

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 7, 2013

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The Board of Trustees of Mantua Township convened in regular session from 7:35 P.M. to 10:01 P.M. in the Mantua Township Hall. Chairman Jason Carlton called the meeting to order with the following members and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees. Marie Stehli, Fiscal Officer. Jim Aldrich, Sexton. Lynn Harvey, Roger Hurd, Dave Pollard, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Star Scout Frank Fugman. Several residents.

Introduction

The regular meeting was called to order by Chairman Jason Carlton. The Pledge of Allegiance was led by Jim Aldrich.

RES 44-13 Motion to approve the January 10, 2013 Special meeting minutes and suspend their reading by Victor Grimm, seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 45-13 Motion to approve the January 17 regular meeting minutes and suspend their reading by Victor Grimm, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The minutes of the January 24 regular meeting were discussed with one correction. **RES 46-13** Motion to approve the minutes as corrected and suspend their reading by Victor Grimm, seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Financial Report

The Fiscal Officer presented the following correspondence:

- ODOT Newsletter
- Portage County Health District quarterly report
- Frank Gates on Worker's Comp safety training
- Mar-Zane pricing
- OPERS notice
- Chagrin River Watershed Partners meeting announcement
- Lowes thank you
- Municibid Online Government Auctions ad
- Dawn Pechman requests meeting with no public comments
- Kathy Kelley re-appointment letter
- Keith Barton re-appointment letter
- Multiple e-mails from Dawn Pechman
- 2012 Bridge report
- Mileage certification

The mileage report was discussed. The cul-de-sac in the Meadows is not included in the mileage report, and Square Drive is listed twice on the State inventory.

The BZA letters were discussed. There were no other applicants other than the incumbents. ~~Keith Barton~~Kathy Kelley is a full member while ~~Kathy Kelley~~Keith Barton is an alternate.

RES 47-13 Motion to re-appoint ~~Keith Barton~~Kathy Kelley to a new full term on the Board of Zoning Appeals by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 48-13 Motion to re-appoint ~~Kathy Kelley~~Keith Barton as Alternate

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on the Board of Zoning Appeals by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The Fiscal Officer presented the following financial report:

2013 Temporary Appropriations:	\$ 758,241.66,	including carryover purchases
2013 Encumbrances:	\$ 386,724.30,	including carryover purchases
2013 Payments:	\$ 350,050.89	
Encumbered, not paid:	\$ 32,014.20	
2012 Receipts:	\$ 329,259.27	
Cash balance:	\$ 584,815.58 with	
	\$ 568,922.44	invested

The budget was discussed. Vic said that the salt shed needs work and that the EPA is starting to come up with more rules. Jason discussed purchasing a mini-excavator and trailer and splitting the balance in the road funds between contracts and materials.

Lynn Harvey said that there have been a lot of corrections in the new zoning book and that Todd Peetz thinks it should be reprinted and re-recorded. A couple of copies will be provided. It was thought that printing will cost around \$400. Jason said that Todd has emailed the whole zoning book and that it is online on the website. Lynn said that it has not been recorded. The number of books needed was discussed. Marie Stehli said that the BZA usually brings their books to hearings. Lynn said that the Zoning Commission will need a hard copy.

RES 49-13 MANTUA TOWNSHIP
ANNUAL APPROPRIATION RESOLUTION
2013

Jason Carlton moved the adoption of the following Resolution:

BE IT RESOLVED by the *Board of Trustees* of Mantua Township, Portage County Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending **December 31, 2013**

the following sums be and the same are hereby set aside and **appropriated** for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz

ANNUAL TOWNSHIP APPROPRIATIONS
2013
GENERAL FUND

That there be appropriated for GENERAL GOVERNMENT:

General Government

Administrative

Personal Services	\$	53,760.00	
Employee Fringe Benefits	\$	71,700.00	
Other	\$	72,360.00	197,820.00

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Townhalls, Memorial Buildings and Grounds

