

Kinsman Township Trumbull County

Records of Proceedings

Regular Meeting Held on May 14, 2018 at 6:00 P.M.

Chairman Linda Miller called the meeting to order. All elected officials were present. There were nine others present: Tim Tricker, Leroy Long, Kathy Sielschott, Beth Carmichael, Lori Burford, Ken Stafford, Chuck Goodrich, Don Sutton, and Jim Miller.

Linda Miller asked that all present stand to recite the Pledge of Allegiance.

Chairman Linda Miller introduced Beth Carmichael of the Trumbull County Tourism Bureau. Beth told the trustees and the public that she is new to her job as the Executor Director of the bureau, and is visiting townships in Trumbull County. Beth told all present that this is her second week as the director, and Kinsman Township is her first visit. She told the trustees and public that her passion is for rural communities and agri-tourism. She was very excited to hear about the Pymatuning Creek Scenic River designation in progress, and asked that we keep in touch with her so that the bureau can promote it once it is designated. Tourism in Trumbull County is happening, and is bringing in \$500 million in sales and \$60 million in tax revenue per year to the county.

Greg Leonard made a motion, seconded by Linda Miller, to accept the reading of the minutes of the April 23, 2018, regular meeting, as corrected. The motion passed unanimously.

Correspondence:

1. The Ohio Department of Public Safety sent notification that they have continued to see significant reductions in preventable tragedies associated with traffic crashes causing injuries and fatalities. This is due to law enforcement officers across Ohio making sure that seat belts are worn. The upcoming Click It or Ticket to be held May 21 to June 3, and the Drive Sober or Get Pulled Over to be held August 17 to September 3 enforcement mobilizations are opportunities to join national law enforcement efforts to contribute to a safer Ohio and safer nation.
2. Trumbull County Combined Health District sent the trustees a letter asking for help identifying areas in the community where stagnant water contributes to mosquito breeding, and they will make arrangements to larvacide the affected areas.
3. The Trumbull County Engineers Office sent a letter notifying township residents that they are proposing to replace the Kinsman #20 Morford-East Road bridge spanning Stratton Creek, and they are soliciting comments about the proposed work. The road will be detoured for about 90 days. Information about the project can be seen at www.countyengineer.com. Access to all properties within the construction limits will be maintained at all times during construction of the project.
4. CareWorks Comp sent notice that they have accepted Dale Goist's injury claim, a sprain of his right elbow and shoulder joint. The trustees would like to be notified, and an injury report filled out, as soon as possible after incidents occur.

5. Reverend Pat Christ of the Kinsman United Methodist Church sent a thank-you to the trustees for providing restroom facilities to the public during the Kinsman For Sale Day last July. They will again offer their driveway for those facilities on July 21.

[RN2018-055] Linda Miller made a motion, seconded by Greg Leonard, for the township to provide Port-A-Johns for the same locations as last year for the Kinsman For Sale Day.

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

Passed this 14th day of May, 2018.

6. Trumbull Township Association sent their active membership dues invoice for Kinsman Township.

[RN2018-056] Greg Leonhard made a motion, seconded by Linda Miller, for the trustees and the fiscal officer. Department heads will be renewed as associate members for 2018 to 2019. Kathy Sielschott would like to pay her own, so we will send payment for Tim Tricker, Cory VanKanegan, and Leroy Long as Associate Members.

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

Passed this 14th day of May, 2018.

Old Business:

