

# Kinsman Township Trumbull County

## Records of Proceedings

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### Regular Meeting Held on February 11, 2019 at 6:00 P.M.

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Chairman Greg Leonhard called the meeting to order. All elected officials were present. There were seven others present: Mark Posey, Leroy Long, Loren Hopkins, Bruce Bancroft, Denise Saltsman, Tom Brainard, and Robert Carr.

Greg Leonhard asked that all present stand to recite the Pledge of Allegiance.

Linda Miller made a motion, seconded by Greg Leonhard, to accept the minutes of the January 14, 2019, reorganization meeting, as corrected. The motion passed unanimously.

Greg Leonhard made a motion, seconded by Linda Miller, to accept the minutes of the January, 19, 2019, special meeting, as corrected. The motion passed unanimously.

Greg Leonhard made a motion, seconded by Fred Stahl, to accept the reading of the January 28, 2019, regular meeting, as corrected. The motion was passed unanimously, except for Linda Miller, who abstained. Greg thanked the Road Department, Tim Tricker and Vince Peterson, for their repair work on the township truck saving the township money.

Linda Miller made a motion, seconded by Greg Leonhard, to go into Executive Session to discuss Police personnel. The time was 6:08 p.m.

The trustees returned from Executive Session at 6:17 p.m.

Greg explained that our full-time Kinsman Police Sergeant Shawn Rentz was injured on Saturday, February 9, 2019. He fell while in the line of duty and has had surgery yesterday. The trustees wish him a speedy recovery and thank him for all his hard work thus far. Greg said that we will have to adjust during his recovery time until he returns to work.

Officer Len Emch has been medically released and can work shifts once he gets clearance. Police Chief Leroy Long is working hard to make sure that there is police coverage in the township. Greg said that according to ORC 505.011, a township trustee can serve as a volunteer township police or fire coverage. Leroy is in the process of clarifying this with the Prosecutor's office. The Sheriff's department must supply backup, as well.

[RN2019-035] Greg Leonhard made a motion, seconded by Linda Miller, to acknowledge Greenville and West Salem Police Department of Pennsylvania, as their officers responded within ten minutes to aid Officer Rentz. Their help is very much appreciated.

The vote was as follows:

Greg Leonhard	Yes
Linda Miller	Yes
Fred Stahl	Yes

Passed this 11<sup>th</sup> day of February, 2019.

**Correspondence:**

1. The Trumbull County Emergency Management Agency Advisory Board has called for their annual meeting on Wednesday, February 20, 2019; at 5 p.m. Linda will attend.
2. Officer Shawn Rentz gave his recommendation for an offsite data storage company. The Carbonite Company did not provide the information needed to Shawn, but he recommended GBS Corporation, as they have very good references, as well as pricing.

[RN2019-036] Greg Leonhard made a motion, seconded by Linda Miller, to sign a three-year contract with GBS Corporation for Police data storage at \$49.00 per month with a \$200 one-time setup fee.

The vote was as follows:

Greg Leonhard	Yes
Linda Miller	Yes
Fred Stahl	Yes

Passed this 11<sup>th</sup> day of February, 2019.

3. Geauga-Trumbull Solid Waste Management District sent the trustees notice that their Solid Waste Policy Committee is in their final stages of updating their Solid Waste Management Plan as mandated by the State of Ohio covering a planning period of fifteen years. Their plan is evaluating the District, offering insights to best meet the solid waste and recycling needs of Geauga and Trumbull Counties, while ensuring compliance with the state goals required by the Ohio EPA.
4. Julie Green of the Trumbull County Commissioners Community Development Program sent the trustees notice of Public Hearing No. 1, CDIS Meetings and Request for Proposals not including the Cities of Warren and Niles. They are now accepting proposals for projects to be funded through the PY2019 CDBG Community Development Program. Instructions were received.
5. Eastgate is seeking recommendations for a roadway corridor between one and five miles in length to evaluate and prepare a comprehensive transportation plan for infrastructure improvements. They will be receiving letters of intent until Friday, February 15<sup>th</sup>.

**Old Business:**

1. Greg reminded the public that the Zoning Hearing will be held on Thursday, February 21, at 6 p.m. at the Kinsman Administration Building for zoning change on Main Street. Greg encouraged everyone to attend. Public input is needed.
2. The Pymatuning Creek Committee met last Thursday. The ODNR accepted applications for a ten-person advisory committee. The next meeting will be held on May 23, 2019, when they will be appointing the committee.

