

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on July 12, 2021 at 6:00 P.M.

Chairman Greg Leonhard called the meeting to order. All elected officials were present.

Greg Leonhard made a motion, seconded by Linda Miller, to accept the reading of the minutes of the June 28th regular trustees meeting, as corrected.

Correspondence:

1. Marge received a reply from Misty Whitmyer of the Ohio EPA. They have an office inside of the township garage that they use to do ozone studies. Vince said that they incorrectly vented a portable air conditioner into the rafters which caused the heat to turn on at the garage. Tim got the email address for Misty, who is the supervisor of the project, and she replied through email that they are working on an estimate of their power usage for reimbursement to the township.
2. Marge received a letter from the Ohio Township Association regarding the township's eligible participation in the ARP funding. Marge will register for the upcoming webinar on July 28th. There will be two payments of \$92,180.93 for a total of \$184,361.86 that Kinsman is eligible to receive to alleviate problems caused by the pandemic.

[RN2021-072] Linda Miller made a motion, seconded by Fred Stahl, to allow Kinsman Township to register to participate in ARP funding through the latest round of the federal relief program.

The vote was as follows:

Linda Miller	Yes
Fred Stahl	Yes
Greg Leonhard	Yes

Passed this 12th day of July, 2021.

Greg Leonhard acknowledged two Kinsman residents for their faithfulness in continued membership in good standing of American Legion Post 506 for fifty years. They are John P. Davis and Dennis G. Piper. They each received a National American Legion Certificate of Continued Membership presented to them by American Legion Post 506 Commander, Greg Leonhard. The trustees and all present thanked them for their continued faithful service.

Old Business:

1. Greg spoke with Tim Tricker before the meeting. He will have a detailed quote for the lowest bidder on the administration building roof, Roman Miller.
2. Linda said that 186 tires were collected by Liberty Tire. She was told that 18 of them were on the rims, but we did not collect any with rims. They may have been dumped with the collected tires after Scrap Tire Day without the trustees' knowledge. It costs \$4.50 to

take each tire off of the rim. Linda has asked if it is possible to get the overage of about \$146 paid through the grant. The trustees thanked Linda.

Linda spoke with OTARMA regarding use of the bandstand at the square by musicians. OTARMA suggested that anyone using the property should sign a Hold Harmless Agreement. Anyone wishing to utilize township property should also approach the trustees, preferably at a regular trustees' meeting to request permission and sign an Application for the Use of the Square and Bandstand Area, which contains guidelines for events not related to the local community.

The trustees agreed that a provision would be added to the agreement for no alcohol and no pets, as well. She also suggested that people who use the bandstand for events that are from outside of the community hire their own security for traffic control. This should not apply for community-oriented events. Those from outside of our community could utilize Kinsman Police for their hourly wage and \$50 for the use of the car. This can apply subsequent to tomorrow night's event. Fred will have Larry Bradley sign the current agreement, and will write in no pets or alcohol for use of the bandstand tomorrow night. Shawn and Zane will be on duty then. Once the agreement is amended, the trustees may make a resolution to make this township policy.

Linda asked Greg who gave him the quote for the slate slabs value. Greg showed Linda the quote from Gilmore Design for \$150 to \$275 apiece. We would like to have two more quotes for a total of three quotes. Greg said that one of the residents was interested in purchasing them and is now no longer interested.

3. Fred reminded everyone that the Kinsman Car Show will be held July 18th at the old high school grounds.

He spoke with Tom Klejka from the Trumbull County Engineers regarding the angled parking near the Square on Kinsman Nickerson. They are behind on their projects but will get to it as soon as possible. They did take the time to get rid of the weeds on Kinsman Nickerson and Kinsman Orangeville Roads.

4. Greg thanked the Friends of Kinsman, as well as those who donated items and purchased from the yard sale. The sale was a success.

New Business:

1. Linda asked if the Police have a Ride-Along Agreement. Shawn said that they do have one. She gave an OTARMA agreement to Shawn for review to compare. She told the trustees that they found someone to do the block work at the storage building at the old high school. He has a busy season. When they walked around the building, they noticed that the siding is either missing or cracked, along with some soffit that needs repair, and Linda would like to donate the repairs.

[RN2021-073] Greg Leonhard made a motion, seconded by Fred Stahl, to allow Linda Miller to repair and replace broken or missing siding at the storage building at the old high school grounds. She will donate the cost of the repairs.

