

# Kinsman Township Trumbull County Records of Proceedings

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## Regular Meeting Held on February 14, 2022 at 6:00 P.M.

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

Greg Leonhard made a motion, seconded by Bruce Bancroft, to accept the reading of the minutes of the January 15<sup>th</sup> work session meeting, as corrected. The motion was unanimous.

Greg Leonhard made a motion, seconded by Jamin Banning, to accept the reading of the minutes of the January 24<sup>th</sup> regular trustees meeting, as corrected. The motion was unanimous.

### Correspondence:

1. 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 9 at 7 p.m. at the Kent State Trumbull Branch-Room 117 in the Technology Building.
2. Ohio Secretary of State Frank LaRose's office sent notice to the fiscal officer that she needs to fill out a survey of township officials to be published in the Ohio Municipal Township and School Board Roster for 2022.

### Old Business:

1. Two quotes have been received for architectural plans for the proposed police garage. The police chief, trustees, zoning inspector, and fiscal officer all met with Appraiser Chris Tricomi at the old police building. He took photos, asked questions, and inspected the building. We should be receiving his appraisal in about two weeks.
2. Tim wrote a description to advertise for a park cleaning person.
3. Additional wording for the ambulance contract was received from Johnston Township.

[RN2022-045] Greg Leonhard made a motion, seconded by Bruce Bancroft, to accept the 2022 Johnston Ambulance contract that includes the addition of Johnston Township's resolution of the EMS District Language Change dated 2/5/2022:

“#8 Johnston Township shall utilize Kinsman Township's Ambulance Unit, maintain the Kinsman Township EMS Unit Insignia. Johnston Township will provide all insurance coverage and be responsible for the following routine maintenance: brakes, tires, regular oil changes, and lights. Costs associated with major maintenance issues, including engine and transmission, that exceed \$1500.00 shall be split 50/50 between Kinsman Township and Johnston Township. The Kinsman Township Ambulance Unit shall be utilized for patient transports and placed into the daily rotation as designated by the EMS Administrator.

The vote was as follows:

Greg Leonhard	Yes
Bruce Bancroft	Yes

Passed this 14<sup>th</sup> day of February, 2022.

- 4. Todd Price, Director of the Johnston Ambulance sent Greg a text stating that during January, the ambulance was manned four 10-hour days and also 24 hours straight at the Kinsman Station during the last snowstorm.
- 5. Greg reached out to Ohio Edison regarding installing a street light at Golf Drive in the Lakelands due to unsafe vision at night. A work ticket has been started.  
 Last Thursday Greg and Bruce attended the Geauga Trumbull Solid Waste informational meeting. There is a \$3,500 Go Green Grant available with no match needed for cleanup in Kinsman. This grant can also cover the garbage truck with the requirement that GTSW will also provide a box truck for collection of electronics, and that we will need to advertise for the collection of electronics and that it is paid for by GTSW. With any leftover money from the grant, Greg would like to ask Ohio Edison the cost for installing a light near the recycling area, as well as get the cost of an additional security camera installed to better see recycling. There is also a \$12,500 with 10% matching grant available. These are both reimbursement grants. The trustees will hold off on considering the larger grant for now. We have until March 11<sup>th</sup> to submit the grant application.  
 Greg found that this year Kinsman is eligible for \$1679 in reimbursement for scrap tires, and last year we received \$1354. He also found that Gustavus spent more in tire collection due to accepting truck and tractor tires, but also received a larger grant reimbursement. We may be able to collect two truck tires per family.
- 6. Furnaces- both furnaces and HEPA filters have been installed at the administration building. The furnace at the garage still needs to be installed.
- 7. Fire- the Volunteers Firefighters’ Dependents Fund meeting was opened.

[RN2022-046] Greg Leonhard made a motion, seconded by Jamin Banning, to continue with previously-elected Board Members for the Volunteer Firefighters’ Dependents Fund, elected by the Legislative Authority, with the following changes:

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

Passed this 14th day of February, 2022.

The Chairman turned the meeting over to the Volunteer Fire Fighters’ Dependents Fund. Cory VanKanegan and Travis Sapp were elected to serve on the board by the Fire Department.

Travis Sapp made a motion, seconded by Dale Goist, to elect Shawn Rentz to the Volunteer Fire Fighters’ Dependents Fund.

The vote was as follows:	Travis Sapp	Yes
	Dale Goist	Yes
	Jamin Banning	Yes

Greg Leonhard made a motion, seconded by Jamin Banning, to elect Dale Goist as Chairman and Shawn Rentz as secretary.

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Travis Sapp	Yes
Dale Goist	Yes

The Volunteer Fire Fighters' Dependents Fund meeting was then closed.

