
Trustees

Fiscal Officer

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on April 11, 2022 at 6:00 P.M.

Trustee Jamin Banning called the meeting to order. All elected officials were present.

Jamin Banning made a motion, seconded by Bruce Bancroft, to accept the reading of the minutes of the March 28, 2022 regular trustees meeting, as corrected. The motion was unanimous.

Correspondence: The Ohio Chamber of Commerce sent the trustees an invitation to their 2022 Post Primary Election Conference to discuss the primary results to be held on May 5, 2022, at the Columbus Athletic Club, 34 S. Third Street, Columbus.

Old Business:

1. A. M. Door Supply came out to look at the automatic door opener at the administration building. They are waiting for the part they need to fix it to be delivered.
2. The trustees volunteered to help Shawn clean up the old police building.
3. Greg said that he has sent an email regarding the street light on Golf Drive to Ohio Edison to find out the status of the work.
Greg has reached out to four different painters to request a quote for painting the bandstand. He has not received a quote yet. Jamin has asked Zack Flowers to look into quoting the work, as well.
4. Shawn has applied for a grant for the digital speed signs. He has received confirmation that his grant application was received.
5. Greg received confirmation that the Go Green Grant for Kinsman Township has been awarded in the amount of \$3,370 to include paying for the light at the recycling bin location and near salt shed, the garbage truck for cleanup day, and signage for Geauga-Trumbull Solid Waste District. Kinsman Cleanup Day is going to be held on May 21st from 9 a.m. to 1 p.m., then Kinsman Roadside Cleanup from 1 p.m. to 4 p.m. Volunteers are still needed for the roadside cleanup. Greg reminded everyone that the trustees will be meeting with the Trumbull County Engineers on Thursday, April 14th to discuss road issues and projects, and to discuss ways to remediate flooding problems behind Yoder Street.
6. The trustees briefly discussed the sale of the old police building.
7. ARP Funding- Greg asked the trustees their thoughts on utilizing \$20,000 of the ARP monies to put toward Phase 3 of the Kinsman Sidewalk Project. Jamin commented that the project is vital to the community and supports this.

[RN2022-070] Greg Leonhard made a motion, seconded by Bruce Bancroft, to commit \$20,000 of the ARP monies to be utilized toward Kinsman Township’s share of Phase 3 of the Kinsman Sidewalk Project, which will go from the Square to Lakeview Drive. The total Local Share of the project that is not covered by the state grant is \$48,000. The difference of \$28,000 is to be donated by the Friends of Kinsman Sidewalk Project.

The vote was as follows:

Greg Leonhard	Yes
Bruce Bancroft	Yes
Jamin Banning	Yes

Passed this 11th day of April, 2022.

8. Bruce discussed the dead trees on State Street with the county. The trees are out of the county’s right of way. Ohio Edison will not remove them unless they are touching electrical wires along the road. It was suggested that the township send a letter to the resident notifying them that it is a hazard.
9. Jamin told the public that Ed Slywczak was hired as the park janitor and maintenance person. He has many years of experience. He started work this past week.
10. Township website- Jamin met with the website developers on Friday. Progress is not quite there yet to get a draft from them. It is 60% completed. The last 40% is tough and it may be a few more weeks’ progress before we can get a draft.
11. Greg received information from Todd Price, the Administrator of Johnston Ambulance. Our Kinsman station was manned for 7 days during the month of March.
Greg told the trustees that May 19th Kinsman and Johnston Townships will be hosting the Trumbull Township Association dinner. Kinsman Methodist Church has agreed to provide the venue and food at their location. Greg is waiting to hear back from Johnston Township for their approval.
12. Kinsman Township is announcing availability of design services for the new police garage.

[RN2022-071] Greg Leonhard made a motion, seconded by Jamin Banning, to resolve to announce the availability of Contract for Professional Design Services for the proposed Police Garage to be located at the Kinsman Administration Building, 7890 State Route 5. The resolution is as follows:

Resolution to Announce Availability of Contract for Professional Design Services

WHEREAS, The Board of Trustees has determined that it is the interest, safety, and welfare of the Township to provide for a new construction police station, building facility, capital improvement, and to provide for the construction of the same; now therefore:

BE IT RESOLVED, The Board of Trustees announces the availability of a Contract for Professional Design Services for the Construction of a New Police Station Building and Facility for use by the Township and the Township Police Dept. as authorized by Law.

BE IT FURTHER RESOLVED, That the Township Fiscal Officer provide legal notice of “Announcement” of the same in accordance with Section §153.67 of the Ohio Revised Code as follows:

- 1) To all Professional Design Firm and Design-Build Firms that have a statement of qualifications on file with the Township or a letter requesting such Notification.
- 2) To all Professional Design Firms and Design-Build Firms that the Township desires to submit a statement of qualification.
- 3) Posting on the Township’s Website and Electronic Messaging Sign:

4) To one or more Local Contractor, Builder, Architect Associations.