The vote was as follows:

Greg Leonhard	Yes
Fred Stahl	Yes
Linda Miller	Yes

Passed this 12th day of July, 2021.

2. Police- Nothing new.
3. Zoning – Mark gave the trustees a copy of his June Zoning Inspector’s report. A copy of the report can be obtained by contacting the fiscal officer. He told the trustees that he found a transient vendor during the Kinsman for Sale Day and charged him a fee.
4. Fire- Nothing.

Marge told the trustees that a correction needed to be made to the General Fund balance, Special Assessment Lighting, and Gas Tax for an audit from 2017. This came to light during the recent township audit.

[RN2021-074] Linda Miller made a motion, seconded by Greg Leonhard, to amend the 2021 Estimated Resources to \$114,022 in the General Fund estimated resources and \$113, 262 appropriations of the General Fund, and amended estimated resources of Special Assessment Lighting Fund of \$17,212.45 and Gas Tax Fund estimated resources of \$213,633 reflecting audit adjustments from the 2016 and 2017 audit periods.

The vote was as follows:	Linda Miller	Yes
	Greg Leonhard	Yes
	Fred Stahl	Yes

Passed this 12th day of July, 2021.

Marge regretfully asked the trustees permission to review the total transactions for each fund and pay her fiscal officer pay by percentage of transactions done for that fund during the previous month. She is currently taking 10% of her pay from Road, Fire, and Police. The General Fund is depleted at this time.

[RN2021-075] Fred Stahl made a motion, seconded by Greg Leonhard to allow the fiscal officer to divide her pay calculated by the percentage of the previous month’s transactions per fund during the previous month. Linda added that she will vote yes regretfully.

The vote was as follows:	Fred Stahl	Yes
	Greg Leonhard	Yes
	Linda Miller	Yes

Passed this 12th day of July, 2021.

During the recent audit it came to Marge’s attention that the motion to accept Permanent Appropriations for 2021 did not have the amounts posted. She asked the trustees’ permission to insert them now.

[RN2021-075] Linda Miller made a motion, seconded by Greg Leonhard, to insert the 2021 Permanent Appropriations into the minutes. These amounts should have been posted with RN2021-037.

The vote was as follows:	Linda Miller	Yes
	Greg Leonhard	Yes
	Fred Stahl	Yes

Passed this 12th day of July, 2021.

*These are the original Permanent Appropriation amounts and have since changed due to an audit adjustment reflected by RN2021-074

General Fund	112,295.52
Motor Vehicle License Tax Fund	90,000.00
Gasoline Tax Fund	191,131.72
Road & Bridge Fund	173,762.00
Fire Special Levy	214,753.00
Fire & EMS Levy	72,300.00
Police Special Levy	133,155.00
Lighting Assessment	12,467.45
Capital Equipment Fund-FEMA	277.00
Park Committee	1,682.85
Capital Project-Sidewalk	156,200.00
Coronavirus Relief Fund	30,358.77
Park Committee Fund	1,681.85
Total of All Funds	<u>1,190,065.16</u>

5. Public- the Friends of Kinsman would like the trustees' permission to use the concession building to sell food during the Soccer season. They will pay for the electric used during these two months. The trustees thanked Kathy Sielschott and the Friends of Kinsman for her offer.

[RN2021-076] Greg Leonhard made a motion, seconded by Linda Miller, to allow the Friends of Kinsman to use the concession building to fundraise to benefit the township by proceeds from food sales during the 2021 Soccer season, and to accept their offer to pay electric usage of the concession building during the two-month season.

The vote was as follows:	Greg Leonhard	Yes
	Linda Miller	Yes
	Fred Stahl	Yes

Passed this 12th day of July, 2021.

Fred Stahl made a motion to adjourn, seconded by Greg Leonhard. The time was 6:53 p.m. The bills were paid.

Trustees

Fiscal Officer

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on July 26, 2021 at 6:00 P.M.

Chairman Greg Leonhard called the meeting to order. All elected officials were present.

Greg Leonhard made a motion, seconded by Linda Miller, to accept the reading of the minutes of the July 12th regular trustees meeting, as corrected.

Correspondence:

1. Misty Whitmyer of the Ohio EPA replied via email that their electricity usage is approximately \$80 per month and they included calculations. Misty wrote that they would authorize a monthly \$100 per month payment.