**New Business:**

1. Jamin discussed the township website with the trustees. He would like to see some changes and he has been talking with his business website administrator about the township's site. Marge gave him the information for the current township website administrator and he will call Laura at Clear Choice to discuss the current website.
2. Greg talked with Loren Hopkins regarding internet availability in Kinsman. Then, Greg contacted Armstrong to get a quote to run service for one mile. Their quote was \$70,000 to \$90,000. The ARP funding is eligible for this use. There is some state money that can be used for internet in rural areas that is in discussion in the state legislature.
3. Marge told the trustees that she heard from the Girl Scouts regarding the Community Sign. They no longer wish to continue. Marge and Mark Posey will take over beginning March 1<sup>st</sup>. The trustees have offered their help, as well.
4. 2022 Amended Permanent Appropriations to be sent to the county auditor.

[RN2022-047] Greg Leonhard made a motion, seconded by Jamin Banning, to send the 2022 Amended Permanent Appropriation Resolution to the Trumbull County Auditor after reviewing. They are as follows:

General Fund	106,164.68
Motor Vehicle License Tax Fund	22,000.00
Gasoline Tax Fund	127,000.00
Road & Bridge Fund	182,100.00
Fire Special Levy Fund	95,370.00
Fire/EMS Levy	85,000.00
Police Special Levy Fund	125,000.00
Lighting Assessment	8,000.00
Capital Equip Fund-FEMA	277.00
Capital Project-Sidewalks	20,000.00
Zoning	159.44
Coronavirus Relief Fund	0.00
Park Committee Fund	1,681.85
Local Fiscal Recovery Fund	<u>172,280.97</u>
Total of All Funds	947,033.94

The vote was as follows:

Greg Leonhard	Yes
Jamin Banning	Yes
Bruce Bancroft	Yes

Passed this 14<sup>th</sup> day of February, 2022.

[RN2022-048] Jamin Banning made a motion, seconded by Bruce Bancroft, to amend the 2022 Estimated Resources and Permanent Appropriations by \$29,860 due to the State Fire Marshal Grant award to fire department.

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

Passed this 14<sup>th</sup> day of February, 2022.

- 5. Steve Papalas told the trustees that we will be receiving the MOU for Phase 3 of the Sidewalk Project soon. The county engineers feel good about the Family Dollar project on Main Street. He said that the county engineers continue to show concern and care for Kinsman Township.
- 6. Police- Shawn told the trustees that we received two quotes for architectural plans for the proposed police garage. Smolen Engineering of Jefferson quoted \$8900 and Sexton and Associates Architects quoted \$7,895.

[RN2022-049] Greg Leonhard made a motion, seconded by Jamin Banning, to accept Sexton and Associates' quote for architectural plans for the proposed new police garage building to be located at 7890 State Route 5 for \$7,895.

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

Passed this 14<sup>th</sup> day of February, 2022.

Mark suggested that we get 5 copies of the architectural drawings rather than 3, so that we have enough for the county, as well.

Shawn submitted the 2021, December monthly, and January, 2022 police reports to the trustees. At the Sheriff's meeting he learned that the Trumbull County Sheriff's Department may be going with a new system. We are with RMS. Intellitech from Poland is the company that the Sheriff's Dept. may be going with.

Right now at the 911 Center they are utilizing ID Networks, as we are. They also talked about recruitment and retention of police officers at the Sheriff's meeting.

- 7. Shawn asked the trustees to give his part-time officers a bonus to net out at \$200.

[RN2022-050] Greg Leonhard made a motion, seconded by Bruce Bancroft, to give a \$200 net amount bonus to his part-time police officers.

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

Passed this 14<sup>th</sup> day of February, 2022.

Shawn will help with posting the ad for a park cleaning person in the Free Press since he has an account.

