

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on October 11, 2021 at 6:00 P.M.

Chairman Greg Leonhard called the meeting to order. All elected officials were present, except
Trustee Linda Miller.

Greg Leonhard asked that all present stand to recite the Pledge of Allegiance, and then asked for a moment of silence in recognition of the sudden loss of Gary Kidd, volunteer for the Kinsman Police Department, member of Friends of Kinsman, and a valuable worker for our community. He will be sorely missed and our thoughts are with his family at this time.

Greg asked Tim Tricker to update the trustees on the Road Department. He told the trustees that Vince injured his hand and will need to recuperate for several weeks. Tim also asked the trustees if Jim Grove can stay on to help with road work.

[RN2021-092] Greg Leonhard made a motion, seconded by Fred Stahl, to allow Jim Grove to stay on the payroll, rather than take his seasonal leave, as needed until further notice due to Vince Peterson's recuperating period.

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

Passed this 11th day of October, 2021.

Greg asked the public if anyone knows of a person interested in doing Park maintenance to please contact Tim.

Tim told the trustees that he did tree trimming with a pole saw and would like to rent a chipper from Sunbelt.

[RN2021-093] Greg Leonhard made a motion, seconded by Fred Stahl, to allow Tim to rent a wood chipper from Sunbelt Rentals in Cortland for a maximum of 2 days for a total cost of \$500.

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

Passed this 11th day of October, 2021.

Tim told the trustees that he spoke with Roman Miller regarding the timing of replacing the roof on the Administration Building, and Roman told Tim he has hopes of doing it by the end of October. He told Tim the price of metal has not gone up since August, and he will order the materials soon at the current price.

Greg asked Tim to get the trustees Vince's diagnosis, doctor's orders, and release documents.

Tim gave Greg a question for the webinar on the ODOT stimulus.

Old Business:

1. Greg tabled the application for use of the park properties until Linda can be here to discuss it.
2. Trick or Treat will be held on Saturday, October 30th from 5 p.m. to 6:30 p.m.
3. Tip a Cop to raise money for Shop with a Cop will be held on November 1st at Times Square Restaurant from 11 a.m. to 7 p.m.
4. Fred expressed concerns about adjourning the previous meeting, reopening the meeting, then adjourning again.

New Business:

1. Fred and Greg said that we need to have a work session to discuss ARP money spending. We are eligible put new roofs on the park pavilions, along with new cement; bandstand repairs are eligible, along with walkways at the new restroom at the Greenspace.
2. Police- Chief Rentz told the trustees that he has been working on Lexipol Police policies and is getting close to the last tier.
The Masonic Lodge gave the Police \$200 for Safety Forces Day donation.
Shawn received an email from the Patrolling Chiefs Committee inviting him to speak along with five other Chiefs of Police to discuss retention in a video series.
Shawn asked if the Police can use the Administration Building for a Halloween get together after Trick or Treating has ended. The trustees agreed.
Shawn has included the Fire Department in the Tip a Cop event since they are safety services, also.
Shawn said that Gary will be missed. He had done cooking for the Police Golf Outing since the beginning and it is a huge loss to the Police and the township. Greg gave the Chief permission to use Kinsman cruisers at the funeral procession in Hartford.
Shawn is planning to attend a time management webinar. Today marks 365 days since the trustees appointed him Kinsman Police Chief. The trustees thanked him for a job well done.
3. Mark gave the trustees a copy of his monthly report. A copy can be obtained by contacting the fiscal officer. Mark told the trustees he has been invited to a Planning Commission meeting to discuss subdivision splits.
Mark told the trustees that he sent a letter to a man staying in a tent on a resident's property, and both the man and the tent are now gone.
4. Zoning Board- Nothing.
5. Friends of Kinsman are not having a meeting on Wednesday. Their next meeting will be on November 12th or 13th.
6. Cory sent an email to Marge to update the trustees. He is planning to apply for the State Fire Marshal's MARCS grant for some extra radio equipment. The max is \$15,000 with no matching funds.
7. Greg asked Steve Papalas of the Trumbull County Engineer's office if he had anything for the trustees. Steve said he just came by to check in on the township.
Greg asked Steve to check on the parking lines on Kinsman Nickerson near the Square.
Fred said he talked with Tom Klejka at the county engineer's and asked if the Chief and trustees could look at and possibly approve of the chalk lines that he had drawn. The

Chief will look at the angles. Chief Rentz will have Tim put up signs that parking on the sidewalk is not allowed, and letters can be left on windshields of violators.