[RN2021-077] Linda Miller made a motion, seconded by Fred Stahl, to be reimbursed for electricity expenses at the township garage by the Ohio EPA in the amount of \$100 per month. The vote was as follows:

Linda Miller	Yes
Fred Stahl	Yes
Greg Leonhard	Yes

Passed this 26th day of July, 2021.

2. The Ohio Department of Commerce sent notice to legislative authorities that all permits to sell alcoholic beverages in our political subdivision will expire on October 1, 2021. The trustees had no objections to any existing alcohol permits.
3. Johnston Township sent their monthly ambulance report for the trustees' review.

Todd Price introduced himself to the trustees. He will be administering the Johnston Township Ambulance program, taking over Dr. Jeff Bedlion's role. The trustees look forward to working with him.

Greg recognized Gary Kidd as well as other members of the Friends of Kinsman. Gary told the trustees that \$1,300 of profit was raised from the drawing, as well as \$2,100 from the Friends of Kinsman Yard Sale. Profits will go toward building a police garage at the administration building. Gary thanked Mr. and Mrs. Fred Stahl, Nicole Birrell, Linda Miller, Kathy Sielschott, and many others for their time and contributions in raising money for the Friends of Kinsman police garage project.

Nicole Birrell then did a ticket drawing and the first place winner was Frank M. for a \$500 gift certificate to Jones Meats. Second place drawing winner was Larisse Miller for a \$250 gift certificate to Jones Meats.

Gary thanked the trustees for use of the township property for the yard sale and concession fundraising efforts. Greg thanked Gary and the Friends of Kinsman for making things happen for the township that wouldn't otherwise be possible. Kathy Sielschott is working on raising money through the concession during soccer season, and Susan Kidd asked that if anyone would like to help with the concession during soccer season it would be appreciated.

Old Business:

1. Greg reached out to New Beginnings Landscape and also reached out to Divot's Lawn Care (who looked at the pieces and then declined) to ask if they had interest in purchasing slate slabs salvaged from the sidewalk project. They are not interested. Two other residents were asked, one was not interested and one was no response. Gilmore Design gave Greg a check for \$4573 for the purchase of the slab pieces. A couple may be interested in some smaller pieces and offered \$50 for each piece.

[RN2021-078] Greg made a motion, seconded by Fred Stahl, to accept Gilmore Design's check in the amount of \$4,573 for slab pieces salvaged from Phase 2 of the sidewalk project.

The vote was as follows:	Greg Leonhard	Yes
	Fred Stahl	Yes
	Linda Miller	Yes

Passed this 26th day of July, 2021.

2. A webinar to discuss allowable expenses of the American Rescue Plan funding for townships will be held online Wednesday, July 28th at 10 a.m. Marge, Linda and Greg plan to attend.

3. Fred told the trustees that the township website needs to be updated. He said it was specifically missing Stahl Printing business, and that the trustees' titles are missing. Linda will update it.

4. Linda told the trustees that her husband replaced siding on the west side of the storage building at the old high school grounds. There was one strip that needed to be replaced on the east side, and there was no downspout and the gutter needs repair. She has not heard back from the block layer yet.

Linda asked the trustees to adopt the Application for the Use of the Square and Bandstand Area agreement, as well as have anyone using the property to sign a Hold Harmless Agreement. Fred was not in favor because he feels that certain people are

targeted. He cited family reunions at the park and the car show at the old high school grounds with many people attending. Greg would like to attract music on the Square bandstand. Greg suggested that the police chief monitors the square when people gather and that the fire chief give a safe number for a gathering of people not to exceed. Linda said that OTARMA gave trustees the agreement to review and utilize. Greg asked the opinion of the public who were present. Tim suggested that signage be used during an event with township policies posted. Shawn asked Larry Bradley how many people he anticipated during his event on the square that was done to raise money for NESFACE recently. He anticipated 100 people but about 35 people came due to weather. We cannot anticipate how many people will attend an event, but the police can monitor the turnout. Zane worked the car show and that was successful. Greg does not want to discourage the public from using our grounds. Santa on the Square is patrolled by the Kinsman Police. Greg suggested adding the old high school grounds to the agreement and to take all requests to use township property on a case by case basis. Greg does not want to have the township in a liability situation and will ask Bill French of Andover Township how they handle their liability when their township square events are happening, then the trustees can make an educated decision on protocol for using township property.

