

Kinsman Township Trumbull County Records of Proceedings

Work Session Held on January 6, 2024, at 10:00 A.M.

Chairman Bruce Bancroft opened the work session meeting.

All present stood to recite the Pledge of Allegiance to the flag.

Fire: Travis Sapp and Chad Thompson attended the work session meeting. Travis told the trustees that a State Fire Marshal grant has opened for \$15,000 with no match. They are planning on applying.

There is also an ODNR grant that has opened. The department can write a grant request for a skid unit or wildland gear jumpsuits. They are looking to see if there is a possibility of purchasing a new brush truck. They currently have a 1991 F250 brush truck. It is not suitable to use the SUV with a trailer for brush removal.

Travis told the trustees that they have written grants four times for FEMA for a brush truck and have been denied each time. A 2023 F250 XL brush truck at Valley Ford state purchase is \$55,000 with lights and graphics estimated at \$7,000.

The SUV gets utilized for traveling and training.

The fire department does well with grants, and they are looking for a grant to replace the SCBA bottles, about 10 or 12 of them. The air packs are in good shape. They would like to replace some cylinders and hose.

Travis has started to reach out to organizations to come to Safety Forces Day hoping that more people can come out. It will be held the third Saturday of June. Preparation begins in January. Bruce will go to the fire department meeting on Tuesday at 8 p.m. to discuss possible housing of police vehicles.

Travis told the trustees that it has become more difficult to recruit young volunteer firefighters. The trustees thanked Chad and Travis for their work.

Road: Tim Tricker and Vince Peterson discussed their plans for the road project this year. It is important that the roads need to be resealed in town, mostly tar and chip. The cost of tar and chip is about \$15,000 per mile. If they can have half of the roads done that would be great, double-layer chip seal.

The cost is estimated at \$170,000. Marge told the trustees that we could probably do that.

Vince spoke with the county engineers regarding weight limits on several roads. They are waiting for the engineer's studies to post them. Weight limit signs need to be posted on both sides of Ward Christy Road. They need to take photos of the damage and document it when it happens.

Ward North is being destroyed by overweight trucks. Ward Christy did not get in on the weight study with Ward North. We have heard nothing on speed limit requests yet.

Ray State Line Road needs paved but suggesting tar and chip. Greene Township in PA takes care of the West Salem portion of Turner Mullen Road. It is Kinsman's turn to maintain Corinth Court this year.

Tim and Vince discussed Road equipment. The boom mower main pin will probably go soon and the flail mower head needs to be rebuilt.

The trustees will plan to pay Vince Peterson \$21.50 per hour beginning in January, and they will discuss it further on Monday at the reorganization trustees' meeting.

The trustees will hold off on advertising for a full-time road worker until before April when Tim leaves. He will continue his present salary until he leaves then.

The trustees expressed their gratitude for all the road workers continue to accomplish for the township.

Vince will be attending the reorganization meeting. Vince told the trustees the backhoe cylinder shafts need to be re-chromed. He can replace the bushings to save money.

The new mower will arrive sometime in January.

Greg asked Tim and Vince to put together this year's road project for bid as soon as possible.

The trustees thanked Tim and Vince for their continued fine work in the road department.

Zoning- Mark told the trustees that we didn't have as many zoning permits as last year. He wrote about \$2,662 in permits for 2023. Mark is waiting on the attorney regarding the zoning map. It may be a couple of weeks. We are waiting on a written opinion from legal regarding the use of the feed mill on Mayburn Barclay. Its purchase is contingent on permitted use. The buyer is aware that he would need to purchase a variance. A Farmdale resident was asked their opinion of a commercial business in Farmdale. They did not have a comment.

Police- Thad told the trustees that his biggest focus for 2024 is on recruitment and retention. He has suggested a \$1 raise for part-time officers and the police secretary. He told the trustees that Rochelle is doing a fantastic job. One person applied for police officer last week. Another person is interviewing on Tuesday. He is putting together a schedule for officers on the road. He asked about benefits for full-time employees. Thad will be putting together a package to offer applicants.