8. Public- A resident expressed concerns about drivers speeding near the Square on Kinsman Nickerson. She saw several sign changes about parking near the Square, and is concerned that walkers do not feel safe, as drivers do not obey the stop sign. She also asked if sidewalks from the Square to Garden Street and beyond can be considered to be replaced as they are crumbling and it is a hazard walking at night and in bad weather. She disagrees with the current ambulance contract, and has had several signs taken from where she had placed them and they reappeared on the island near Ohio Edison. She feels the drains and sidewalk needs replaced on Kinsman Nickerson.

Greg said that the **signs** on the Square are ODOT's responsibility, and the stop sign on State Route 5 and 7 is ODOT's responsibility, as well. Any NO PARKING signs need to have ODOT approval. No individual can post a NO PARKING sign without it being ODOT approved. Greg walks a lot, and told the resident and public that we are trying to progress in sidewalk improvements. Federal grant money usually cover main or state routes and not side streets, but Greg will look into what we can do to improve the side streets to make the sidewalks safer.

Officer James Lewis thanked Greg for helping with the road work today.

Greg Leonhard made a motion, seconded by Fred Stahl, to adjourn. The time was 6:47 p.m.
The bills were paid.

Trustees

Fiscal Officer

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on October 25, 2021 at 6:00 P.M.

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

Trustee Linda Miller.

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

Fred Stahl made a motion, seconded by Greg Leonhard, to accept the reading of the minutes of the October 11, 2021 meeting, as corrected. Linda Miller abstained.

Correspondence:

1. The Bureau of Workers Compensation sent their annual report. There are no changes.
2. The Trumbull County Engineer's office sent notice that they received a permit to work in the right-of-way of Mayburn Barclay Road in Kinsman Township to install driveway access with 18" HDPE conduit approximately 1,600 feet east of State Route 5.

Old Business:

1. Greg read the applications for use of the township Greenspace and application for the use of the Township Square and Bandstand, and the trustees reviewed them. A copy of the application can be obtained by contacting the fiscal officer.

[RN2021-094] Linda Miller made a motion, seconded by Greg Leonhard, to accept and utilize an application for use of the township Square and Bandstand for events not related to local community groups and organizations, providing the guidelines on the applications are followed.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 25th day of October, 2021.

[RN2021-095] Linda Miller made a motion, seconded by Greg Leonhard, to accept and utilize an application for use of the township Greenspace property for events not related to local community groups and organizations, providing the guidelines on the application are followed.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 25th day of October, 2021.

2. Greg attended a Zoom seminar regarding the ODOT grant. He feels we should submit multiple projects. Gary Shaffer of the county engineer's office will give us a letter of reference to help with the grant. Greg took photos of the sidewalk along Kinsman Nickerson Road to Garden Street. We can submit this project, along with work to be done in the Lakelands when we receive the quote. Greg has sent photos and a sketch map to the engineers for the grant.

The trustees would like to have a meeting Saturday morning at 8 a.m. to discuss the ODOT grant application, proposed township policies, and ARP funds.

Phase 5 Sidewalk Project from Lakeview to State Route 87 has been estimated to cost \$126,114 with the township's portion to be \$25,222.80.

Greg and the trustees will check out the "No Parking" and "Parking" signs conflict at the corner of the Square and Kinsman Nickerson. Linda said pointed out that the state is responsible for signs on state routes.

