

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

March 8, 2023

Chairman Fredrick Houston called the March 8, 2023, regular meeting of the Ellsworth Trustees to order at 7:00 pm. A roll call was taken to establish a quorum: Chairman Fredrick Houston - present, Vice Chairman Robert Toman - present, Trustee William Spellman – excused absence. Also present were Fiscal Officer James DeCenso, Road and Maintenance Supervisor Tom Hoffman, Fire Chief Ted Smith, and Zoning Inspector Wayne Sarna. The Pledge of Allegiance was recited.

MINUTES: Fiscal Officer DeCenso presented the minutes from the last Regular meeting which was held February 8, 2023. No one in attendance requested that the minutes be read. **Motion 2023-36:** Trustee Toman made a motion to accept the minutes from the last meeting. Trustee Houston seconded the motion. The roll call vote was all in favor.

FISCAL REPORT: Fiscal Officer James DeCenso reported that February's receipts were \$70,422 and expenditures were \$75,561. Receipts included \$48,000 in 1st half property advances. Expenditures included the \$10,004 payment to the Mahoning Cty Sheriff for the Township's share of the SRO. Mr. DeCenso also remarked that expenditures will continue to be somewhat higher due to the 24-7 staffing at the Fire Station. The total gross fund balance as of February 28, 2023, was \$618,583, including \$55,538 in unencumbered ARPA funds; \$218,964 in Fire/EMS Operation and Equipment funds and \$301,884 in Road funds. The General Fund balance is \$33,707 (includes Cemetery and Zoning funds). The Fiscal Officer had no current invoices for approval. Mr. DeCenso reported that the 2022 final financial statements and notes have been completed and uploaded to the State Auditor as required. He then discussed the final appropriations that were approved at the last meeting (Motion 2023-25). He indicated that the motion did not include an approval for him to transfer funds from the General Fund to the Zoning fund as needed. Although the appropriation budget did include \$20,000 for potential transfers, he would like a motion by the Board to verify his authority for any future auditor questions. **Motion 2023-37:** Trustee Toman made a motion to authorize the Fiscal Officer to process any appropriation fund transfers as originally contained and approved under Motion 2023-25. Trustee Houston seconded the motion. The roll call vote was all in favor. The Fiscal Officer then advised the Board that he did process a fund advance of \$23,650 from the Fire Fund to the EMS Fund. Since both funds are legally and technically the same fund, he did not see any reason to request Board approval. The funds will be returned in May, when the county settles the 1st half property tax collections. Mr. DeCenso then reported on conversations he had with the Ohio Department of Agriculture regarding any available grants or loans for Fire and EMS use. Unfortunately, the Township's average household income, as reported by the Census Bureau, exceeds the threshold for those programs. Mr. DeCenso then again reviewed the 2023 NOPEC Community Sponsorship program. NOPEC will grant up to \$1,000 for acceptable community events. In 2022, NOPEC provided \$250 to the Wreaths for Veterans and \$750 for the Township's Trick-or-Trunk event. The Fiscal Officer then discussed his recent interactions with Farmer's Bank. It seems that since Farmer's has grown, their customer service with the Township has fallen. He reported on issues with the Bank's handling of the new account, due to their integration with Cortland Bank, the transition from their VISA credit card to Mastercard and the delays in responding to the requested loan on the Ambulance. Mr. DeCenso reported that he has begun to request proposals from other local banks, but wanted to get the Board's opinion. The Board did not object to his gathering of other banking proposals and would review when appropriate.

Chairman Houston then recognized Anthony, representing Western Reserve Baseball Organization (WRBO). Anthony thanked the Board for their many years of support of the WRBO and their commitment to maintaining the Township's baseball fields. The Board discussed the renewal of a contract to again provide the cost of a handicap portable toilet for the 2023 baseball season. The fee obtained by WRBO from United Rentals is \$135 per month. The Board discussed the need to keep the unit through October for the Halloween event. **Motion 2023-38:** Trustee Houston made a motion to approve eight months and up to \$1,080 for the handicap portable toilet rental. Trustee Toman seconded the motion. The roll call vote was all in favor.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held

20

Regular Trustee Meeting March 8, 2023, Continued

ROAD and MAINTENANCE: Mr. Tom Hoffman reported that there was one burial in the Township in February, with assistance from Berlin. He also assisted Berlin with one of their burials. He reported that the cemeteries have been cleared of old flowers, wreathes and old flags. He reviewed a small flag post that Berlin uses to display their gravesite flags. It prevents the wooden flag posts from deteriorating. He will continue to investigate something similar for Ellsworth. He then discussed the parts he ordered to prepare for the installation of the new LED signs in front of the Fire Station. He also reported that the new mower should be ready for pick-up by the beginning of April. Mr. Hoffman reported on some refrigerators that he and the Fiscal Officer reviewed at Smith's Wholesale Appliances in North Jackson. They will provide an additional 5% discount to the Fire Department. **Motion 2023-39:** Trustee Toman made a motion to approve up to \$2,000 for a new refrigerator and an extended warranty for use in the Fire Station kitchen, from the Fire Fund. Trustee Houston seconded the motion. The roll call vote was all in favor. Mr. Hoffman then discussed with the Board some additional quotes he received to replace the fencing at one of the ballfields. Esterly Fence quoted \$7,700 for the "infield" fence and \$7,540 for the outfield. The Board compared these quotes with those received earlier from Austintown Fence of \$3,300 for the infield and \$7,200 for the outfield. The infield price is cheaper as they were not replacing all the posts. The Board and Mr. Hoffman agreed to wait until after baseball season. Mr. Hoffman then again discussed the need to repair the asphalt in the Fire Station parking lot and will get some pricing to replace the glass front doors in the Fire Station.