Thad told the trustees that we no longer need Lexipol services. Thad is going through the department's policies.

Greg told the trustees that he is giving up his commission for law enforcement but will continue to help with police events. He also said that Leroy is taking over the organization of the Kinsman Police Golf Outing and is eagerly looking forward to it. Leroy will contact Marti to find dates.

Thad told the trustees that he is looking for the right fit for a full-time officer and is not hiring out of desperation. He is doing residential property checks, senior welfare checks, etc.

He will be trying to get Ward North and Ward Christy weight limit enforced. He can do a traffic stop of overweight trucks until the county gets here.

The speed problem in town is drastically worse and traffic stops need to be made.

The trustees are appreciative of Thad's work to get this underway.

Thad told the trustees that he would like to purchase a laser that can measure distance.

The trustees asked Thad if he would be available to attend the Fire meeting at 8 p.m. Tuesday.

He will try to be there.

Thad would like to install security cameras in the lobby and locations in the administration building. We will contact Hudson Communications to get a quote.

Thad is unable to attend the reorganization meeting on Monday. Josh is back to his official schedule soon. He may be able to deliver some address signs if he has time. Some people who ordered signs may be older and cannot get out of the house.

Greg Leonhard made a motion, seconded by Jamin Banning, to adjourn the department head work session. The vote was unanimous. The time was 12:22 p.m.

Trustees

Fiscal Officer

Kinsman Township Trumbull County Records of Proceedings

Regular Trustees Meeting Held on January 8, 2024, at 6:00 P.M.

Fiscal Officer Margaret Crupi called the reorganization meeting to order and asked all present to stand for the Pledge of Allegiance.

Bruce Bancroft made a motion, seconded by Greg Leonhard, to waive the reading of the minutes of the December 11, 2023, regular trustees meeting, the December 14, 2023, Special Meeting, and the January 6, 2024, Work Session meeting until the February 12, 2024 regular trustees meeting. The vote was unanimously approved.

The Fiscal Officer opened nominations for Chairman Trustee.

[RN2024-001] Bruce Bancroft made a motion, seconded by Greg Leonhard, to nominate Jamin Banning for Chairman Trustee. There were no other nominations.

The vote was as follows:	Bruce Bancroft	Yes
	Greg Leonhard	Yes
	Jamin Banning	Yes

Be it so resolved this 8th day of January 2024.

The Fiscal Officer opened nominations for Vice Chairman.

[RN2024-002] Bruce Bancroft made a motion, seconded by Jamin Banning, to nominate Greg Leonhard as Vice Chairman Trustee. There were no other nominations.

The vote was as follows:	Bruce Bancroft	Yes
	Jamin Banning	Yes
	Greg Leonhard	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-003] Greg Leonhard made a motion, seconded by Bruce Bancroft, to set the following sums aside as temporary appropriations until permanent appropriation amounts can be established for the several purposes for which expenditures are to be made for and during the fiscal year 2024.

General Fund	\$259,509.54
Motor Vehicle License Tax Fund	89,038.47
Gasoline Tax Fund	234,946.00

Road & Bridge Levy Fund	314,282.13
Fire Special Levy Fund	249,190.46
Fire & EMS Levy Fund	207,099.33
Police Special Levy Fund	310,079.67
Lighting Assessment Fund	14,693.53
Capital Project Sidewalk Fund	229,000.00
Park Committee Fund	37.85
Local Fiscal Recovery ARP Fund	<u>11,920.83</u>
Total of All Funds	\$1,919,797.81

The vote was as follows:	Greg Leonhard	Yes
	Bruce Bancroft	Yes
	Jamin Banning	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-004] Jamin Banning made a motion, seconded by Bruce Bancroft, to set the regular trustees meeting dates for the second Monday of every month at 6 p.m. at the Kinsman Administration Building 7890 State Route 5. If Monday is a holiday, with the exception of Columbus Day, then we meet on the following Tuesday evening.