3. Linda submitted the Go Green grant along with invoices, and there was an extended deadline due to COVID.

New Business:

1. There was an informational meeting in Johnston on Wednesday. Todd Price, the new director of the ambulance service, introduced himself to the township officials that are contracted with them. Todd is knowledgeable and he told us that the budget looks good this year. Johnston's EMTs are being paid \$11.50 per hour and their paramedics \$13.00 per hour. This is a low pay compared to communities that south of here that offer higher pay for full-time paramedics. Todd explained that some paramedics stay in Johnston because it is not as busy. Todd also explained that Kinsman Station is staffed occasionally.

2. Linda said that the Council of Governments is in search of a Treasurer, Secretary, and President Elect or Vice President for three tiers of the council.

Linda said that Roman Miller did an excellent roofing job on her property on Kinsman Nickerson and the trustees are welcome to check it out.

3. Fred asked the trustees if the Kinsman Business Association can get permission to place the Gingerbread House on the Square as a receptacle for Santa's letters. On Sunday, December 19th at 2 p.m., Santa will begin the parade at Good Intentions, pick up Santa's letters at the Square, then go on to Boyd's. Good Intentions will once again have a present tree for Boyd's. Santa on the Square will begin after Boyd's Home from 3 p.m. to 5 p.m. NESFACE will once again be open for families. Greg will ask Shawn and Cory to decorate the fire truck.

4. Tim found that markings on the Square from the bank driveway to the Stop sign may be too close to the Stop sign. Greg asked Tim to reach out to ODOT to make them aware.

Tim told the trustees that Martuccio came out last week and filled in the ruts from their tar and chip in August. They are done for the year.

Tim has one more buggy of tar to do the back of the Lakelands tomorrow. He appreciates the trustees allowing Jim Grove to continue with helping him. Tim spent one hour's time with the OTARMA representative after leaving the meeting at the administration building.

5. Mark attended a seminar regarding re-platting and subdivision that he was invited to.

He has been trying to track down and speak with the owner of the Ward North property they are using as an Air B&B campsite. The phone number is not a working number. He is renting out his property for tenting at \$35 per night. Our resolution states that campgrounds are restricted. The neighbors will try to get the license plate numbers to Shawn. Mark will continue to work on this.

Mark will have his full report at the next meeting.

6. Police- Shawn gave the trustees his monthly and quarterly report. A copy can be obtained by contacting the fiscal officer.
7. Linda said that the cinder blocks on the storage building at the Greenspace are now washed and sealed, as well as the concrete. She thanked Cory **for arranging** Don Stevens for cleaning. She said we are hoping the new doors will be installed soon.
8. Friends of Kinsman- Kathy told the trustees that their next meeting will be held on November 10th. She said that anyone that would like to attend is welcome. There is no official membership for Friends of Kinsman.
9. Zoning Board- Nothing new.
10. Public- Nothing.

Greg Leonhard made a motion, seconded by Linda Miller, to adjourn. The time was 7:01 p.m.
The bills were paid.

Trustees

Fiscal Officer

Kinsman Township Trumbull County Records of Proceedings

Special Meeting Held on October 30, 2021 at 8:00 A.M.

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

Greg told the trustees that Gary Shaffer has offered to help with submitting the ODOT grant. We received the engineer's estimate to repair the sidewalk on the north side of Kinsman Nickerson from the Square to Garden Street for \$39,000, and an estimate for Phase 5 of the Kinsman Sidewalk Project from Lakeview Drive to State Route 87 for \$127,214. The maximum request for the ODOT grant is \$250,000.

Linda feels that we should submit the grant for repairs in the Lakelands, and that residents have historically installed sidewalks on their property. Greg said that we are eligible to submit multiple projects for these projects that otherwise would never be funded, and that the sidewalks are for the safety of the walkers in town.

Linda agreed to the Kinsman Nickerson project for \$39,000, but not the \$127,000 phase.

Tim said that tar and chip is \$13,000 per mile and we do not have a quote yet from Martuccio for the Lakelands Circle repair. It needs a scratch coat and tar and chip. Greg asked Tim to reach out to the county engineers for a proposal.

The ODOT application is online. We can submit the grant in two parts.

There was discussion regarding the Stop sign and parking signs near the Square.