3. The Road Department Open House will be held on April 27 from 10 a.m. to 2 p.m. Earlier that morning, Tom Klejka of the Trumbull County Engineers will do a walk-through on Delin Thomas with residents for the Issue II Project.
4. An ambulance meeting was held last Wednesday. We are looking at having another meeting in March. A committee of representatives from each township will look into the cost of possibly creating a district. Pay for EMTs and paramedics is low. Linda will contact the other townships to gather information and sit with the townships to discuss. March 4, 5, 7, or 8<sup>th</sup> will be a good date to meet. Linda will investigate the other township's millage and see what they generate. A new levy would not be in addition to the old levies so residents will not be paying both township and district levies.
5. Greg will make copies of the process that entails making Willcrest Drive into a township road. The township has always maintained this road.
6. Linda asked if it was voted to retire Police inventory that is no longer usable.

[RN2019-037] Linda Miller made a motion, seconded by Fred Stahl, to retire a Fellows paper shredder, Panasonic expandable phone system, a Nortel black phone, Mobile Vision car video system, Lucent answering machine, and SVP Siren 2 lane digital with control locks.

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

Passed this 11<sup>th</sup> day of February, 2019.

7. Fred asked Marge about following up on the school bus parking at the Police Station. Marge told Fred that she talked to Cheryl Wildman about payment from Badger Schools for use of the electric. Since then, a check was received for \$200 from them. Marge thanked Fred for prompting her to ask. She also thanked him for contacting the Trumbull County Water and Sewer department to put the concession building on a seasonal plan for payments.
8. The Gustavus Lodge gave the township a check for \$300. This is a donation. They would like to request Sunday, July 31, for their car show, utilizing the electric at the township property at the old high school.

[RN2019-038] Fred Stahl made a motion, seconded by Greg Leonhard, to allow the Gustavus Lodge to utilize the park property at the old high school grounds to hold their annual car show.

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

Passed this 11<sup>th</sup> day of February, 2019.

9. Greg was contacted by Viasat Inc., a telecommunications company providing high-speed internet services. They are interested in leasing 500 square feet of space to install a satellite dish and a couple of other small pieces of equipment. They will pay the lessee \$500 for a 12-month option period during which they will secure all permits. They would then have the option to either build during that option period and commence the lease or extend for one additional 12-month period. The lease has the potential to renew for 21 years.
10. Greg was approached by a nondenominational church group that would like to utilize the Administration Building to hold regular meetings. Greg was not opposed to certain groups under

certain circumstances, as long as the privilege is not abused. Linda's concern is that security codes cannot be given to many groups, as well as utility costs. Fred was not opposed since we have several keys given out.

[RN2019-039] Greg Leonhard made a motion, seconded by Fred Stahl, to allow on a trial basis, a group of adults to meet at the administration building. Should utility costs rise due to the additional building use we have the ability to stop the meetings.

The vote was as follows:	Greg Leonhard	Yes
	Fred Stahl	Yes
	Linda Miller	No (citing financial costs)

Passed this 11<sup>th</sup> day of February, 2019.

11. Fred asked if we have had a chance to contact Armstrong yet. Marge has not had a chance. We will look into Viasat for possible internet service.
12. Linda will be attending the Council of Governments meeting on Wednesday, February 13, at 7 p.m.
13. Cory emailed the trustees the following:
  1. I started working on the policies that we discussed during the department head meeting.
  2. I have my inventory and roster for you, and will get it to you this week.
  3. I would like to attend a class in October at Bristol Fire Department. The class is Maxwell's 21 Irrefutable Laws of Leadership. The class is sponsored by the Ohio Fire Chiefs Association. Cost is \$375 plus books.

[RN2019-040] Fred Stahl made a motion, seconded by Greg Leonhard, to allow Cory to attend the Maxwell's 21 Leadership Course for a cost of \$375 plus cost of books.

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

Passed this 11<sup>th</sup> day of February, 2019.

14. Police- Greg read the January Police Report. The report is available upon request to the Fiscal Officer.
15. Zoning- Mark told the trustees it has been a quiet month. He gave the trustees his report. It is available upon request to the Fiscal Officer. Loren filled out an application for the community sign for the upcoming Zoning Hearing.
16. Public- A resident asked about the address to mail Officer Shawn Rentz a get well card. A resident has concerns about deep depressions on County Line Road and State Street. He is concerned about the culvert area on State Street getting washed away. Greg will look into getting the holes patched. A resident asked if the trustees needed contact information about the owners of Willcrest Drive.