Moved by Greg Leonhard, Seconded by Jamin Banning.

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

Passed this 11th day of April, 2022.

[RN2022-072] Greg Leonhard made a motion, seconded by Jamin Banning, to amend the estimated resources and appropriations of the Local Fiscal Recovery Fund, ARP Fund, by \$368.01 with the Trumbull County Auditor.

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

Passed this 11th day of April, 2022.

[RN2022-073] Greg Leonhard made a motion, seconded by Jamin Banning to amend the Phase 2 Capital Project Kinsman Sidewalk Fund estimated resources and appropriations, to \$4,679.43, which is the grant award portion of the project that passes electronically through the township capital project fund.

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

Passed this 11th day of April, 2022.

- 13. Road- Nothing.
- 14. Police- Shawn gave the trustees his statistics for March, 2022 and his 1st Quarter Police Report. A copy of his reports can be obtained by contacting the fiscal officer.
- 15. He asked if the trustees need his email addresses for the new website yet. They do not at this time.
- 16. Greg was contacted by a resident on State Street regarding a rat problem. He met with the Health Department regarding this and they are dealing with it.
- 17. Fire- Cory gave the trustees his 1st Quarter Fire and Ambulance report.
- 18. Mark gave the trustees his March and 1st Quarter Zoning Inspector report. A copy of his reports can be obtained by contacting the fiscal officer.
- 19. Kathy Sielschott of the American Legion Auxiliary asked permission of the trustees to hold their flower sale on the Square.

[RN2022-074] Greg Leonhard made a motion, seconded by Jamin Banning to allow the American Legion Auxiliary to hold their Annual Mother’s Day Flower Sale on May 6th and 7th, and plant flowers in receptacles located at the Square.

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

Passed this 11th day of April, 2022.

- 20. Public- A few residents told the trustees that they had a difficult time hearing the trustees and fiscal officer during the meeting. The trustees will look into fixing that issue.

21. Steve Papalas of the Trumbull County Engineer’s office told the trustees that Phase 3 of the Kinsman Sidewalk Project is going out for bid the end of July. Gary Shaffer is doing everything possible to get the process done. Phase 4 of the project is estimated at \$181,800, and will cover Church Street and State Street. It is projected to be done in late 2025. The trustees told Steve that they appreciate the work the Trumbull County Engineers continue to do for Kinsman Township.
22. Bill Spithaler and his children, Brian, Hayden and Aspen, presented the trustees and Kinsman Historical Society with a suitcase they found while demolishing the old Sharp Hotel. The suitcase contained items from the late 1800’s to early 1900’s, which included a cancelled check from 1933 for H.L. Sharp, owner of the hotel, as well as a letter to the man from Florida, sales receipt for a business in town which only had a 4-digit phone number and was addressed to H.L. Sharp, Kinsman, Ohio. The items were very interesting and the trustees thanked Bill and his children for bringing the items to the meeting and donating them to the Kinsman Library, and the answer was yes. Bill told the trustees that his children found a Hershey Bar wrapper that had 10 cents printed on it.
Don Sutton told the trustees that the Kinsman Historical Society is in the process of producing a play about Gregory Cico and his operations and accomplishments during his time serving in Vietnam. The trustees thanked him.

Jamin Banning made a motion, seconded by Bruce Bancroft, to adjourn the regular trustees meeting. The time was 6:44 p.m. The bills were paid.

Trustees

Fiscal Officer

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on April 25, 2022 at 6:00 P.M.

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

Jamin Banning made a motion, seconded by Bruce Bancroft, to accept the reading of the minutes of the April 11, 2022 regular trustees meeting. The motion was unanimous.

Correspondence:

1. Johnston Ambulance sent the trustees their March, 2022 activity and billing report.
2. The Trumbull County Commissioners sent the trustees notice that Duane Piccirilli was appointed Interim Region 7 Representative to the One Ohio Foundation Board and Ms. April Caraway was appointed as the Alternate.

Greg opened the meeting to the American Legion Post 506 and asked all Legion members present at the meeting stand with him up front. Greg Leonhard, as Commander of American Legion Harry Lees Post 506 presented Phil Panak with an American Legion certification recognizing him as a continually dutiful, loyal, and outstanding member of the American Legion Post 506 for 70 years. The trustees, fiscal officer, and public thanked him for his service.

