new dispatching service is working. Trustee Houston made a motion to allocate \$1,610.00 for the Compressor repair, instructor training and two radio microphones. Trustee Toman seconded the motion. The vote was all in favor. The Chief also asked for funds to renew the lamresponding.com subscription for the smart phone application that is used by all firefighters and EMS responders. The Board discussed any advantages to renew for more than one year. Trustee Houston made a motion to allocate \$800.00 to renew a one-year subscription. Trustee Toman seconded the motion. The vote was all in favor. There is also an outstanding invoice from YSU for \$3,175.00 to cover the EMR classes provided by the Township's EMS Department. Fees from outside entity participants of \$666.66 have been collected and will be applied to this payment. Trustee Houston made a motion to pay the \$3,175.00 to YSU for EMR training. Trustee Toman seconded the motion. The vote was all in favor. Assistant Chief O'Neil reported that a new dry hydrant is being installed on Palmyra road near the eastern Township boundary.

EMS DEPARTMENT EMS Director Brian O'Neil reported that the new Medical Director has completed all new licensure and the department is now successfully listed under Trumbull Memorial Hospital protocols. Mr. O'Neil advised the Board that he had personally paid the annual \$150.00 EMS license fee and will consider his expense a donation to the department. He discussed with the Board the potential need to replace the monitor in the ambulance. There was a recent grant application sent for a replacement, but he is reviewing contingencies for a replacement in the event the grant is not successful. He also reported that he is reviewing the need for a second ambulance in the Township. He estimates a new unequipped vehicle at \$150,000.00 plus \$40-50,000.00 for medical equipment.

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COMMITTEE REPORTS:

Trustee Toman gave an update from the Knox energy gas-line proposal. There has been good response from the public and they will be preparing a plan for the Township. He reported that the Crime watch group on Facebook is now up to 590 members. He reported that the school property deed has been recorded and the property officially belongs to the Township. Trustee Toman then made a proclamation motion to express the gratitude of the Township residents to the Western Reserve School Board for returning the Ellsworth Elementary School property back to the Township. Trustee Houston seconded the motion. The vote was all in favor. He also reported that the abandoned house on West Hill had been purchased at auction and that the Health Department is reviewing the recent water issues there. He and Trustee Spellman were able to attend the Mahoning County Community Block Grant symposium regarding upcoming available grants. He also announced that he will be attending the National Township Convention in Washington DC at his own expense.

The Board then discussed the Elk Road resident who had requested assistance from the Township to fix a deteriorating drainage pipe on his property. The Board was sympathetic to the issue, however they cannot legally commit public funds to repair private property.

Trustee Houston reported that he has continued working with Mr. Jason Young on the parking area project. He also has been looking into some options to add parking on the new property for public ball field parking so that parking on the grassy areas can be eliminated. The slab from the old school may still be there and could be easily converted to a parking area.

Chairman Spellman reported that he has had continuous discussions with the Mahoning Valley Sanitary District to review available community block grant monies to pay for a sewer extension survey. He announced that the VFW Memorial Day parade is coming up and that the VFW has again requested participation from the Township. Also that the Mahoning County Board of Health will continue to monitor old landfills in the Township.

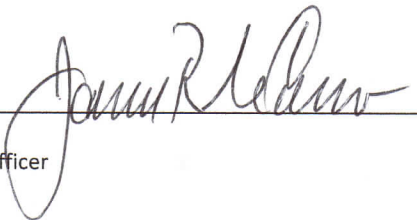
Trustee Houston then reported that the Mahoning County Library is interested in using the Fire Hall for a "Pop-Up" library program during the summer from 10:00 AM to 2:00 PM on May 11, June 1, June 22, July 13, August 3, and August 24. They will bring books available for borrowing. Trustee Houston made a motion allowing the Library to use the hall for those dates and times. Trustee Toman seconded the motion. The vote was all in favor. The public is encouraged to utilize this service.

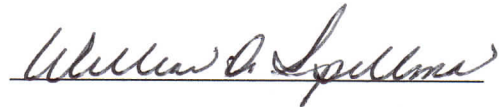
Trustee Toman then made a proclamation motion to express the Township's gratitude to the Kale family for cleaning up the property at the NW corner of rt. 45 and rt. 244. Trustee Houston seconded the motion. The vote was all in favor.

Fiscal Officer DeCenso requested a motion to pay for checks and envelopes needed for his office. Trustee Toman made a motion to allocate \$200.00 to purchase checks and envelopes from ABCO printing. Trustee Houston seconded the motion. The vote was all in favor.

Chairman Spellman announced that the next regular meeting would be held Wednesday May 11, 2016 at 7:00 p.m.

At 9:50 p.m. Trustee Toman made a motion to adjourn the meeting. Trustee Houston seconded the motion. The vote was all in favor.


Fiscal Officer


Chairman


Trustee


Trustee