The vote was as follows:	Jamin Banning	Yes
	Bruce Bancroft	Yes
	Greg Leonhard	No

Be it so resolved this 8th day of January 2024.

[RN2024-005] Greg Leonhard made a motion, seconded by Jamin Banning, to conduct meetings in full compliance with the Ohio Sunshine Law and accordingly establish the following rules for scheduling and notice of Regular Meetings will be posted at the Administration Building 7890 State Route 5 or at the Township Garage.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-006] Jamin Banning made a motion, seconded by Bruce Bancroft, that notice of Special Meetings shall be given by posting advance written notice of the same in a conspicuous place at the Administration Building and Township Garage. Additionally, notice of all Special Meetings shall be given to the Tribune Chronicle, posted on the township sign, and the Kinsman Township Facebook page of social media at least 24 hours in advance of the meeting, except in an emergency in which the notice shall be given as soon as practicable. Special Meeting written

notice will also be given in advance to anyone who provides the township with prepaid postage, self-addressed envelopes or postcards.

The vote was as follows:	Jamin Banning	Yes
	Bruce Bancroft	Yes
	Greg Leonhard	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-007] Greg Leonhard made a motion, seconded by Bruce Bancroft, to set annual work session meetings with township depart heads for the earliest possible convenience and discretion of the trustees for the new fiscal year.

The vote was as follows:	Greg Leonhard	Yes
	Bruce Bancroft	Yes
	Jamin Banning	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-008] Greg Leonhard made a motion, seconded by Jamin Banning, to appoint or reappoint the following township workers:
Reappoint Thad Stephenson as Police Chief
Reappoint Mark Posey as Zoning Inspector
Reappoint Tim Tricker as Road Superintendent until March, 2024, then Vince Peterson will be appointed as Road Superintendent.
Reappoint Zane Stowe, Josh Ellwood-Bellas, and Jonelle Gerke as part-time Police Officers
Reappoint Carrie Betts as Police Reserve Officer
Reappoint Pastor Mark Biel as Police Chaplain
Reappoint Rochelle Jackson as Police Secretary
Appoint Ed Slywczak as part-time Road Worker

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

The trustees will hold off on appointing an interim Fire Chief and Police Sergeant.

[RN2024-009] Greg Leonhard made a motion, seconded by Jamin Banning, to set the following wages beginning January 2024:

Road Superintendent	\$21.50/hr.
Full-Time Road Worker	\$21.50/hr.
Part-Time Road Worker	\$14.00/hr.
Zoning inspector Mark Posey	\$465/month
Police Secretary	\$15.00/hr.

Part-Time Police Chief	\$26,000/year
Part-Time Police Officers	\$19.00/hr.
Police Chaplain	No Compensation
Reserve Officers	No Compensation
Fire Chief	\$250/month

The trustees also voted to raise current full-time Road Worker Vince Peterson’s wage to \$22.50 per hour beginning April 1, 2024, when he will move to the position of Road Superintendent when Tim Tricker leaves township employment.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-010] Jamin Banning made a motion, seconded by Greg Leonhard, to give the full-time employees the following paid holidays: New Year’s Day, Martin Luther King, Jr. Day, Washington-Lincoln Day, Memorial Day, 4th of July, Juneteenth, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day. If the holiday falls on Saturday or Sunday, then the holiday will be observed on Monday. If they had to work the holiday, they could take another day as compensation for the paid holiday. Holiday pay would be double-time and a half.

The vote was as follows:	Jamin Banning	Yes
	Greg Leonhard	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-011] Greg Leonhard made a motion, seconded by Jamin Banning, to set the following paid vacation days for the Road Department:

Tim Tricker and Road Worker Vince Peterson will be paid 40 vacation hours for 2024, plus the following additional vacation hours: 1st year-5 days, 2nd year 5 days, 3rd year-10 days, 4th year and on add 1 day each year to a maximum of 20 days.

Tim Tricker is in his 10th full year for 2024 and will receive 10 days (80 hours) this year paid vacation plus eight days (64 hours), for a total of 144 hours, plus one personal day (8 hours).