1. Linda would like to discuss Equal Employment Opportunity township policies before adjourning the May 29th meeting.
2. The trustees are revising the Injury Report Form to include alcohol and drug testing, and to add that trustees would be notified as quickly as possible after an injury occurs.
3. The Park Committee met, and is currently working on a mission statement. They have a prioritized list of activities they would like to see housed in the park area that was the old high school grounds, then they will look at how to fund them. Their next meeting is on May 30 at 7 p.m.
4. Kinsman Scrap Tire Collection and Cleanup Day was held this past Saturday. Linda thanked Bronzwood Golf Course for providing lunch for all the workers. She also thanked Greg, Tim, Dustin Slusher, Dan Brannon and two workers from Sunburst, for their help. Clay was at the auction at a property on State Route 7 working during this time. They collected one garbage truck full of stuff and a pickup truck full of salvage that brought in \$384. They also collected 185 scrap tires.
5. Regarding the mailboxes on Main Street, Greg called the post office and the postmaster did not call him back. Linda then went to the post office and the postmaster told her he would look at it but could not promise anything. She went back on Thursday, but he was off that day. Friday Linda went back with the box numbers, and told him that she would go to the next level if she did not hear back from him. Greg took the next step and contacted Isabelle Hudge on May 8. He followed up with an email and photos of the mailboxes in question. He also explained that the driveway that the mailboxes have been placed would not be plowed. He sent her an email today and she replied that she will contact him as soon as her office manager gets back to her.

6. The Trumbull Township Association dinner is this Thursday. Kinsman and Johnston townships will be co-sponsoring the event at the Peter Allen Inn.

New Business:

1. Linda provided an application for sick and personal leave for the Road Department.

[RN2018-057] Greg Leonhard made a motion, seconded by Linda Miller, for Kinsman Township to adopt the policy of full-time township workers turning in an application for leave to the trustees.

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

Passed this 14th day of May, 2018.

2. Linda had a call from the Masonic Lodge and asked Mr. Stafford to address the trustees and public. Mr. Stafford had a concern about the Car Show on July 15th. He would like a barrier so that cars will not be driven on the new sidewalk. Greg asked Leroy to put some tape up for that day. He also has concerns about the storage building roof on the old school property. Tim Tricker will look at it. He asked that the trustees help with a garbage truck speeding through the Lakelands at about 45-50 miles per hour once a week. He asked that they contact the company to inform them about the driver. Greg will call the company.
3. The Kinsman Rotary Chicken Barbecue is cancelled.
4. Fred would like the speed limit to be reduced passing the park. He is afraid someone will get hurt with all the ball games going on. Greg told him that he will speak with the engineer's officers at the township dinner this week, and will ask about lowering the speed limit at that time.
5. Greg said he was contacted by the Boy Scouts asking if they could use the square on Kinsman For Sale Day.

[RN2018-058] Greg Leonhard made a motion, seconded by Linda Miller, to allow the Boy Scouts to use the township square to set up a stand on Kinsman For Sale Day.

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

Passed this 14th day of May, 2018

6. Fire- Marge received an email from Cory that read, The FEMA AFG grants for new extrication tools, as well, as the new brush truck, have been denied. I will search other avenues to fund these projects. I finished the Fire Officer 3 class last week at Bowling Green State University, many thanks to the trustees for sending me. I am working on the cancer prevention policy/procedures that Linda and I spoke about at the last meeting. Spoke with Jeff regarding the payment of the heart monitor. He said that after he spoke with John Moran, they are waiting for the insurance check.

Marge asked the trustees if they would like Johnston Township to pay the invoice for the replacement defibrillator, or if they would rather be reimbursed. The trustees agreed to allow Johnston Township to pay it directly.

7. Marge asked the trustees for a motion to transfer funds from Gas Tax to the Delin Thomas Project Fund.

[RN2018059] Linda Miller made a motion, seconded by Fred Stahl, for Marge to transfer \$4,000 from the Gas Tax Fund to the Delin Thomas Project Fund, necessary to pay the survey fee.

The vote was as follows:

Linda Miller	Yes
Fred Stahl	Yes
Greg Leonhard	Yes

Passed this 14th day of May, 2018.