Old Business:

1. Greg explained that this meeting would not be recorded due to heavy rain causing an internet outage.
2. Greg made the following announcement:

Kinsman Township will be accepting bids for the old police building. ORC 505.106 reads:

(6) When a township has title to real property and the board of township trustees wishes to sell or otherwise transfer the property, the board, upon a unanimous vote of its members and by resolution, may authorize the transfer and conveyance of that real property to any person upon whatever terms are agreed to between the board and that person.

While we do not need to bid out the real property that the township has title to own per the above ORC, we will offer bid packets, including an appraisal report, to anyone interested in bidding on the property.

Please contact our fiscal officer at 330-980-4429 to obtain a packet.

This announcement serves as notice that the trustees are accepting bids, and it is our intention to place the notice on our township FB page, as well, since our township website is not yet completed.

We will be opening sealed bids on Monday, May 23rd, at 6 p.m. here at the administration building at the beginning of our regular trustees meeting.

[RN2022-075] Greg Leonhard made a motion, seconded by Jamin Banning, to accept bids for the old police building located at 8070 State Route 7 with sealed bids to be received and opened on May 23rd at 6 p.m. at the regular trustees meeting.

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

Passed this 25th day of April, 2022.

3. Greg read the following Memorandum of Understanding regarding Phase 3 of the sidewalk project-

[RN2022-076] Greg Leonhard made a motion, seconded by Bruce Bancroft, to enter into an agreement with the Trumbull County Engineers for the following Memorandum of Understanding for Phase 3 of the Kinsman Sidewalk Project:

This memorandum of Understanding is executed this 25th day of April,

2022, by and between the Trumbull County Engineer and Kinsman Township related to the TRU-SR 5 Kinsman Sidewalk Phase 3 project, located in Kinsman Township.

Whereas, the project cost is estimated to be \$240,221 and is funded by a grant at 80%, up to a maximum of \$192,177 by Transportation Alternative Program (TAP) funding. Kinsman Township is responsible for 20% of all eligible costs, up to a maximum of \$48,044. Additionally, Kinsman Township is responsible for **all costs** exceeding the maximum funding amount; and

Whereas, the Trumbull County Engineer is authorized by ODOT to administrate LPA projects whose funds are administered by ODOT; and

Whereas, Kinsman Township has obtained TAP funding through Eastgate Regional Council of Governments and wishes to authorize the Trumbull County Engineer to administrate said project to minimize costs and further agrees to designate the Trumbull County Engineer as the LPA for the purpose of administrating this project; and

Whereas, Kinsman Township, upon completion of the TAP project, shall be responsible for the operation, maintenance, and repair of the new sidewalk; and

Whereas, it is necessary to enter into an agreement and understanding of each parties responsibilities

pertaining to the project.

Now, therefore, the parties agree as follows:

Trumbull County will be the applicant party for the project.

As the LPA, the Trumbull County Engineer will execute any and all LPA agreements with ODOT.

Kinsman Township will be responsible for all local match required for the construction of the TRU-SR 5 Kinsman Sidewalk Phase 3 project.

Kinsman Township will be responsible for the operation, maintenance and repair of all improvements as part of the TRU-SR 5 Kinsman Sidewalk Phase 3 project, upon completion.

Trumbull County Engineer's Office will provide all construction administration, to include construction engineering, supervision and inspection services for the said project, at no cost to the Township.

Trumbull County will be responsible for the advertising and award of bids for the construction of the TRU-SR 5 Kinsman Sidewalk Phase 3 project.

Kinsman Township will be responsible for any and all fees incurred should there be a need for additional Professional Engineering or Testing Services on this Transportation Alternatives Project as determined by the Trumbull County Engineer.

All other project costs not eligible for reimbursement through the TAP grant or costs above the grant maximum shall be paid for by Kinsman Township. These costs include the cost for advertising.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Passed this 25th day of April, 2022.

4. Greg said that the light pole at the recycling location at the township garage will be installed by Ohio Edison within a few weeks.
5. The trustees, Tim and Vince met with the Trumbull County Engineers for their annual meeting to discuss projects they are going to complete in the township, as well as Phase III of the sidewalks and flooding on Yoder/Kinsman Nickerson Road at Elm.

Greg told the trustees that Kinsman and Johnston Townships will be cohosting the Trumbull Township Association dinner to be held for their May meeting at the Federated Church at Johnston Township. We will need to look for door prizes.

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6. Marge asked the trustees to add resolution number RN2022-051 retroactively to the February 28th regular trustees meeting. It is an ARP resolution that discusses the uses and provisions of ARP funding. A copy the original resolution will be added to the February minutes.

[RN2022-051] Greg Leonhard made a motion, seconded by Jamin Banning, to add the ARP resolution retroactively to the February 28th minutes. A copy of the resolution can be obtained by requesting it of the fiscal officer.