Linda Miller made a motion, seconded by Greg Leonhard, to go into Executive Session to discuss Police personnel and workers' comp. The time was 7:09 p.m.

The trustees returned from Executive Session at 7:27 p.m.

Greg Leonhard made a motion, seconded by Fred Stahl, to adjourn. The time was 7:28 p.m. The bills were paid.

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Trustees

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Fiscal Officer

# Kinsman Township Trumbull County Records of Proceedings

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## Regular Meeting Held on February 25, 2019 at 6:00 P.M.

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Chairman Greg Leonhard called the meeting to order. All elected officials were present. There were eleven others present: Mark Posey, Susan Burgett, Charles Goodrich, Amerissa Minor, Marnie Minor, Tim Tricker, Karen Ellwood, Dave Shuttleworth, Steve Papalas, Shawn Rentz, and Melissa Rentz.

Greg Leonhard asked that all present stand to recite the Pledge of Allegiance.

Greg Leonhard made a motion, seconded by Fred Stahl, to accept the minutes of the February 11, 2019, regular trustees meeting, as corrected. The motion passed unanimously.

### Correspondence:

1. The Trumbull County Engineers office sent notification that they are accepting dates to meet with township officials to discuss updates on maintenance and construction projects. They also sent an invitation to the engineer's dinner to take place on Wednesday, April 24, at 6 p.m., at DiVieste's Banquet Hall in Warren. Five from Kinsman will attend, plus one guest.
2. Alexander's Pest Control sent their spraying proposal for the 2019 season. Spraying will occur every 21 days at a cost of \$195 each. They suggested an additional spraying on August 29, but Tim will call to cancel that last one.

[RN2019-041] Greg Leonhard made a motion, seconded by Fred Stahl, to accept Alexander's Pest Control pricing of \$195, an unchanged rate from last year, and spraying schedule of May 16, June 6, June 27, July 18, and August 8, for the 2019 season.

The vote was as follows:

Greg Leonhard	Yes
Fred Stahl	Yes
Linda Miller	Yes

Passed this 25<sup>th</sup> day of February, 2019.

3. The Trumbull County Combined Health District sent notice of their Annual Meeting of the Trumbull County Health District Advisory Council, to be held on Wednesday, March 13 at 7 p.m. at the Trumbull County Commissioners' Hearing Room, located at 160 High Street, 5<sup>th</sup> Floor, in Warren. They included a nominating petition for the board of health. Only licensed physicians will be considered for a position on the board this year.
4. Becky Ames of KLA Risk Consulting sent a request that the township follow up on their recommendations that were sent on October 31, 2018, as a result of Becky's visit to Kinsman. Linda will meet with Tim to gather and submit the information to her on her suggestions list. Marge will be meeting with Tom of OTARMA at 8 a.m. on Thursday morning to do an on-site appraisal of township buildings. This will be done to realistically evaluate replacement costs.
5. Marge received Anthem's Renewal Snapshot of the 6.0% increase in hospitalization insurance cost for 2019.

6. [RN2019-042] Greg Leonhard made a motion, seconded by Linda Miller, to accept Anthem’s proposal of hospitalization for 2019 of \$3362.61 per month premium. There is a monthly increase of \$190.82.

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

Passed this 25<sup>th</sup> day of February, 2019.

**Old Business:**

1. The Zoning Board Public Hearing was held on Thursday. The Zoning Board submitted resolution number KZB2019-01 to the trustees, as follows:

For your consideration, we the Zoning Board of Kinsman Township submit a request of a Zone change on TWO parcels of property from, Residential-“R1” to Commercial-“C1”.

- 1) Record Owner: Edward L. Ting  
 Street Address: 0 Warren-Meadville Rd.  
 Parcel ID#: 09-007854  
 Current Zoning Map Designation: Residential-“R1”
- 2) Record Owner: Land-ACQ. LLC  
 Street Address: 8540 Main Street  
 Parcel ID#: 09-048650  
 Current Zoning Map Designation: Residential-“R1”

This is requested after petition, notification and hearing of public opinion.