Linda said we need directional signs on the Square as well, as someone was parked in the wrong direction.

Marge spoke with Neeta Hendryx of the State Auditor's office. We did not receive as much as we had budgeted for the General Fund between TPP and levy. We had received \$5869 for TPP in 2019 and in 2020 we received \$172. In 2021 we received nothing for TPP. This affected our budget. We received in \$3474 less in 2020 Property Tax and in 2021 we received \$3958 less in

Property Tax. Between that and the park pavilion rentals that we did not receive, and the utilities that we needed to pay, over \$5,000 per year between the park, concession, bandstand, community sign, and storage building. Marge was advised to do an Excel spreadsheet and send it to the lead auditor to ask permission, with the trustees' permission, to use up to that amount in ARP funds.

[RN2021-096] Greg Leonhard made a motion, seconded by Fred Stahl, to allow the Fiscal Officer to create a spreadsheet of the monies lost to the General Fund due to the pandemic, to send to the lead auditor at Charles Harris and Associates for their permission to pay General Fund bills from the Local Fiscal Recovery Fund 2273.

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

Passed this 30th day of October, 2021.

Linda said the ARP funds can be utilized to replace the two furnaces at the administration building, plus the original furnace at the township garage with more efficient furnaces with HEPA filters. We can also install a small natural gas furnace with HEPA filter at the new Greenspace restroom. We will need to get pricing. There is natural gas at the Greenspace for the small furnace that can be installed in the storage building.

Replacing the handrails at the bandstand, unless they can show they are a hazard, is not an eligible expense for ARP funds.

Handicap access to the park pavilions is an eligible expense. They can be done in either concrete or asphalt.

Pavilion roofs need replaced and that is an eligible expense. The circle drive at the park playground can be improved. Pea gravel can be deeper at the park and that would satisfy OTARMA Risk Management. The cemetery drive can be improved and is an eligible ARP expense, in conjunction with the cemetery association.

Fred asked if we can get quotes from Roman Miller for park pavilion roof replacements. Tim will check on getting a quote for cement work at the pavilions, as well. Linda will give Tim the number for someone who has done good work.

Greg asked if we can fix the steps going into the bandstand, as well. Greg will take pictures of the railings to see if their condition is eligible for use of ARP funds to replace them.

Greg asked if we can use ARP funds to contribute down the road towards the township's portion of Phase III or IV of the sidewalk project.

The handicap ramp at the bandstand will be high for a permanent ramp.

We should prioritize park projects since they are used by many.

Linda talked with Dominic Marchese who told her that there are Senior monies available from the Trumbull County Commissioners that could be used for a SCOPE site. We would need a board and committee to organize it. Linda will keep watch for the funding opportunity.

Amy of OTARMA Risk Management gave us a slew of things we need to consider: Job Descriptions and policies and procedures for Fire, Police, EMS, Road, and vehicle maintenance records for all departments. We can get a copy of Police policies and procedures from Shawn. We need to be up to date on driving records and proof of insurance for all departments that drive for the township. We need a picture posting policy on social media for

safety forces, a no alcohol policy, an FPA safety cabinet that we can purchase through the MORE Grant, and first aid kits for all vehicles. We will need to have sports teams utilizing the park to sign Hold Harmless agreements, and we need to create agreements for them to sign listing the township as the beneficiary, Signs need to go near playground equipment posting age-appropriate usage. We also need a "Pavement Ends" sign on Turner Mullen Road. We need road maintenance records.

Tim told the trustees that Jim Grove is leaving and we will be in need of a seasonal park worker. Tim will create a job description, mowing, restroom maintenance, etc., along with some basic ability to operate lawn equipment.

Tim asked if we can keep Jim to help with roads when needed. Trustees agreed.

Restrooms at the park will be closing November 1st.

Greg said that there is a grant in the works at the State House for help with internet in rural areas.

Greg Leonhard made a motion, seconded by Fred Stahl, to adjourn the Special Meeting. The time was 9:16 a.m.

Trustees

Fiscal Officer