Vince Peterson is in his 9th full year for 2024 and will receive 10 days (80 hours) paid vacation, plus seven days (56 hours) for a total of 136 hours, plus one personal day (8 hours). Vacation days must be used by the end of the year; they cannot accumulate.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-012] Greg Leonhard made a motion, seconded by Jamin Banning, for full-time employees to receive 1.25 sick days per month up to 260 sick days. Upon termination of employment, the employee will receive up to 50 days of accumulated sick pay plus half of the accumulated balance of sick pay up to a maximum of 155 days.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-013] Greg Leonhard made a motion, seconded by Jamin Banning, to pay the Zoning Board and Zoning Board of Appeals Board \$25.00 per attendance of the respective Board meeting, paid semi-annually or annually.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

The trustees thanked and commended Zoning Board member Angela Murphy for donating her annual pay from her Zoning Board attendance meetings to the Greenspace project.

[RN2024-014] Jamin Banning made a motion, seconded by Greg Leonhard, to use the Trumbull County Prosecutor's office for legal assistance and hire outside counsel as needed. The township is presently using Attorney Mark Finamore for township matters, and to hire Attorney Chris Davis, a Kinsman resident, as co-counsel.

The vote was as follows:	Jamin Banning	Yes
	Greg Leonhard	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-015] Greg Leonhard made a motion, seconded by Jamin Banning, to give permission to the Fiscal Officer to transfer money within a fund without prior consent from the Trustees.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-016] Greg Leonhard made a motion, seconded by Bruce Bancroft, to remain a member of the Ohio and Trumbull County Township Associations.

The vote was as follows:	Greg Leonhard	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

Jamin Banning	Yes
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[RN2024-017] Greg Leonhard made a motion, seconded by Jamin Banning, to table park costs and fees until April 2024.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-018] Jamin Banning made a motion, seconded by Bruce Bancroft, to continue to pay Memorial Day assistance to the American Legion of \$200 for 2024.

The vote was as follows:

Jamin Banning	Yes
Bruce Bancroft	Yes
Greg Leonhard	Abstain

Be it so resolved this 8th day of January 2024.

[2024-019] Greg Leonhard made a motion, seconded by Jamin Banning, for the Fiscal Officer to remain a member of the Ohio Association of Public Treasurers.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-020] Greg Leonhard made a motion, seconded by Jamin Banning, to have the Road Department, Police Department, and Fire Department turn in their inventory list and rosters to the Fiscal Officer by the end of January 2024. These will then be sent to OTARMA and on file here at the Administration Building.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-021] Greg Leonhard made a motion, seconded by Jamin Banning, to continue to advertise and sell township property via online auction.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-022] Greg Leonhard made a motion, seconded by Jamin Banning, to close the Reorganization meeting.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-023] Jamin Banning made a motion, seconded by Bruce Bancroft, to open the Regular Trustees meeting.

The vote was as follows:	Jamin Banning	Yes
	Bruce Bancroft	Yes
	Greg Leonhard	Yes

Be it so resolved this 8th day of January 2024.

[RN2024-024] Greg Leonhard made a motion, seconded by Jamin Banning, to waive the reading of the minutes of the December 11 Regular Trustees meeting, and to waive the reading of the December 14 and 28, 2023 Special Meeting minutes, and to waive the reading of the January 6, 2024, Work Session until the February 12, 2024, Regular Trustees meeting.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

Correspondence:

1. The Trumbull County Engineers asked for a date to speak with the trustees to discuss upcoming road projects in Kinsman for 2024. The trustees will work on a date.
2. The Trumbull County Engineers send an invitation for township officials to attend their Annual Dinner Meeting on Wednesday, March 6th at DiLucia's Banquet & Catering Facility located at 2610 Elm Road in Warren. Dinner is complimentary for local government officials and personnel. Guests are welcome for a cost of \$25 at the door.
3. The Trustees received the annual mileage certification for 2023. The total certified mileage at the end of Calendar Year 2022 for Kinsman Township in Trumbull County was 21.036 miles.