ZONING REPOORT: Mr. Wayne Sarna advised the Board that he wrote three Zoning permits since the last meeting, including a shed on Huxley Rd.; a metal fence on Duck Creek Rd.; and a garage on Western Reserve Rd. He reported that Atty. Mathews sent a letter to the Lewis' in which he indicated their need to comply with sections 405 and 406 of the Township Zoning Resolution. Atty. Mathews contacted him and indicated that they may withdraw their appeal request. Mr. Sarna reviewed the previous inspection and condemnation of the property at 10610 Akron Canfield Rd. He indicated that Atty Finamore will process the title search for \$150.00. **Motion 2023-40:** Trustee Toman made a motion to approve payment of \$150.00 to Atty Finamore to obtain the necessary title search on 10610 Akron Canfield Rd. Trustee Houston seconded the motion. The roll call vote was all in favor. Mr. Sarna then reported on four other properties that he is reviewing for recent violations.

FIRE DEPARTMENT: Chief Edward Smith reported that there have been 33 emergency calls in the Township in February of which 16 were EMS related. There were 12 transports during the month of which all were provided by Ellsworth. The Chief reported that the old ambulance had a tire blow out and had emergency repairs made by Springer Tire. They also replace the lug nuts. Their invoice has not yet been received. The Fiscal Officer was advised. He reviewed three EFD applications; Collin Dales and Edward Orr who are Medics with FF II certificates and Kerrigan Humphreys, who is an EMT-B. The Chief then requested new turn-out gear for himself. He gave his to a new member. A complete replacement set of gear is \$4,452. He requested funds to replace two Akron Brass nozzles at \$451 each plus \$145 freight. He advised the Board that he is looking at some additional Ohio EMS grants. The Chief then presented a Hazmat Billing Policy and Schedule per ORC 3745.13. This would be necessary to begin the process to bill for the East Palestine activities. He then reviewed the previous month's staffing. He reported that there was at least one person at the station 98% of the time and two people 76% of the time. Occasionally he has a third person at the station to assist with new members, until he feels that they are competent to work alone. He thanked Mr. Hoffman and Assistant Chief Jillian Smith for their efforts in cleaning out the upstairs storage in the Fire Station. Chief Smith then presented a program to rent fire gear, instead of purchasing gear. The advantage is that proper sizing can be acquired and then returned if that person leaves the department. The Board discussed the merits of renting and reviewed a rental proposal from Phoenix Safety Outfitters. The proposal provides multiple scenarios based on the term of any rental Agreement. The Chief and the Board discussed the need to replace the six sets of gear that was worn on-sight at East Palestine. That gear has been designated as contaminated by the EPA and can no longer be worn. The contaminated gear should be replaced at full cost by Norfolk and Southern but no time frame has been designated. The Board discussed renting six sets of gear for a period of three months and then determining a course of action once any reimbursements are received or promised. The total quote to rent gear for the six members whose gear was contaminated is \$4,017. It was also discussed to rent new gear for Chief Smith for one year at a cost of \$150 per month. **Motion 2023-41:** Trustee Houston made a motion to approve payment of \$4,017.00 to Phoenix Safety Outfitters for three months rental of six sets of gear and to encumber funds to rent a turnout coat for Chief Smith at \$150.00 per month for 12 months, from the One-Mill Apparatus Fund.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

Regular Trustee Meeting March 8, 2023, Continued

Trustee Toman seconded the motion. The roll call vote was all in favor. **Motion 2023-42:** Trustee Toman then made a motion to approve the purchase and freight costs of two Fire Nozzles for up to \$1,200.00 and to approve the applications of Collin Dales, Edwar Orr and Kerrigan Humphreys. Trustee Houston seconded the motion. The roll call vote was all in favor. **Motion 2023-43:** Trustee Houston made a motion, pursuant to ORC 3745.13 to approve an updated Ellsworth Township Fire Dept Hazardous and WMD Response Plan as presented. Trustee Toman seconded the motion. The roll call vote was all in favor.

COMMITTEE REPORTS:

No Committee Reports

OLD BUSINESS:

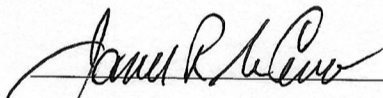
The Board discussed the upcoming Fire Truck auction.

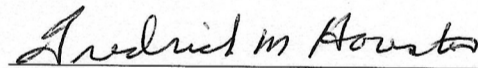
NEW BUSINESS:

The Board discussed the need to add an alternative member to the Zoning Commission as a regular member may need to be off for an extended medical leave. **Motion 2023-44:** Trustee Toman made a motion to appoint Dee Tripp as an alternate to the Zoning Commission. Trustee Houston seconded the motion. The roll call vote was all in favor. Mrs. Tripp accepted the position.

The next regular meeting will be Wednesday April 19, 2023, at 7:00 pm.

With no further business, at 9:09 pm, **Motion 2023-45:** Trustee Toman made a motion to adjourn. Trustee Houston seconded the motion. The roll call vote was all in favor.


Fiscal Officer


Chairman

Chairman


Trustee

Trustee

Trustee