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

Passed this 25th day of April, 2022.

Within the resolution, the trustees agreed to some common examples of government services expressly recognized by Treasury are as follows:

- Road building and maintenance, and other infrastructure
 - Health services
 - General government administration, staff, and administrative facilities
 - Environmental remediation
 - Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
 - Maintenance or pay-go funded building infrastructure
 - Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure. Restrictions of use of ARP monies were Deposit into Pension Funds, Satisfaction of Settlements or Judgements, or Contributions into Financial Reserves or Rainy-Day funds.
7. Jamin told the trustees that he sent a rough draft of the new township website to all department heads, as well as administration for review and feedback.
He also spoke with Zack Flowers regarding painting of the bandstand.
He did not receive a quote as it is too big of a job.
8. We are still waiting for one architect to send their Qualification of Services for design of the proposed police garage behind the administration building.

New Business:

1. Greg told the trustees he is setting up a meeting with Lakelands residents and ODNR to come up with resources to beautify the lake area. Trumbull Soil and Water may provide a grant to turn the lake bed area into a wetlands preserve or wildlife-preservation area.
2. Shawn told the trustees that he received a quote for the digital speed limit sign measuring 12"x12". Parameters can be set for the sign, and the device can also take a photo of the vehicle. The quote was \$5096 and Shawn suggested that we could revisit purchasing the sign at a later date in light of the need for money for the police garage.
A resident asked Steve Papalas for a speed limit sign on Kinsman Nickerson and Steve told the resident that a study needs to be done whenever speed limits are

requested.

Shawn asked the trustees for a resolution to purchase two new Tasers.

[RN2022-077] Jamin Banning made a motion, seconded by Greg Leonhard, to allow Kinsman Police Chief Shawn Rentz to purchase two new Tasers for the police department for a cost not to exceed \$3,000.

The vote was as follows:

Jamin Banning Yes
Greg Leonhard

Yes

Bruce Bancroft

Yes

Passed this 25th day of April, 2022.

Greg told the trustees and public that we have had a total of nine road signs stolen recently, valued about \$400, from the area near Delin Thomas and going east. Greg offered a reward of \$100 for information leading to the culprit.

- 3. Cory was notified that Kinsman Volunteer Fire Department was awarded \$14,800 from the State Fire Marshal Grant and \$1,000 we received from OTARMA for signing up with Lexipol.

[RN2022-078] Greg Leonhard made a motion, seconded by Bruce Bancroft, to allow Marge to amend the township’s Fire Levy Fund estimated resources and appropriations with the Trumbull County Auditor’s office by \$14,800 and \$1,000 for a total of \$15,800 reflecting grant awards from the Ohio State Fire Marshal and OTARMA respectively.

The vote was as follows:

Greg Leonhard Yes
Bruce Bancroft

Yes

Jamin Banning

Yes

Passed this 25th day of April, 2022.

- 4. Greg was notified by Geauga Trumbull Solid Waste that the dumpsters would have a late pickup. He then went to the dumpsters to check on the recyclables and found several trash bags in the dumpsters with garbage in them. He was able to find an address and the security cameras captured footage of the people that dumped the bags. Greg asked that if anyone in the public sees illegal dumping into the recycle containers that they take a license plate number and report them to the police.
- 5. Road- Tim looked at the surveillance camera video and saw two vehicles; one was from PA who could have possibly dumped the trash. Tim will send the video footage to Greg.
Tim inspected township roads with Martuccio last week. He would like to concentrate on repairing Ridge Road this year with scratch coat and tar and chip, and Tim is waiting for a quote for that.

Tim is getting the old L8000 plow truck ready to sell and is thinking \$15,000 to \$20,000 would be an acceptable asking price.

6. Mark told the trustees that he will have his full zoning inspector's report at the next meeting.
7. Public- A resident told the trustees that there is still a speeder on Kinsman Pymatuning off and on between 4 p.m. to 8 p.m., and every morning. Shawn will check on it.
Bill Spithaler told the trustees that he pulled out tree stumps around the township park property at the old high school grounds at the request of Bob Nemeth, Chairman of the Park Committee.
8. Tim told the trustees that he and his wife, Susan, would like to paint the bandstand. Sue will take photos of the bandstand condition and bring them to Sherwin Williams for suggestion about types of paints to use.

Greg again thanked Phil Panak for his service and a resident asked him how long the Legion has been there. Phil said it was built in 1959.

Greg Leonhard made a motion, seconded by Bruce Bancroft, to adjourn the meeting. The time was 6:53 pm. The bills were paid.

Trustees

Fiscal Officer