Personal Services	\$	1,800.00	
Supplies and Materials	\$	5,000.00	
Purchased Services		40,600.00	
Other	\$	0.00	47,400.00

Zoning

Purchased Services	\$	6,200.00	
Other	\$	550.00	6,750.00

TOTAL GENERAL GOVERNMENT

251,970.00

That there be appropriated for PUBLIC WORKS:

Public Works

Lighting

Purchased Services	\$	1,700.00	
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Highways

Purchased Services	\$	0.00	
Supplies and Materials	\$	0.00	
Other	\$	0.00	

TOTAL PUBLIC WORKS

1,700.00

That there be appropriated for HEALTH:

Health

Cemeteries

Purchased Services	\$	0.00	
Supplies and Materials	\$	250.00	

Health Districts

Purchased Services	\$	0.00	
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TOTAL HEALTH

250.00

That there be appropriated for CONSERVATION-RECREATION:

Conservation - Recreation

Parks and Recreation

Personal Services	\$	3,600.00	
Purchased Services	\$	8,000.00	
Supplies and Materials	\$	1,500.00	
Other	\$	0.00	

TOTAL CONSERVATION - RECREATION

13,100.00

That there be appropriated for CAPITAL OUTLAY:

Capital Outlay

Land	\$	750.00	
Buildings	\$	10,700.00	
Improvement of Sites	\$	15,100.00	
Machinery, Equipment and Furniture	\$	0.00	

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Motor Vehicles	\$	0.00
Other Capital Outlay	\$	0.00

TOTAL CAPITAL OUTLAY **26,550.00**

That there be appropriated for OTHER FINANCING USES:

Other Financing Uses

Operating Transfers Out	\$	5,000.00
Advances Out		0.00

TOTAL OTHER FINANCING USES **5,000.00**

TOTAL GENERAL FUND **298,570.00**

MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Supplies and Materials	\$	14,300.00
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TOTAL MOTOR VEHICLE LICENSE TAX FUND **14,300.00**

GASOLINE TAX FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Personal Services	\$	103,100.00
Employee Fringe Benefits	\$	0.00

TOTAL GASOLINE TAX FUND **103,100.00**

ROAD & BRIDGE FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Personal Services	\$	0.00
Employee Fringe Benefits	\$	63,450.00
Purchased Services	\$	154,300.00
Supplies and Materials	\$	52,500.00
Other	\$	0.00
Capital Outlay	\$	16,000.00

TOTAL ROAD & BRIDGE FUND **286,250.00**

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CEMETERY FUND

That there be appropriated for HEALTH:

Health

Cemeteries

Personal Services	\$	3,600.00
Supplies and Materials	\$	5,000.00
Purchased Services	\$	15,700.00
Capital Outlay	\$	5,000.00

TOTAL CEMETERY FUND

29,300.00

ZONING FUND

That there be appropriated for ZONING

Zoning

Personal Services	\$	10,200.00
Supplies and Materials	\$	400.00
Purchased Services	\$	300.00
Other	\$	800.00

TOTAL ZONING FUND

11,700.00

ROAD LEVY FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Purchased Services	\$	148,800.00
Supplies and Materials	\$	70,000.00
Capital Outlay	\$	15,000.00

**TOTAL ROAD LEVY
FUND**

233,800.00

PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Purchased Services	\$	30,000.00
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TOTAL PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND

30,000.00

PUBLIC WORKS FUND

That there be appropriated for CAPITAL OUTLAY:

Capital Outlay

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Purchased Services \$ 320,900.00

TOTAL PUBLIC WORKS FUND 320,900.00

CAPITAL PROJECTS

That there be appropriated for CAPITAL OUTLAY:

Capital Outlay

Capital Equipment \$ 10,000.00

Mantua Center School \$ 0.00

TOTAL PUBLIC WORKS FUND 10,000.00

CEMETERY BEQUEST-WASHBURN-REED FUND

Supplies and Materials \$ 2.00

TOTAL CEMETERY BEQUEST-WASHBURN-REED FUND 2.00

CEMETERY BEQUEST-WAY-MERRIFIELD FUND

Supplies and Materials \$ 2.00

TOTAL CEMETERY BEQUEST-WAY-MERRIFIELD FUND 2.00

CEMETERY BEQUEST-OLIN FUND

Supplies and Materials \$ 1.00

TOTAL CEMETERY BEQUEST-OLIN FUND 1.00

CEMETERY BEQUEST-KEYES FUND

Supplies and Materials \$ 1.00

TOTAL CEMETERY BEQUEST-KEYES FUND 1.00

CEMETERY BEQUEST-LANGE FUND

Supplies and Materials \$ 3.00

TOTAL CEMETERY BEQUEST-LANGE FUND 3.00

FIRE INSURANCE AGENCY FUND

Other \$ 0.00

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TOTAL FIRE INSURANCE AGENCY FUND 0.00

AGENCY FUND-FLOW THROUGH FUND

Other \$ 3,000.00

TOTAL AGENCY FLOW THROUGH FUND 3,000.00

RECAPITULATION OF FUNDS

GENERAL FUND	\$	298,570.00
MOTOR VEHICLE LICENSE TAX FUND	\$	14,300.00
GASOLINE TAX FUND	\$	103,100.00
ROAD & BRIDGE FUND	\$	286,250.00
CEMETERY FUND	\$	29,300.00
ZONING FUND	\$	11,700.00
ROAD LEVY FUND	\$	233,800.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND	\$	30,000.00
PUBLIC WORKS FUND	\$	320,900.00
CAPITAL PROJECTS	\$	10,000.00
CEMETERY BEQUEST-WASHBURN-REED FUND	\$	2.00
CEMETERY BEQUEST-WAY-MERRIFIELD FUND	\$	2.00
CEMETERY BEQUEST-OLIN FUND	\$	1.00
CEMETERY BEQUEST-KEYES FUND	\$	1.00
CEMETERY BEQUEST-LANGE FUND	\$	3.00
FIRE INSURANCE AGENCY FUND	\$	0.00
AGENCY FUND-FLOW THROUGH FUND	\$	3,000.00
<u>GRAND TOTAL OF ANNUAL APPROPRIATIONS FOR ALL FUNDS</u>	<u>\$</u>	<u>1,340,929.00</u>

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John Festa seconded the **Resolution** and the roll being called upon its adoption the vote resulted as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Marie asked about the inventory, which she has not yet received. John Festa is working on it. He still wants to inventory the Fiscal Office and Sexton items.

Main Meeting

Sexton Report

Jason congratulated Jim Aldrich for his appointment as Sexton. Marie noted that Jim has been decorating the graves at Memorial Day for years. Jim said he has been doing it for 29 years.

Jim reported Grave Sales of \$440 and Burials for \$1375, for a total of \$1815 for January.

Zoning Report

None.

Road Report

Jason had looked at plow blades at the convention. Other vendors were higher. **RES 50-13** Motion to purchase plow blades from Winter Equipment for the Macks at a cost of around \$2100 by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Vic reported 3 more loads of salt delivered. We still have about 400 tons on the minimum order.

Club & Committee Reports

None.

Trustee Reports

Jason Carlton discussed volunteering to pay 10% of the health care premium and presented a form that Bethel Township uses for this purpose for their elected officials to donate 10%. John Festa said that there are other alternatives, and brought up a cafeteria plan under ORC 505.63 which would be a wellness and benefit program. It provides cash benefits to people who take insurance elsewhere.

Jason asked if the Historical Society plans to do something with the old cabinets in the Administration building. Linda Ehlert suggested moving the piano also. Could the Township help move it?

The Chagrin River Watershed Partners increased dues by 1%. Jason said that we are covered by such a small portion of the watershed and questioned whether we should remain members. He said that we don't use them, but we do use Portage County Soil & Water. Vic said that the Zoning Commission has requested their services. Lynn reiterated that we do use their services. They are very knowledgeable. They have done research for us and presented findings. They are an ongoing zoning resource. Jason asked Lynn to provide questions to see if Soil

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& Water could provide the same service. Lynn would like to use them for another year. Dave Pollard said that between 1/3 and 1/2 of the township drains into the Chagrin River. Jason said that he only went to two meetings. Marie asked if we could find out what is their billing rate and how much would it have cost for what they have done.