8. Tim thanked the trustees once again for the purchase of the snow plow truck. It has already been used a few times due to heavy snowfall. Tim and Vince found that the air reserve tank is too small and needs to recuperate, but does it quickly. They could use an additional small tank. Tim is planning to sell the old snow plow truck after cleaning it up. He said it was unfortunate that some residents were plowed in with the last snowfall, but with the amount of snow, it was unavoidable. Tim talked with Bruce from Martuccio about work to be done this year. They will get whatever they can be done within the budget. Tim asked that when the webpage is revised if would be possible to include a color-coded key map of Kinsman roads to include for public information, like the one that Fred printed for him. Fred said he can supply a PDF copy for him when the time comes. Greg asked Tim if he can arrange to get the old tar truck out of the old police building, as well as the big dumpster. Tim asked if we could get the county engineers to look at Turner Mullen to discuss what can be done. Greg asked Steve Papalas and Steve suggested Wednesday. This can be discussed further at the annual meeting with the engineers in March.
9. The trustees thanked Tim and Vince for clearing the snow on the Square near NESFACE. A school bus driver mentioned the driving conditions on Turner Mullen to Tim and thanked him for clearing the snow at the lot of the Old High School grounds.
10. Fire- Cory sent inventory to Marge. Travis told the trustees that they discussed the Easter Egg Hunt at their last meeting.
11. Mark will be attending a meeting with the Trumbull County Planning Commission to discuss lot splits. He will be out of the office for medical reasons next week.
12. Tim told the trustees that the scrap from the furnace work was requested to be donated to a family in need. The trustees agreed.
13. Friends of Kinsman thanked the trustees and road workers for clearing the parking lot at the old high school grounds for those attending the casino bus trip fundraiser. They told the trustees that 100% of the profit of the fundraiser is going toward the new police garage building.
14. Greg said that Melissa Miller with the Trumbull County Health Department will hold a meeting at the administration building to discuss food access and food security in the area on Wednesday, March 16 at either 10 a.m. or 2 p.m. Marge will call Melissa for details.
15. Shawn reached out to his CPR instructor who asked for a three-day period to teach his classes. Mostly police will attend but some public can be included. Shawn thanked the trustees and Tim for their part in having the new furnaces installed at the administration building, since he has heat again in his offices.

Greg Leonhard made a motion, seconded by Jamin Banning, to adjourn the regular trustees meeting. The time was 7:32 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 28, 2022 at 6:00 P.M.

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

Greg Leonhard made a motion, seconded by Bruce Bancroft, to accept the reading of the minutes of the February 14<sup>th</sup> regular trustees meeting, as corrected. The motion was unanimous.

### Correspondence:

1. The trustees received an invitation to the Trumbull County Engineer's Annual Dinner Meeting on Wednesday, April 6<sup>th</sup> at 6:00 p.m. DiLucia's Banquet & Catering Facility at 2610 Elm Road in Warren. There are a total of five township officials that plan on attending.  
The trustees also received an invitation to schedule to meet as a township individually with the engineers to discuss upcoming projects. The trustees told Steve Papalas that they can meet on a Tuesday or Thursday in the month of April at 1 p.m.
2. The trustees have received resumes and inquiries regarding the park cleaning job. The cutoff to receive resumes is March 14<sup>th</sup>.

### Old Business:

1. Chris Tricomi sent the trustees his appraisal of the old police building on State Route 7. His appraisal figure is \$55,000 "as is". The trustees suggested contacting real estate agents to discuss listing the property.
2. Greg told the trustees that the scrap tire Go Green grant has been submitted. He is awaiting the estimate from Ohio Edison for lighting near the recycling area at the garage.  
Greg received notice from ODOT that regretfully, our application for a grant to repair sidewalks on Kinsman Nickerson Road to Garden Street was not selected for funding through the Township Stimulus Program. The Department received 1,182 applications in total requesting just under \$138M from 647 townships. With the unprecedented number of applications and the limited funding available, our application did not rank as highly as those awarded for similar project types.  
Tim told Greg that they met with the county engineers regarding Turner Mullen Road repairs. The engineers will be working on ways to get water out of the area to make repairs to the road last longer. The engineer's office is contacting property owners to notify them of possible work to be done. Greg reminded the public not to cover a ditch on their property as this can cause water problems. They need permission from the proper jurisdiction before doing this.
3. Jamin introduced Jennifer Campbell of J. Saul Campbell & Co. to discuss a possible new township website with the trustees. It would not be efficient to get the current website to where it

could be to include connecting to social media, mobile-friendly, and registration for updates, easy for administrator to use, and a newer website could possibly help with securing grants. Jamin asked Jennifer how much this would cost and she quoted under \$3,000. A lot of information would transfer from the old site to a template site. Annual hosting fee and site fee is under \$300. If we have rights to the domain name, we can transfer it. Jamin is working with Clear Choice to see if the township owns the rights to the kinsmantownship.org domain name. It will take about one month to build the new website. The township can include several email addresses for individual contact through the proposed new website at additional cost.

[RN2022-051] Jamin Banning made a motion, seconded by Greg Leonhard, to allow J. Saul Campbell & Co. to proceed with work on a new township website at a cost of up to \$5,000, which will include website training for administrators, updated website to include connection to a new social media page, mobile friendly, including contact forms onsite, and the first year's fee.

The vote was as follows:

Jamin Banning	Yes
Greg Leonhard	Yes
Bruce Bancroft	Yes

Passed this 28<sup>th</sup> day of February, 2022.