8. Police- Leroy turned in his April 2018 Kinsman Police Department Report. There were 0 Prisoner Transports, 4 Traffic Citations, 16 Traffic Warnings, 29 Escorts, 17 Senior Welfare Checks, 6 Residential Property Checks, 86 Business Security Checks, 0 Auxiliary hours donated, and 1,626 Departmental Miles.
9. Road- Tim is wondering if the Road Department can use the old concession building at the park. There are some appliances and a barbecue grill inside. Marge will contact the sports leagues. Jim Grove told Tim that the Army Corps of Engineers was at the park walking around. Tim would like to improve the drive and parking at the back ballfield on the west side of the park. Linda will contact the Army Corp of Engineers to discuss this, as well as the removal of some small trees on their property.
10. Zoning- Kathy has issued 5 zoning permits that were for a home addition, a deck, a fence, and the addition at the Gulf Station. Linda asked about garbage cleanup in town. Kathy has spoken with a resident regarding junk in his yard. Linda asked Kathy to get the prosecutor's office involved, if needed. Fred asked about Birrell's and if a fence is needed. She spoke with the Bob Birrell who expressed concerns about not being able to see if someone is stealing. Kathy said there are four zoning board members interested in attending the zoning seminar. Greg asked about a residence on State Street that has recently put up stakes along their property. Kathy will check it out.
11. Kinsman resident Lori Burford told the trustees that she feels that she should have been notified when her mail was halted. Her mailbox has not been working properly since it has been moved. Linda told her that she and Greg have both been working on her concerns. Greg told Lori that the county engineer moved the mailboxes into the driveway of the Old Brown's Hardware. Greg told Lori that they are continuing to work on solving the problem. Greg is hoping for a resolution before next winter, since the concern is that the drive that the mailboxes are located in will not be plowed.
12. Kathy thanked the trustees on behalf of the American Legion Auxiliary for their successful Mothers' Day Flower Sale. There was a nice turnout.

Linda temporarily suspended the regular meeting to go into executive session to discuss personnel. There will be no action when we return. The time was 7:10 p.m. The trustees returned from executive session. The time was 8:10 p.m.

Linda Miller made a motion, seconded by Greg Leonard, to adjourn. The time was 8:10 p.m.

The bills were paid.

Trustees

Fiscal Officer

Kinsman Township Trumbull County

Records of Proceedings

Regular Meeting Held on May 29, 2018 at 6:00 P.M.

Chairman Linda Miller called the meeting to order. All elected officials were present. There were five others present: Leroy Long, Kathy Sielschott, Susan Slater, Lori Burford, and Jim Miller.

Linda Miller asked that all present stand to recite the Pledge of Allegiance.

Greg Leonard made a motion, seconded by Linda Miller, to accept the reading of the minutes of the May 14, 2018, regular meeting, as corrected. The motion passed unanimously.

Correspondence:

1. Cerni Motors sent the trustees an invitation to attend their "Official's Evening" meet and greet event to kick off their Municipal Truck Showcase and Maintenance Seminar on the evening of Thursday, August 16, from 6 to 9 p.m.
2. The Trumbull County Engineer's office sent the trustees notice that Orangeville Kinsman Road in Vernon Township will be closed for culvert replacement on Thursday, May 24 through Friday, June 8, 2018. Detour information is available.
3. There will be Cub Scout Sign Up information and organizational meetings on Tuesday, May 29 and Thursday, May 31 at 6:30 p.m. at the United Methodist Church on Main Street.

Old Business:

1. Linda said they had the sidewalk walk-through on Thursday. They went through the punch list and walked along the sidewalk to see if there were any defects. There were a few small cracks at the on some of the sidewalk. There was a small screw at one of the crosswalks that they had to re-do. At Autumn Lily's store, they border with the state, so Mr. Foust was present, along with the ODOT representative to look at an issue there. The runoff from the road runs down into Autumn Lily's around the edge of her garage and it is washing it away. They are trying to figure out how to slope it away from her property to get the issue resolved.
2. Marge did not find out which sports league owns the grill and refrigerator at the old concession building at the park yet. She will call them this week to ask if they can attend the regular trustee's meeting on June 11.
3. We received preliminary plans and cost for the Delin Thomas upgrade project. We have copies that are available to the public.
4. Tim Tricker will order port-a-potties for Kinsman for Sale Day to be installed at the same spots as last year.
5. Linda sent a handwritten thank-you card to Bronzwood Golf Course, thanking them for providing lunch for the scrap tire collection and cleanup day volunteers.
6. Greg heard back from Miss Hudge from the postal service. She told him that she has no authority over the postmaster here in Kinsman. Greg asked why she took his complaint. She would like to speak to a supervisor before working with him. Greg then called Congressman Dave Joyce's office and heard back from them. The goal is for someone with authority to come