Old Business:

1. Fire Chief- Tyler Elser is the name of the interim Fire Chief suggested to the trustees by the Kinsman Volunteer Fire Department.

[RN2024-025] Greg Leonhard made a motion, seconded by Jamin Banning, to make Tyler Elser Interim Fire Chief of Kinsman Township until the current situation is resolved.

The vote was as follows:	Greg Leonhard	Yes
	Jamin Banning	Yes
	Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

A Kinsman resident questioned if at least 5 years of experience are required before anyone can be Fire Chief. The trustees are going with the recommendation of the fire department.

[RN2024-026] Greg Leonhard made a motion, seconded by Bruce Bancroft, to give gift cards in the amount of \$30 to each township employee, excluding township officers. This usually is done at the end of the year and was not done at the end of 2023.

The vote was as follows:	Greg Leonhard	Yes
	Bruce Bancroft	Yes
	Jamin Banning	Yes

Be it so resolved this 8th day of January 2024.

Greg said that as discussed in the Special Meeting in December, he has received information back from the Ohio EPA regarding the farmer who buried our natural water way on Ray State Line Road. Trumbull Water and Soil and the Army Corps of Engineers reviewed the problem this caused and has ordered the farmer to return the natural waterway to its original state.

We still have no word on the ARP money from the County.

Greg said we still have about 30 preordered house numbers that have not yet been picked up by homeowners. These house numbers were paid for by the township's ARP fund.

Chief Thad Stephenson may have his officers deliver some.

Bruce received a very reasonable quote from the fire association for a garage.

New Business:

1. The trustees are looking into an LED sign to upgrade the current community sign. We have requested the ARP monies from the Trumbull County Commissioners as part of the total request. Additional funds may be donated to help pay for the sign.
2. Police- Nothing new to report. The Chief turned in his monthly, quarterly, and yearly reports to the trustees. Thad told the trustees that there was a total of 15 children that participated in Shop with a Cop. The children spent \$299.64 at Ace Hardware, \$955.30 at Dollar General, and \$811 at Family Dollar, all local stores. Over \$4,000 was raised at Tip a Cop fundraiser and \$450.81 was collected in buckets that were located at Ace Hardware, Marathon, and Dollar General.
3. Fire-Nothing new.
4. Road- Tim sent in his computer this morning to be repaired and will turn in inventory when it returns. They are keeping up with the roads.

Tim told the trustees that his 1999 mower tractor is in decent shape, but the mower itself is in bad shape. The mower head itself is \$75,000 to replace. Tim said that Geauga County Engineers purchased a new one and may sell the used one. We can also call the Trumbull Council of Governments to find out if there is one that can be borrowed. Just the flail head alone is \$21,000.

- 5. Zoning- Mark gave the trustees his monthly report. He also gave the trustees Melissa Miller’s resume to review as she would like to take the spot vacated by Zoning Board Member Angela Murphy. The trustees told the public that the Zoning Board and Zoning Board of Appeals can always use more alternates.

[RN2024-027] Jamin Banning made a motion, seconded by Greg Leonhard, to appoint Melissa Miller to fill the vacancy on the Zoning Board. The trustees thanked Angela Murphy for her excellent service on the Zoning Board for the past several years.

The vote was as follows:

Jamin Banning	Yes
Greg Leonhard	Yes
Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

- 6. Public- Attorney Chris Davis expressed to the trustees that as a member of the community, she is happy for the opportunity to serve as legal counsel in Kinsman. Dan Brannon asked the trustees if they are planning on a Clean-Up Day date.

[RN2024-028] Greg Leonhard made a motion, seconded by Jamin Banning, to set Kinsman Clean-Up and Scrap Tire Day for May 18, 2024, from 9 a.m. to 1 p.m.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Be it so resolved this 8th day of January 2024.

Jamin Banning made a motion, seconded by Bruce Bancroft, to adjourn the regular trustees meeting. The time was 6:50 p.m. The vote was unanimous. The bills were paid.

Trustees

Fiscal Officer