

# 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 8, 2020

Chairman Fredrick Houston called the July 8th 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 - present. Also present were Fiscal Officer James DeCenso, Zoning Inspector Wayne Sarna, Road and Maintenance Supervisor Matt Stroney, ZBA Chairman Jim Tripp, and Fire Chief Ted Smith. The Pledge of Allegiance was recited.

MINUTES: Fiscal Officer DeCenso presented the minutes from the last regular meeting held June 10, 2020. No one in attendance requested that the minutes be read. Trustee Toman made a motion to accept the meeting minutes. Trustee Spellman seconded the motion. The roll call vote was all in favor.

FISCAL REPORT: Fiscal Officer James DeCenso reported that June's receipts were \$18,153 and expenditures were \$30,219. Total receipts through the first six months of 2020 were \$262,504 and total expenditures were \$301,612. Excluding the BWC grant purchases and the additional payment to ODOT SIB, normal-operational expenditures were \$221,801. The total gross fund balance as of June 30, 2020 was \$572,923. Accounting for the increased principle payment on the ODOT loan in February, the outstanding loan balance has been reduced to \$50,805. A net gross fund balance is \$522,108 and the General Fund contingency balance is \$2,277. He then presented for approval invoices paid by VISA of \$321.92 from Gordon Bros for repair work on the water system, \$250.50 from Green Valley Seed for grass seed and fertilizer, \$320.00 for Youngstown/Warren Chamber dues, \$2,500.00 to Ellis Construction for work on the ballfield parking lot, and \$14,662 to OTARMA for the 6/2020 - 6/2021 Property and Liability Insurance. Trustee Spellman made a motion to approve the \$18,054.42 in expenses. Trustee Toman seconded the motion. The roll call vote was all in favor. The Fiscal Officer then notified the Board that NOPEC has a program to sponsor a community event, however the subject may be moot with the pandemic. He then reviewed with the Board the 2020 lease renewal with the Mahoning County Green Team. The Township will receive \$2,250 for use of the parking lot space for the recycling bins. Trustee Toman made a motion to renew the lease Agreement with the Green Team for the 2020 term. Trustee Spellman seconded the motion. The roll call vote was all in favor. Mr. DeCenso then explained to the Board the Ohio Coronavirus Relief Fund established by the Federal CARES act and disbursed thru HB 481. Monies from the grant can only be used for Coronavirus related expenses, not originally accounted for in the 2020 Budget. The Township would receive \$5,062. A resolution accepting the funds is required. Any unspent money by October 15<sup>th</sup>, would need to be sent back to Ohio by year end. Trustee Toman made a motion to pass a resolution requesting the Ohio CRF grant. Trustee Spellman seconded the motion. The roll call vote was all in favor. The Fiscal Officer then explained to the Board the ability to increase the 2020 approved appropriations due to revenues exceeding budgets. He reviewed the revenues collected for the first six months of the year. He also informed the Board that the 2020 BWC Grant of \$35,005 was never included in the original Certificate granted by the County. He then requested the Board to increase 2020 appropriations by \$63,172 which includes the BWC Grant. He could then proceed to request an Amended Certificate from the County Budget Committee. Trustee Spellman made a motion to increase the 2020 Appropriations by \$63,172 making the new 2020 amount \$1,099,684. Trustee Toman seconded the motion. The roll call vote was all in favor. Mr. DeCenso then reviewed a report that he and Chief Smith compiled to analyze the 2020 EMS revenue and expense. Collections for the first six months of 2020 was \$14,486 compared to a 2019 total of \$39,766. Total transports were 32, compared to the total of 70 in 2019. It appears that elective transports to the hospital are down due to the Coronavirus pandemic. With the reduced revenue and higher personnel costs, due to the on-call program in process, the EMS fund saw a reduction of \$14,657 for the first six months of 2020 versus an increase of \$656 in 2019. Conversely, the Fire Fund has increased by \$15,154 during the first six months of 2020 versus the 2019 total increase of \$8,416. Adding the two funds together, the net is an increase in funds of \$497 for the first six months of 2020. Chairman Houston reminded the Board that they had agreed to approve the On-call program for six months starting in April and that any shortfalls would be reimbursed through the General Fund. Currently, that is not necessary. The Fiscal Officer then reviewed a meeting that he had attended with Cathy Gonzales from KLA Risk Management. KLA is a representative of OTARMA. Ms. Gonzales reviewed the risk areas in the Township and will send a report of her findings. He also reported that the bi-annual audit is still in process.