Jason would like to get specifications together on a mini-excavator for state bid prices. John Festa thinks that the backhoe is a little too big for grave digging. Jim Aldrich suggested trading in the grader. John Festa said that Shalersville and Atwater did well at the Edinburg auctions. Dan does a good job digging graves. Maybe we could get a used trailer. Jason added that Shalersville mows their roadsides with their mini-excavator.

John Festa -nothing tonight.

Victor Grimm discussed the zoning request for collating dishes on the Buckeye Tower. (for cellular tower). Vic had a letter for Jason to sign.

Vic also said that the house on Mantua Center at Herman is gone.

Old Business

Jason discussed the Land Bank. He said that the resolutions will get the prosecutor to get administrative warrants to inspect the properties. Then a letter goes to the owner. Vicky Kline has said that if grant money is used for demolition, a lien is not required. Jason read a letter from Chris on mobile homes referencing ORC 505.86. Mobile Homes are not owned by the mobile home park. Brenda (from Robin Mobile Home Park) stressed that the homes presented by the park to the Trustees are not owned by the park but by individual owners. The owner pays the tax on the mobile home. The Park pays the land tax. The owner of the park is willing to have the township go on the property to demo abandoned mobile homes. John Festa asked if the mobile homes have titles. Yes, but not deeds. Jason will pursue.

The zoning and cemetery files are to be moved and secured.

Chris is working on a Zoning violation at 4781 State Route 82.

John Festa referenced a letter from Bill Steiner requesting no decision on the Solid Waste plan until after the PCTA meeting on February 16.

The Trustees had two bids for the Administration building-from Brant Carpentry and Hummel Construction. Nothing has been received from Troy Construction yet. Bids were not advertised and are not public until opened.

Update on the Townhall. The Road Department can start work on the cupola and shutters. Vic and Linda have keys and can let them in. Vic said that the cupola will need to be sealed off. There is some plywood up there, but once the shutters are off it is open to the weather. Why not start on the lower shutters. John had understood that there was plywood in the cupola. Vic said that the trimwork holds the shutters in place. Plywood is holding the shutters in from the outside. The shutters will have to be removed from the outside. Jason felt that it makes sense to start with the lower shutters.

Public Comments

The following spoke during public comments:

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Mark Hall said that the zoning book is valid 30 days after approval, and that the CRWP may find a way to pay the dues. He noted that the raises covered the employee health insurance contributions, so all the savings would come from the elected officials.

Linda Ehlert had information on magnetic interior storm windows, which are 1/3-1/2 cost of replacement windows.

Ellen Monroe has rented the Annex for six weeks to be open for community events.

Roger Hurd feels that CRWP can give zoning language that Soil & Water can't provide.

Cal Brant asked about the plans for the cupola and shutters. He recommended an engineering firm be retained. Jason said that we have appropriated \$12,000 for paint, ventilation and shutters.

Dave Pollard said that the insurance contribution would not save money, in light of the raises. Jason said that we have a "Cadillac Plan" and that our road crew wages are lower than elsewhere because of this. The savings won't be until next year.

Dan Cozzens said that a reserve can be put on auction items. The Road Crew deserves what they get. Jason gave the cost of the health care plan.

Dawn Pechman insisted that she hasn't gotten records. Marie said she has responded to all requests that she has received.

Steve Zielinski asked who is on the dental and vision plans. They are available to all. Marie is not on the dental plan.