[RN2019-043] Greg Leonhard made a motion, seconded by Linda Miller, to set a public hearing for the purpose of hearing public testimony and to vote for approval or denial of the Zoning Board recommendations to change two parcels numbered 09-007854 and 09-048650 on Main Street from their current zoning designation of Residential “R1” to Commercial “C1”.

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

Passed this 25<sup>th</sup> day of February, 2019.

- 2. Kinsman Clean-Up Day is to be held on May 11, 2019, from 9 a.m. to 1 p.m. at the township garage. Greg spoke with Dan Brannon who said that will be a good day to provide two garbage trucks from Sunburst Environmental.
- 3. Greg emailed with Viasat Inc., the telecommunications company that proposed contracting for a site in Kinsman Township. They will be sending out a representative to visit Kinsman. Greg passed on the complaints from a resident about the road and culvert conditions on State Road south of County Line Road to the Trumbull County Engineers office.
- 4. Fire- We have not received inventory yet.
- 5. Fred followed up with Aaron Conly of ODOT and left a message regarding painting left and right arrows on the north side of the square. When Fred spoke with him last year, it was too late to have it done last spring. It is a good possibility to have it done this spring. He is waiting to hear back from ODOT to schedule a time for it to be completed. Fred would like to review Johnston Ambulance runs in Kinsman. Marge will send them to him.

6. Linda has written the Scrap Tire Grant application for Geauga-Trumbull Solid Waste Management District for \$1208.

Linda met told the trustees that the quorum of the Council of Governments on Wednesday, February 13. They are behind on sending out their invoices for dues and they are not coming out until March. Due to the fact that most of the committee chairpersons were not there, there were no reports. There was new business, a quorum issue. If they do not have enough to transact business, they are going to have an executive committee to follow up, as with health board rules. They can have one representative from each of the three different tiers to make decisions to keep things moving, especially for correspondence and any actions that need to be taken. Linda attended the EMA meeting. They had election of officers and they reviewed their budget from last year, and it is much the same as last year.

7. Linda contacted our KLA Risk consultant, Becky Ames, regarding use of the administration building. She felt that we needed to have a policy in place and produce a meeting-use agreement and have it signed before any group would use the building. Becky suggested that we have someone unlock and lock the building. Linda would like to see a police officer do that. She sent Linda a suggested policy to review. Linda was concerned about cleaning the building, as well as whether or not the groups using the building could prove that they were a nonprofit. Linda suggested a work session to discuss the policy. Greg had written a policy and feels that other townships are allowing their township groups to use their buildings. He feels that we should allow groups to meet here under a trial period, and it is a township building. The trustees agreed to have a work session after the meeting to go through the suggested policy, to review and revise it for use.

#### **New Business:**

1. Marge told the trustees that she received the form from the Trumbull County Prosecutor's office to proceed with the 2 mill replacement levy. The trustees discussed the proposed \$0.18 increase in gas tax by Governor DeWine. Greg explained that the levy is up for renewal or replacement and it is a 40-year old Road Levy. We are currently collecting the 2-mill levy at 0.75 of a mill. Greg said that the Road Levy pays salaries for our Road workers, as well as repairs and maintenance. Greg said this is the reason for the Open House in April. When it comes to Issue II funding, we are responsible for \$150,000 of that cost. Greg told the public that due to the hard work of our Road Department, our vehicle repair expenses are low because they do much of the repair and maintenance themselves.

[RN2019-044] Greg Leonhard made a motion, seconded by Linda Miller, to proceed with replacement of the 2-mill Road and Bridge Levy for a 5-year term. The levy is expiring in 2019. The estimated property tax revenue that will be produced by the stated millage, assuming the tax valuation of the subdivision remains constant throughout the life of the levy, is calculated to be \$69,768. The levy will be placed on the November 5, 2019, ballot.

The vote was as follows:

Greg Leonhard	Yes
Linda Miller	Yes
Fred Stahl	Yes

Passed this 25<sup>th</sup> day of February, 2019.



- Marge asked permission to attend the Local Government Officials Conference on March 6, 7, and 8<sup>th</sup>. The cost is \$200. Marge will be sharing a room with Darlene Emrick, the Fiscal Officer of Vernon Township to reduce the cost of her stay. Leroy told Marge that she will be able to use the police car once again for the trip.