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## Regular Trustee Meeting July 8, 2020 Continued

ROAD and MAINTENANCE: Mr. Matt Stroney reported that there was one burial last month and that five lots were sold in June. The new cemetery sign is ready for installment. Also, that the culvert pipe has been installed at the new ballfield parking lot. He advised the Board that he will be purchasing some new Stop signs. Mr. Stroney reviewed some quotes for crack sealing and sealing of the Township's roads, cemetery, and parking lots. The crack sealing quote for the roads is \$3,600. If done in-house, materials to do the roads, cemetery and parking lots will be approximately \$1,000. However shared services from other Townships seems to be unavailable this year. The Board discussed using volunteers, including themselves to assist with the workload and suggested that Mr. Stroney make arrangements to rent the crack seal machine. The Mr. Stroney suggested that he could replace the two First Energy area lighting units on the north drive with LED packs. We currently pay \$38 per month for those two fixtures. The Board felt that that was a good idea and advised Mr. Stroney to proceed. Mr. Stroney advised the Board that the Fire Department west door open needs replaced. The door is not always closing. The other door opener was approximately \$1,400. He also has begun to gather pricing to update or replace the windows in the Fire Hall with new energy efficient glass. He did obtain a quote from AM Door to replace the seals on the Fire Hall front glass doors. The quote is \$471. Trustee Toman made a motion to approve up to \$500 to replace the seals on the Fire Hall front doors. Trustee Spellman seconded the motion. The roll call vote was all in favor.

ZONING REPORT: Mr. Wayne Sarna reported that four permits were issued since the last meeting. He had issued permits for a home addition to a residence on Duck Creek Rd; a three-car garage on Kivatani Trail; an 8 foot fence was approved to the rear of the property on Berlin Station Rd that had been given a variance by the ZBA; and a permit was granted for an above ground pool on Leffingwell Rd. He advised the Board that he sent a letter to the property owner of 11535 W Akron Canfield road for tall grass and an uninhabited farmhouse. A neighbor has also filed a complaint with the Mahoning County Health Dept. He also reported that he sent a letter to the occupant and the property owner of 11283 N Palmyra Rd regarding a detached garage that was placed at the front of the house without a permit. He discussed the matter with the County Prosecutor's office and the owner was given until July 11 to rectify the problem. Mr. Sarna reported that he met with Atty. Finnamore regarding his earlier site plan rejection for the proposed cement batch plant on route 45. The matter has been appealed to the ZBA and Mr. Sarna would like to retain Attorneys Finnamore and Mathews to represent the Township. He then distributed research from Atty Finnamore regarding formal policies for abatement of tall grass, deteriorating buildings and abandoned vehicles in the Township. He also distributed the Jackson Township transient vendor policy as a sample to consider for Ellsworth Township.

Chairman Houston then recognized Jim Tripp, Chairman of the ZBA. Mr. Tripp requested that the Board consider Robin Whitehair as a regular member of the ZBA, replacing Rita Baun's term which expires in January 2021. Trustee Spellman made a motion to appoint Robin Whitehair to fill the unexpired term of Rita Baun. Trustee Toman seconded the motion. The roll call vote was all in favor.