New Business:

1. Greg said that Phil Panak called him regarding an 18” pipe running under State Route 7 through his property to Maple Court. It gets reduced to 12” at some point and water is getting backed up on their neighbor’s property. Tim will reach out to the state to see if they can help replace the 12” pipe with 18” to facilitate drainage properly. The township owns the right of way and the pipe goes out to the lake area. Having it drain into an open ditch would be best and it is only an issue when there is torrential rain. Tim will reach out to ODOT.
2. Linda attended the Council of Governments meeting. She found that there is \$250 million statewide for demolition and \$500,000 for the county. Niles and Vienna have scheduled demolition of properties in their townships and Linda put in for demolishing the old police department building.
3. Shawn gave the trustees his statistics for the month. He also told the trustees that he received the \$1,000 OTARMA grant for signing up with Lexipol. The grant reduced expenses for signing up to around \$2,400.
A Kinsman Pymatuning Road resident spoke to Shawn about the county placing a 45 mph sign on her road. She said that a driver almost hit two young children on the road and was driving about 80 mph. It seems to happen at around 4 a.m. and then again around 4 p.m. She noticed that a weight limit sign was placed on her road visible when coming from PA, but there is no weight limit sign going in the PA direction. The county will review the speed study and also remediate the weight limit sign to be read in both directions.
4. Tim told the trustees that he now has a detailed quote for the roof bid from Roman Miller. The total for the job will be \$12, 972, and that is less than half of the highest quote.

[RN2021-079] Fred Stahl made a motion, seconded by Greg Leonhard, to get on the list for Roman Miller to replace the roof on the township Administration/Police Department Building.

Funding for the replacement will be done through the police fund with the General Fund to repay when finances are available.

The vote was as follows:

Fred Stahl	Yes
Greg Leonhard	Yes
Linda Miller	Yes

Passed this 26th day of July, 2021.

Tim told the trustees that he received three quotes for sealing the parking lot at the Administration Building. The best quote was from Hunter Sealing for \$2,000.

Tim reached out to Bruce Martuccio to get a list together of roads to be tar and chipped.

- 5. Mark will have his full report to the trustees at the next meeting.
- 6. Fire- Nothing.
- 7. Steve Papalas of the Trumbull County Engineer’s office sent Tom Klejka a text message regarding the weight limit sign coming in from PA but not to PA. Tom replied that he will look into it.

Greg asked Steve about reducing the speed to 25 mph around the township square. Steve asked Greg to contact Gary Shaffer about that since he will need to get in touch with ODOT to discuss. Greg said that the issue is the 35 mph speed limit going north on the square that is potentially dangerous. Gary was asked who to contact at ODOT to discuss this.

- 8. Shawn told the trustees that he will contact the Mahoning Valley Safety Council to ask if they are still offering the Workers Compensation reduction for attending meetings. If they still have the incentive, Shawn is willing to attend the 6 or 8 meetings.

- 9. Zoning Board- nothing.

10. Public- Larry Bradley who organized the Kinsman Jam on the Square told the trustees he did not feel the event was successful due to weather and the Trumbull County Fair. He felt he did not advertise in enough time to get the word out and feels that he will need to do that at least 4 to 6 weeks in advance in the future. Larry thanked Chief Shawn Rentz whose presence at the event was much appreciated. He also thanked Mrs. Mott of the Kinsman Food Pantry who attended despite discomfort. The turnout was small, and Larry’s goal was to have attendees bring canned food to donate to the food pantry. He will emphasize that no expired foods can be donated since the food pantry cannot give that away. He also gave one ticket per can brought to the event by an attendee and gave away shirts. Larry thanked Tim and Vince for their efforts in making the square landscaping look great. He was perplexed by the two forms he needed to fill out because others utilize the old high school grounds, the park, and the square, though he understands the township liability. He would like the opportunity to do the event again. He recognized the Friends of Kinsman as doing a lot for the township. He also recognized that the food pantry needs help and that was his goal of the event. The trustees thanked Larry for his food pantry idea and thanked him for helping. Those that attended had a good time.

Fred Stahl made a motion to adjourn, seconded by Greg Leonhard. The time was 7:08 p.m. The bills were paid.

Trustees

Fiscal Officer