and sit down so they can come to a resolution and possibly move the mailboxes to a better location. He was told he will get a call back from someone that can help with the problem. Fred asked if we could remove the boxes because where they are located now will not be plowed in the winter. The Old Brown's Hardware has been sold and the new owner may not want the boxes at his property.

7. Greg called Republic Waste and reported the driver speeding in the Lakelands and township roads on pickup day to the supervisor. They told him it will not happen again. Linda said he was slower today.
8. Linda asked if we could look at the roof of the building at the old school grounds, as it may need to be replaced. Tim has looked at it and is thinking a metal roof would be a good option.
9. Linda called the Army Corp of Engineers to discuss removal of trees at the park, but did not get to speak to anyone, so she sent an email today, including pictures of the trees they would like to remove, and where we would like to put the gravel, as well.
10. Our tire collection bill for the disposal truck was \$693. We received half of that back from salvage.
11. Fred looked at the crack at the concession building and feels it is getting bigger. Marge explained that John Sliwinski feels it is a drainage problem. He has been in contact with the architects regarding their plans. Marge will stay in touch until it is repaired.

New Business:

1. The original Injury Report Form has been amended.

[RN2018-060] Linda Miller made a motion, seconded by Greg Leonhard, to adopt the amended Injury Report Form to township policy, with the addition of department heads enforcing mandatory alcohol and drug testing after an employee injury.

The vote was as follows:

Linda Miller	Yes
Greg Leonhard	Yes
Fred Stahl	Yes

Passed this 29th day of May, 2018.

2. Greg thanked Leroy and the Police Department, and Cory and the Fire Department, for directing traffic for the Memorial Day Parade.
3. Fred received a call regarding wreckers from Birrell's parked on the square. Leroy was made aware and stopped at Birrell's to discuss it. When Fred drove there, he did not see wreckers parked there.
Fred asked about cemetery mowing. Linda told him that the township maintains the old cemetery. Bruce Bancroft and Mr. Melvin of the Cemetery Association oversee the large cemetery and maintain it. This saves the township money.
Fred asked Marge about keeping the recorded minutes of the regular trustees' meetings. She keeps them and does not delete them, though she can erase them after the minutes are typed up. She will keep each recording for a one year minimum.
Fred asked about additional street lights for Elm Street, Kinsman Nickerson, Mayburn Barclay and State Route 5. Greg told him to call Ohio Edison to discuss the cost.
Fred asked about abandoned houses and grass mowing. Linda told him that it is possible to have our Road Department mow the abandoned properties and chart their hours to apply to their property taxes, but it unlikely that we would receive compensation once the property is sold. Fred said the feed mill across the street from him has grass that has grown quite high. Kathy

said she has sent letters to property owners of several abandoned homes in Kinsman. Greg said that the Land Bank may be the best recourse to deal with the issue of abandoned homes.