4. Kinsman Park Committee Chairman, Bob Nemeth, gave the trustees an update and also had a request. He told those present that the storage building at the old high school grounds is under renovation to become a men's' and women's' restroom building, and he said he is proud that its progress so far has been on a totally volunteer basis. The township has not spent any money on this project to date. The sewer is hooked up, gas lines are in, the interior is roughed in for plumbing, masonry work is done, solid glass block was added to let in natural light, and a concrete pad has been poured. Zero township resources have been used to do this work to date. Alcon Plumbing has paid for county work permits. A 60,000 BTU furnace will be installed and that has been donated, as well. The water lines are all in and ready to hookup. All porcelain fixtures have been donated.

Bob's request was that the trustees consider utilizing ARP funds to purchase dividers for bathroom stalls that are ADA compliant with grab bars, toilet paper dispensers, and two mirrors, one for each restroom. His quotes are as follows: \$3268 for dividers from Trumbull Industries, \$2563 for handicap accessible 50' sidewalk, 4" thick about 5 yards of concrete which will stretch from the parking lot to the concrete pad in front of the restroom building, and \$5852 for hands-free lighting of the building, exhaust fans, outdoor decorative lighting, and labor. Two days labor will be donated.

[RN2022-052] Greg Leonhard made a motion, seconded by Jamin Banning, to utilize Local Fiscal Recovery ARP funding to provide for restroom partitions to be purchased at Trumbull Industries for \$3268.31, electrical work consisting of hands-free lighting, outdoor lighting, exhaust fans, and outdoor lighting in the amount of \$5853 to be provided by C. W. Electrical Contracting Inc., and \$2563 for concrete

to be purchased by Bob Nemeth and Miller Yount Paving to install a handicap-accessible sidewalk leading to the building from the parking lot.

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

Passed this 28<sup>th</sup> day of February, 2022.

Bob also updated the trustees that the gable roof to be installed on the restroom building is to be donated. Providing a restroom to be opened year round is a good way of promoting Kinsman Township. Greg reached out to Gary Shaffer to get ADA requirements for the sidewalk. Steve Papalas will help with this.

**New Business:**

1. Jamin told the trustees he was approached by Ohio Edison. They have a large pole replacement project on Sodom Hutchings Road and they need a staging area. They would like to utilize the township property on Church Street near the library and would like to lease the parking lot there for \$500 per month for four months and possibly longer.

[RN2022-053] Jamin Banning made a motion, seconded by Bruce Bancroft, to lease Ohio Edison the parking lot on township property located on Church Street for a period of four months and possibly longer, for \$500 per month. Ohio Edison may make the parking area deeper on township property, but will restore it back to its original size if the Park Committee prefers that.

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

Passed this 28<sup>th</sup> day of February, 2022.

Bruce asked if Tim and the trustees are planning to sell the old snowplow truck and old tar truck. Tim is in the process of cleaning up the plow truck to sell it, and he is also planning on selling the old tar truck.

2. Greg reminded the trustees that there is a Trumbull Township Association meeting on March 10<sup>th</sup> at 6 p.m. at St. Mark Orthodox Church in Liberty Township.
3. Shawn told the trustees that Josh Ellwood-Bellas has graduated from the police academy, and has been hired by Brookfield Township.  
Shawn asked if the washer and dryer that was moved from the furnace room at the administration building to the old police building could be donated.

[RN2022-054] Greg Leonhard made a motion, seconded by Jamin Banning, to allow Shawn to donate the washer and dryer that was moved from the administration building to a family that is in need.

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



Passed this 28<sup>th</sup> day of February, 2022.

Shawn told the trustees that Bob Birrell will be removing the dumpster in the old police building next week. Shawn asked if the drug collection box can be installed in the lobby at the administration building. The trustees are okay with that, as it is locked. Shawn will check with Megan to ask if she is interested in training for the proposed new website, but she is very busy. He also suggested asking Zoning Board member Joanne Ellwood, as she is very good with computers. Jennifer Campbell said she will always be available for changes to the site.

- 4. Cory said there is nothing new. He did order the MARCs radios awarded through the State Fire Marshal Grant.
- 5. Mark told the trustees that he has attended the meeting with the Planning Commission regarding lot splits. He will give the trustees his full report at the next meeting.
- 6. Steve Papalas told the trustees that he was out on Kinsman roadways last week with Tim and Vince. There is a lot of water on Turner Mullen Road that needs to be remediated. The trustees and the engineers can talk more about it at their annual meeting. Greg and a Kinsman resident discussed more water coming from the northwest corner of Elm and in the area behind Yoder since the sewer project. The culvert under Kinsman Nickerson is not big enough to accommodate heavy rain and it affects everyone on Yoder Street. Steve Papalas took notes and will discuss this with Gary Shaffer first thing in the morning.

Greg Leonhard made a motion, seconded by Jamin Banning, to adjourn the regular trustees meeting. The time was 6:59 p.m. The bills were paid.

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Trustees

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Fiscal Officer