[RN2019-045] Linda Miller made a motion, seconded by Fred Stahl, to allow Fiscal Officer Marge Crupi to attend the Local Government Officials Conference in Columbus from March 6, 7, and 8<sup>th</sup> at a cost of \$200, plus shared room expenses with Vernon Township, and to pay for gasoline.

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

Passed this 25<sup>th</sup> day of February, 2019.

- Marge asked the trustees to amend the 2019 appropriations.

[RN2019-046] Linda Miller made a motion, seconded by Greg Leonhard, to amend the 2019 permanent appropriations for the several purposes for which expenditures are to be made for and during said fiscal year, as follows:

General Fund	170,000.00
Motor Vehicle License Tax Fund	70,000.00
Gasoline Tax Fund	300,000.00
Road & Bridge Fund	200,000.00
Fire Special Levy	300,000.00
Fire & EMS Levy	100,000.00
Police Special Levy	200,000.00
Lighting Assessment	12,478.00
Capital Equipment Fund-FEMA	277.00
Capital Project-Issue II Del. Thomas	234,935.00
Park Committee	7,000.00
Total of All Funds	<u>1,594,690.00</u>

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

Passed this 25<sup>th</sup> day of February, 2019

- Fred told the trustees that Girl Scout Troop 80106 contacted him to ask about selling cookies on March 17.

[RN2019-047] Linda Miller made a motion, seconded by Fred Stahl, to allow Girl Scout Troop 80106 to sell Girl Scout Cookies from the old high school grounds on March 17, 2019.

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

Passed this 25<sup>th</sup> day of February, 2019.

- 5. Fred wanted to let everyone know that there is an information EMS meeting March 20 at 6:30 p.m. at the Gustavus Fire Hall. There will be discussion to address the current ambulance service and possibility of forming an ambulance and or fire district. The public is welcome. Fred said that ideas are welcomed. Johnston has been handling the ambulance service for years and their income is decreasing while expenses increase. Greg said that all of the townships will bring their millage figures. Linda said that every community is losing their volunteers. Fred asked that because of our sewage and possible sidewalk projects, he wondered if we could have another comprehensive plan written. It is costly and the current one is four years old. Fred suggested a township Facebook page that will direct the public to the township website. He told the trustees that our website is good, but underutilized. It will be for information purposes only and it will not allow for comments. Township officials can be the administrators. Greg would like to see the trustee meetings on livestream.

[RN2019-048] Greg Leonhard made a motion, seconded by Fred Stahl, to look into developing a Facebook page for the township, with township officials as administrators, for the purpose of providing the public with township information, as well as a link to the township website.

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

Passed this 25<sup>th</sup> day of February, 2019.

Police- The trustees welcomed Shawn Rentz to the meeting. Shawn said he would like to submit information to update the township website.

He also told the trustees that he contacted Bill Danzo for a legal opinion in regard to a trustee filling in for a volunteer police position with the township. He has not received a response yet.

- 6. Zoning- Mark told the trustees that there is not much new. The Zoning Board is pursuing changing the rest of Main Street from Residential to Commercial. Mark told the trustees there is already a resolution that has been sent to the County Commissioners.
- 7. Road- Tim and Vince went out Friday for pothole repair and got most of the roads done. Perkins Greenville still needs to be cold patched as soon as they get more. Tim talked to Dave Spay with concerns about Delin Thomas Road.
- 8. Steve Papalas of the Trumbull County Engineer’s office asked for a date to schedule the meeting with them to discuss road projects. They set a date of March 18, at 4:30 p.m.
- 9. Fire- Nothing new.
- 10. Public- A resident asked if the public votes no on the proposed zoning change of the two parcels on Main Street, would the trustees pursue it further. Greg said that in his opinion, the township may not go through the expense of pursuing the issue. Greg told the public that the Planning Commission never changed the current zoning from Commercial to Residential. When the

Comprehensive Plan was written, the commission only made recommendations, taking into account that the Zoning Board was in the process of changing their resolution.

Greg Leonhard made a motion, seconded by Linda Miller, to go into Executive Session to discuss Police personnel. The time was 7:12 p.m.

The trustees returned from Executive Session at 7:22 p.m.

Greg explained that the trustees met to discuss the possibility of light duty for our police officer that is currently on Workers' Compensation due to an accident.

The trustees discussed rules on public use of the administration building.

Greg Leonhard made a motion, seconded by Fred Stahl, to adjourn. The time was 7:45 p.m. The bills were paid.

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Trustees

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Fiscal Officer