

Kinsman Township Trumbull County Records of Proceedings

Regular Meeting Held on December 14, 2020 at 6:00 P.M.

Chairman Fred Stahl called the regular trustees' meeting to order. All elected officials were present.

Linda Miller made a motion, seconded by Greg Leonhard, to accept the reading of the minutes of the November 23, 2020, regular meeting, as corrected. The motion passed unanimously.

Fred asked Amy and Floyd Davis to address the trustees regarding permission to purchase a transfer of a liquor license to Good Intentions. The following resolution was provided by Amy and Floyd Davis, and signed by Chairman Trustee Fred Stahl:

**Be it resolved that the Kinsman township trustees support the transfer of a liquor permit to Good Intentions, LLC, located at 6635 State Route 87, Kinsman, OH 44428. Furthermore, Kinsman trustees acknowledge said transfer will allow Good Intentions to succeed as a business and in so doing provide economic development to the community.
Fred Stahl, Chairman Trustee December 14, 2020.**

Amy and Floyd Davis explained to the trustees that they would like to sell craft beers and local wines.

[RN2020-104] Greg Leonhard made a motion, seconded by Linda Miller, to give permission to Amy and Floyd Davis, proprietors of Good Intentions, to purchase the transfer of a liquor license to facilitate the sale of craft beers and local wines at their business location of 6635 State Route 87, Kinsman, OH 44428, for both carry-out and service at the location.

The vote was as follows:

Greg Leonhard	Yes
Linda Miller	Yes
Fred Stahl	Yes

Passed this 14th day of December, 2020.

Correspondence:

1. The trustees received the Ohio Department of Transportation mileage certification.

[RN2020-108] Fred Stahl made a motion, seconded by Linda Miller, to accept the Ohio Department of Transportation 2020 Township Highway System Mileage Certification. Kinsman Township is responsible for maintaining 21.036 miles of public roads.

The vote was as follows:

Fred Stahl	Yes
Linda Miller	Yes
Greg Leonhard	Yes

Passed this 14th day of December, 2020.

2. The Trumbull County Engineers sent a letter to the trustees with details regarding the ongoing progress of the Kinsman No. 30 Bridge Replacement project on Kinsman Pymatuning Road. Bids were opened on December 9, 2020 and Marucci & Gaffney are the apparent low bidder. The engineer's office will move forward with awarding a contract for this project, which will take 6 to 8 weeks. It is their hope that demolition of the existing structure will begin February and have a completion date of May 31, 2020. This project is being funded by grants, and this took some time to secure. They also explained the many obstacles that have delayed the project so far, such as additional armoring within the channel by placing of rock channel protection, and this required a permit from the Army Corps of Engineer and environment studies. They also needed to coordinate with utility companies because of the need to replace approximately 50 feet of roadway.
3. Shannon McGovern of the Jehovah's Witness church sent the trustees a special issue of The Watchtower.

Old Business:

1. Greg spoke with Matt Smith of ODNR regarding the old dump site. They are planning a virtual meeting with the Army Corps of Engineers.
2. The Kinsman Park Project at the old high school grounds received two donations of \$10,000 each, one from the Tim and Joni Woofter Foundation, and one from the Stanley L and Grace A Woofter Family Charitable Foundation, for the purposes of turning the current storage building into a restroom building, contingent on keeping the building open to the public 24/7 and 365 days of the year.

[RN2020-105] Linda Miller made a motion, seconded by Greg Leonhard, to accept the Kinsman Park Project donations, a total of \$20,000, to be deposited into the Community Foundation Fund under the Kinsman Park Project Fund, for the purposes of building a restroom facility contingent upon it remaining open to the public 24 hours, 7 days a week, 365 days per year. The trustees agree with the contingency of a trial period due to availability of maintenance funds in the future, and agreeing as long as there is the availability of maintenance funds in the future.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 14th day of December, 2020.

New Business:

1. Greg received a call from a resident on Wilcrest Drive and a large pothole on that private road. Tim looked at it and said he could fill in the hole with \$40 to \$50 of stone to fill it in. He did plow that short road last winter. The trustees said that we can continue to plow and will look into the township taking ownership of the road since we are maintaining it. Greg will reach out to the owner to inquire. The renter of the home on Wilcrest was present at the meeting. She explained that damage was done to her vehicle because of the hole. Greg will contact the owner of the roadway.
2. Linda told the trustees, fiscal officer, and department heads that the Chromebooks are here and need to be charged for use. Zoom suggested the Basic package for a total of \$180 per year. Marge will create an account.

Linda said that she called Don Sutton to ask if he would consider being a representative for the Trumbull County Tourism State Route 7 Corridor project. He agreed to do it.

Linda met at Kinsman Park with Daniel Fenn who is working toward his Eagle Scout badge to discuss staining the serving areas of the pavilions. He is not sure if he would like to proceed with that project. If not, we can find another.

Linda will be meeting with A&M regarding the motion-sensor doors for the administration building and each restroom door at the concession building.

Linda asked permission to allow the administration building to be used as a drop-off site for the NESFACE Advent food collection project. The trustees agreed.