FIRE DEPARTMENT: Chief Edward Smith reported that in June, there were 14 calls including 12 EMS calls with 11 transports of which the Township transported 10. He also reported that the Department provided mutual aid once to Jackson Twp. He advised the Board that Milton Twp. was switching radio frequencies which will eliminate any on-site communication with them. The Chief reported that he has two potential new members for the department; namely Theresa Sevek and Dustin Rogers. He reported to the Board that Abigail Schors and Jacob Pyatt have completed their classes and are now EMTs. Also, that Isabel Schors would like to begin her EMT class at MCCTC and the cost for the class is \$1,500. She is requesting assistance from the Township. Sarah Garcia is asking for assistance to attend Medic school which costs \$2,500. The Board discussed methods to assure that individuals that are granted funds stay with the department for an adequate period, or that the money is payed back. The Chief described some upcoming Fire and EMS drills. Other training routines are being assigned to those individuals while they are On-call. The Chief described a scenario where a battery powered positive pressure fan would have been beneficial. The cost of a fan with a water mister is \$5,100. He also reported on a list of fittings and flashlights that need to be replaced on some of the trucks. The estimated cost for all items is \$2,087. The Board discussed the availability of funds in the On-Mill Levy Fund while projecting that the department will need to possibly replace five sets of turnout gear, at \$2,500 each before year end. Trustee Toman made a motion to approve up to \$5,100 for the fan and \$2,087 for truck fittings and flashlights. Trustee Spellman seconded the motion. The roll call vote was all in favor. The Board then continued discussions

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regarding funding for Isabell Schors to obtain her EMT certification. Trustee Toman made a motion to approve \$1,500 for Isabell Schors to attend MCCTC to obtain her EMT certification. Trustee Spellman seconded the motion. The roll call vote was all in favor. Chief Smith indicated that he will be applying for a 2021 education grant that may reimburse this expenditure to the Township.

### COMMITTEE REPORTS:

Trustee Toman advised that he spoke with Jeff Williams regarding a small salt inventory left over from last year. He indicated that any inclusion into the State contract needs to be acted upon before July 31<sup>st</sup>. He discussed with the Board the use of the ballfields this season during the pandemic. The Board discussed that any tournament or league use of the fields would be unadvisable due to liability issues.

Trustee Spellman gave an update on the complaint he received regarding a shooting range set up on Palmyra Rd and used for concealed weapon license classes. He suggested that the Zoning commission review the business use of the residence for this purpose. He also reported that Baily Rd. was paved, and that Duck Creek and Gibson are on the schedule.

Trustee Houston reported on his recent meeting with KLA Consulting regarding the mitigation of potential risk issues within the Township.

The Board discussed the property repairs from the April wind damage. All repairs have been completed to the Town Hall, the Admin/Fire Station, and the Cemetery. The Board authorized the Fiscal Officer that the claim can now be settled with the Insurance Adjuster.

The Board revisited the Fire Bay Door #3 closing issue. Chief Smith acknowledged that the door does stick occasionally and could be a deterrent to responding. Trustee Toman made a motion to approve up to \$1,500 to have the opener replaced by JW Murdock & Co. Trustee Spellman seconded the motion. The roll call vote was all in favor.

### OLD BUSINESS:

No old business was discussed.

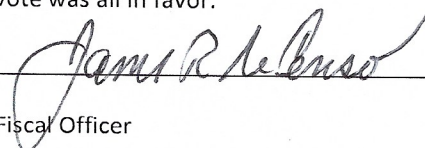
### NEW BUSINESS:

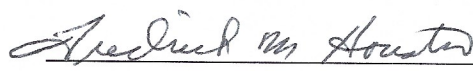
The next meeting will be held at 7:00 pm on Wednesday, August 12, 2020 at the Town Hall, or Fire Hall, depending on social distancing requirements at the time.

At 9:15 pm, Trustee Spellman made a motion, pursuant to ORC 122.22(g)(1) to adjourn into executive to session to discuss personnel and legal matters. Trustee Toman seconded the motion. The roll call vote was all in favor.

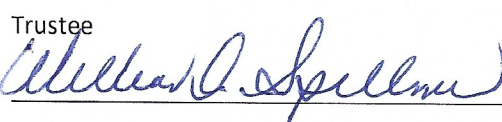
At 10:00 pm, Trustee Spellman made a motion to return to regular session. Trustee Toman seconded the motion. The roll call vote was all in favor. No items discussed in executive session required attention.

At 10:05 pm, Trustee Toman made a motion to adjourn. Trustee Spellman seconded the motion. The roll call vote was all in favor.

  
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Fiscal Officer

  
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Chairman

  
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Trustee

  
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Trustee