Finale

Res 51-13 Motion to pay the following bills by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

MANTUA TOWNSHIP PAID BILLS	2/7/2013	
19354 MICHAEL RICHARDS	JANUARY 16-31, 2013	1,110.30
19355 BRIAN TAYERLE	JANUARY 16-31, 2013	1,408.30
19356 DANIEL WYSZNSKI	JANUARY 16-31, 2013	1,302.51
19357 ROGER HURD	RE-ISSUE CHECK #19266	90.00
VOUCHER INTERNAL REVENUE SERVICE	JANUARY FEDERAL DEPOSIT	1,591.68
19358 TREASURER, OHIO	JANUARY WITHHELD	337.30
19359 OPERS	JANUARY CONTRIBUTIONS	3,520.15
19360 AFLAC	JANUARY WITHHELD	223.76
19361 OHIO DEFERRED COMP	JANUARY WITHHELD	240.00
19362 JASON CARLTON	REIMBURSEMENT	116.23
19363 VICTOR GRIMM	REIMBURSEMENT	211.96
19364 MIKE RICHARDS	REIMBURSEMENT	6.00
19365 SUSAN SKROVAN	REIMBURSEMENT	75.56
19366 OHIO PUBLIC ENTITY CONSORTIUM	FUNDING PLAN	42.00
19367 DOMINION EAST OHIO	JANUARY SERVICE	1,869.20
19368 OHIO EDISON	JANUARY SERVICE	126.48
19369 AT&T	JANUARY SERVICE	94.98
19370 AT&T	JANUARY SERVICE	292.93
19371 MILLER & COMPANY	JANUARY SERVICE	66.00
19372 SUNBURST ENVIRONMENTAL	JANUARY SERVICE	43.25
19373 SPIRIT SERVICE COMPANY	JANUARY SERVICE	166.60
19374 STAPLES	OFFICE SUPPLIES	195.94
19375 MCMASTER CARR SUPPLY	MAINTENANCE ITEMS	26.54
19376 T&B TOOLS	MAINTENANCE ITEMS	49.95
19377 MANTUA HARDWARE	MAINTENANCE ITEMS	192.49
19378 MANTUA AUTO PARTS	MAINTENANCE ITEMS	779.18
19379 INDUSTRIAL CONNECTIONS	MAINTENANCE ITEMS	83.22
19380 TL SERVICE CENTER	MAINTENANCE ITEMS	10.18

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19381	RICHFIELD RADIATOR	GRADER REPAIR	165.00
19382	SIDLEY	MAINTENANCE ITEMS	281.08
19383	WESTERN RESERVE FARM COOP	FUEL	1,453.68
19384	WINTER EQUIPMENT COMPANY	PLOW & MARKER KIT FOR STERLING	978.24
19385	TODD MONROE	AERATE PARK	175.00
19386	CARGILL	45.07 TONS ROAD SALT	1,673.45
19387	OSCAR BRUGMANN SAND & GRAVEL	72.66 TONS GRAVEL & GRITS	797.26
19388	MAR-ZANE	3.24 TONS COLD PATCH	<u>291.60</u>
			20,088.00

RES 52-13 Motion to go into executive session to discuss personnel matters regarding employment and compensation of a public employee by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. Meeting recessed, 10:03 and reconvened, 10:45 p.m.

RES 53-13 Motion to reconvene the meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 54-13 Motion by Jason Carlton to hire Tierney Ruehr-Bryant as Zoning Inspector to begin March 1 2013 at the current rate of \$600/month contingent on successful employment tests, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes. In addition to Section 200 "responsibilities of the Zoning Inspector" the trustees will also require the zoning inspector to put in a minimum of 10 hours a week, cover ¼ of the township each week, keep a mileage log, report on zoning activities once a month and be available for residents as necessary. Vic will call all but Tierney, whom Jason will notify.

Jim Aldrich should also have the employment tests.

RES 55-13 Motion to rescind Resolution 28-13 for the inspection of 12530 Mantua Center Road by Jason Carlton, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 56-13 Motion to adjourn the meeting by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

The meeting was adjourned till February 7²¹, 2013 at 7:30 p.m. at the Townhall for the next regular meeting.

Victor Grimm

Jason Carlton

John Festa

Marie Louise Stehli, Fiscal Officer

All formal actions of the Board of Trustees of Mantua Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.