Linda reviewed the December 10th Zoom meeting with Johnston Township regarding the ambulance contract and finances. They are expected to generate \$364,000 from all townships.

With the 6-month billing they are expecting to break even. Johnston Township spent their Coronavirus Relief funds on PPE and upgrading their heating and air conditioning for their staff quarters. They explained their ambulance cleaning procedures, mask procedures, and that they send in one person to a call first to assess if COVID may be present so that not everyone on the call is not exposed initially. They are practicing a 3-man clean procedure on calls. They send two ambulances to a call so that the second ambulance can respond to a call.

We are not expected to have to pay an overage. We will meet in April for a financial forecast.

3. Greg told the trustees and public that anyone wishing to dispose of medications can pick up a specialized bag at the library that allows disposal into the trash. You only need to put the pills into the bag, add water, seal and dispose of the bag. The police are still available to dispose of medications into the disposal box at the police station should you choose.
4. Road- Tim discussed with Marge earlier in the day, repairing the pothole on Wilcrest Drive with the trustees and public.
5. Police- Chief Shawn Rentz told the trustees that they delivered Christmas gifts to 11 families and a total of 26 children for the Shop with a Cop Program. Shawn gave special thanks to the owners of Bronzwood Golf, Marti and Joe Moses, for their generous gift certificates and participation in the program, as well as a special thanks to police secretary, Megan Garcia and her daughter, Adriana Garcia, for shopping for all of the children.

Shawn said that the first batch of MARCS radios is coming soon. We will need to get them to the 911 center for programming. There has been issues with the repeater in Greene, so the MARCS radios are well needed. Shawn said that Howland Alarm put in a new panel at the administration building and they can also get a sensor and keypad for the evidence room with an app. It will cost \$450 to upgrade, and the trustees agreed to the upgrade. The police have been working out of the administration building. Shawn asked the trustees if the police can hold a meeting at the administration building on December 21st for a 6 p.m. meeting. The trustees agreed. Shawn picked up a gallon jug of hand sanitizer, masks and gloves from the county EMA. On December 24th the police are planning on delivering pizza to the elderly and shut-ins. Last year 64 pizzas were delivered and they may be delivering 70 this year.

Shawn told the trustees that he would like to hire Jonelle Gerke and Dylan Dean as part-time police officers. He said they are hard-working and both are Ashtabula County deputies.

[RN2020-106] Fred Stahl made a motion, seconded by Greg Leonhard, to hire Jonelle Gerke and Dylan Dean as part-time officers in Kinsman Township.

The vote was as follows:

Fred Stahl	Yes
Greg Leonhard	Yes

Linda Miller

Yes

Passed this 14th day of December, 2020.

Fred offered to help Shawn and the police deliver pizzas. A discussion was had about posting administration building events as a calendar for display in the building.

- 6. Zoning- Mark read his Zoning Inspector report for November. He thanked Bruce Bancroft for helping him to put up the sign at the old high school grounds.
- 7. Public- A worker from Boyd’s Home told the trustees that tomorrow the four weeks of quarantining for the home will be completed. All of the rooms will be deep-cleaned along with every surface of the facility. Four residents had been hospitalized in total, with one still remaining at the hospital. Strict protection will take place until all are vaccinated. The residents are excited that Santa will be delivering presents that were collected from residents’ names on a tree at Good Intentions. The trustees thanked Amy and Floyd Davis for their thoughtfulness in providing their business and tree for this event. This goes to show that Kinsman residents care.

[RN2020-107] Linda Miller made a motion, seconded by Greg Leonhard, to allow the fiscal officer to amend the appropriations and estimated resources for 2020 with the Trumbull County Auditor’s office to include \$410.26 received as COVID redistribution into our Coronavirus Relief Fund 2272.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 14th day of December, 2020.

[RN2020-108] Linda Miller made a motion, seconded by Greg Leonhard, to allow Charles Harris and Associates to prepare the year-end Hinkle notes for the Fiscal Officer.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 14th day of December, 2020.

Fred Stahl made a motion, seconded by Linda Miller, to adjourn the regular trustees meeting. The time was 7:06 p.m. The bills were paid.

Trustees

Fiscal Officer

Kinsman Township Trumbull County

Records of Proceedings

Regular Meeting Held on December 28, 2020 at 6:00 P.M.

Chairman Fred Stahl called the regular trustees' meeting to order. All elected officials were present.

Fred Stahl made a motion, seconded by Linda Miller, to accept the reading of the minutes of the December 14, 2020, regular meeting, as corrected. The motion passed unanimously.

Correspondence:

1. The trustees received the corrected Local Government Fund Distribution for 2021 for Kinsman Township in the amount of \$21,008.45.
2. The trustees received the 2021 Johnston Ambulance contract. The contract is being reviewed.