4. Marge went to the Joseph Badger Board of Education and spoke with Cheryl Wildman regarding Fred's question about the school buses parked at the police building. Marge has not received a check from the board, and asked Cheryl to investigate and call her with payment information.
5. Leroy told the trustees that Birrell's was not able to install the equipment in the new vehicle, so he took it to another shop. It may not cost as much as originally quoted.
6. Road- Not here. Fred saw a post on Facebook that some residents are upset about Ward North and Ward Christy roads in bad condition. Linda told him that the Road Department will tar and chip seal as much as possible to repair them, and this has been in the works. The Road Department has been working on this problem long before this appeared on Facebook. This whole area has been resurfaced in the last two years. A farmer dropped his disks and damaged the road. The last estimate was \$5,000 for the damage done last year. That is \$5,000 that could be put into fixing other areas of the township roads.
7. Zoning- Kathy has called Jason Toth regarding letters sent to a resident with zoning violations. Kathy called the Health Department on a resident last year. Jason told her the next step is for the trustees to pass a resolution to let the resident know that the township will clean up his property if he does not. Greg did not want to move on the issue unless there are pictures that he can look at of the violations. Kathy has had a hard time with this resident and will need to bring a police officer with her to get pictures. The trustees would like to see copies of the letters and the timeline. She will send him his requisite three letters once again. Greg asked that Kathy's letters be more specific of the violations. Kathy's letter came from Mark Finamore. Mrs. Slater explained that she gets a letter from Kathy periodically. Her husband has lung cancer and it is difficult for her to get help to clean up the property. Her family tries to keep everything orderly on her property. Greg called and asked her husband if he feels he has violations, and he said no. They put up a fence around their property to help with zoning. Linda asked her about vehicles parked on township property overnight. There has been an issue of plowing because of vehicles parked there. Linda said that parking on township property would not be an issue if parking was available on their property. Mrs. Slater and Kathy have had several conversations regarding cleaning up the property. Greg offered his help. Mrs. Slater apologized for her husband not being able to clean up. Continued communication with Kathy is important. If Mrs. Slater is aware that she may have a zoning issue, she can contact Kathy and they can get help with clean up.
8. Kathy told the trustees that Gustavus sells benches for \$75 at the park for help to maintain the park. This may be a good way to get benches at Kinsman Park. She thinks that The Shelly Company pours the pad for them. Kathy is willing to fundraise on her own for a police garage at the administration building. The American Legion sold bricks to fundraise for the square. There are bricks left. Sub sandwiches are also a good fundraiser. The township cannot do fundraising, but other organizations can. Fred is trying to go through a nonprofit. The flowers have been done on the square and they look very nice.
9. Public- Lori Burford asked the trustees who authorized the moving of her mailbox. Greg said that when the plan was started the engineering firm was MS Consultants. ODOT, because it is their right of way came out and walked the whole path and it was all done to their specifications. At a certain point, MS Consultants was not doing their job, so the county

engineers took over the project. Then, it had to be done to ODOT specifications and ADA specifications. The area that is in question, when the original sidewalks were put in there were no ADA specifications, so the hill by Brown's Hardware had to be changed because you could not get a wheelchair up and down there. So the county engineer's office did the blueprints for that. Greg will talk to Gary Shaffer to see if he could come to the township meeting to discuss this. Her mailbox is tilted back and her mail is getting wet. Greg will have Tim Tricker stabilize her mailbox until some resolution is done regarding the placement of the mailbox. There is a new owner of the old hardware and he may not like the mailboxes on his property. Linda said it seems the postal service is violating their own regulations with mailbox placement. Greg told Lori that the trustees are working on addressing her complaint and are continuing to make phone calls. Greg apologized if Lori was offended by his words at the last meeting, as she felt the issue with her mailbox is unimportant to the trustees. Greg promised that as soon as they get an answer from Dave Joyce's office he will contact her. Linda told Lori that those affected by the mailbox issue should come to the meetings.

Linda Miller made a motion, seconded by Greg Leonard, to go into Executive Session to discuss personnel, and there will be some business when we return. The time was 7:15 p.m. The trustees returned from Executive Session at 7:35 p.m.

[RN2018-061] Greg Leonard made a motion, seconded by Fred Stahl, to hire Shawn Rentz as part-time police officer, at the starting rate effective immediately after being sworn in by the Fiscal Officer. He will then be hired as a full-time officer on July 1st, pending the approval of the contract currently being developed by Attorney Mark Finamore.

The vote was as follows:

Greg Leonhard	Yes
Fred Stahl	Yes
Linda Miller	Yes

Passed this 29th day of May, 2018.

Greg Leonhard made a motion, seconded by Fred Stahl, to adjourn. The time was 7:38 p.m.

The bills were paid.

Trustees

Fiscal Officer