Old Business:

1. The township received notification that the U.S. Congress extended the timeline for state and local governments to spend Coronavirus Relief Funds to December 31, 2021.
2. Greg spoke with the brother of the correct owner of Wilcrest Drive. We will hold off on repairs to the road. Greg is waiting to hear back from the owner to discuss either transferring of ownership to the township or the owner properly maintaining the short road. Bruce Bancroft gave the trustees a plot map of Wilcrest Drive that he printed out from the county auditor site. Should the current owner decide to transfer the property to the township, the property will need to be surveyed.
3. Linda contacted Ralph Barker to ask if he would like to continue for another term on the Zoning Board since his term is up this year.

[RN2020-109] Linda Miller made a motion, seconded by Greg Leonhard, to reappoint Ralph Barker for another term on the Zoning Board.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 28th day of December, 2020.

4. Linda also spoke with Al Sullivan regarding his continuing on for another term with the Zoning Board of Appeals since his term is up.

[RN2020-110] Linda Miller made a motion, seconded by Fred Stahl, to reappoint Al Sullivan for another term on the Zoning Board of Appeals.

The vote was as follows:

Linda Miller	Yes
Fred Stahl	Yes
Greg Leonhard	Yes

Passed this 28th day of December, 2020.

Linda called A& M Door regarding a quote for the new restroom facility at the old high school grounds. She also called the website designer to ask for instructions regarding the new site. They are not meeting with anyone in person, so they will be instructing her remotely.

5. Linda explained that we did not give the Road Department employees a raise this year. She asked the trustees if they could give Tim Tricker and Vince Peterson a \$500 bonus in lieu of a pay increase.

[RN2020-111] Linda Miller made a motion, seconded by Greg Leonhard, to pay a \$500 bonus to Tim Tricker and Vince Peterson in lieu of a pay increase for 2020.

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

Passed this 28th day of December, 2020.

New Business:

1. The trustees agreed that since the police are sharing the administration building, they do not need to ask permission to utilize the meeting room for their meetings, as long as it doesn't conflict with previously-scheduled meetings.
2. Road- Tim told the trustees that the fuel tank on the 2004 plow truck has been seeping moisture. Cleveland Tank quoted Tim \$815, and Cerni Motors quoted \$1200 for a replacement fuel tank. Tim will call Cleveland Tank after the first of the year to purchase a replacement tank since they provided a lower quote.
Tim asked the trustees if they would give Jim Grove, a seasonal township employee who maintains the park, but helps out on roads as well, a bonus for 2020.

[RN2020-112] Linda Miller made a motion, seconded by Greg Leonhard, to give a \$175 bonus to Jim Grove, seasonal township employee, in lieu of a pay increase for 2020.

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

Passed this 28th day of December, 2020.

Discussion was had between Tim, the trustees, and fiscal officer regarding the future purchase of a new plow truck. There are many possibilities, including a used plow truck that has low mileage and is in good condition. A new truck cost will range from between \$150,000 and \$175,000.

3. Chief Shawn Rentz told the trustees that their group delivered 70 pizzas to the community elderly and shut-ins on Christmas Eve. He thanked his wife, Melissa, Greg Leonhard, Carrie Betts, Fred Stahl, and Jennifer Stahl for their help in delivering.
Shawn told the trustees that on January 13, 2021, Howland Alarm will be coming to the administration building to install a door sensor in the police evidence room with a keypad. Shawn will be getting an app to use for that, as well. He also asked for permission to have police officer Zane Stowe attend a two-day evidence room management class for a cost of \$300. The trustees agreed.

[RN2020-113] Fred Stahl made a motion, seconded by Greg Leonhard, to send Zane Stowe to a two-day evidence room management class for a cost of \$300.

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

Passed this 28th day of December, 2020.

Fred thanked the police and fire departments for their help with Santa visiting Boyd’s Home.

- 4. Fire- Cory told the trustees that Sophia and Amerissa Minor have completed their firefighter training class and that the State Fire Marshal paid the cost of \$2800.

Cory asked the trustees if he could send Dominick Minor to firefighter training class.

[RN2020-114] Greg Leonhard made a motion, seconded by Fred Stahl, to send Dominick Minor to firefighter training class beginning on January 11, 2021. Classes will be split with some Zoom meeting training.

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

Passed this 28th day of December, 2020.

Cory told the trustees that State Fire Marshal grant applications are now open. He is planning on applying for the \$10,000 grant.

- 5. Zoning- Mark told the trustees that it has been a slow month, and that he will have a full Zoning Inspector report at the next meeting. He also told the trustees that the approved zoning map for Kinsman is at the printer as of today.
- 6. Fred thanked Greg Leonhard for helping as Santa this year.
- 7. Marge asked the trustees about providing health insurance for 2021.

[RN2020-115] Greg Leonhard made a motion, seconded by Linda Miller, for Kinsman Township to continue to provide health insurance, dental insurance, vision insurance, and life insurance coverage to the fiscal officer and her son, trustee Fred Stahl and his wife, full-time road worker, Tim Tricker and his wife, and full-time road worker, Vince Peterson for 2021.

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

Passed this 28th day of December, 2020.

Fred Stahl made a motion, seconded by Greg Leonhard, to adjourn the regular trustees meeting.

The time was 6:39 p.m. The bills were paid.

Trustees

Fiscal Officer