

**RECORD OF PROCEEDINGS  
MANTUA TOWNSHIP TRUSTEES  
REGULAR MEETING**

Held March 7, 2013

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The Board of Trustees of Mantua Township convened in regular session from 7:30 P.M. to 10:26 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. Tierney Bryant, Zoning Inspector. Lynn Harvey, Dave Pollard, Zoning Commission. Susan Skrovan, Zoning Commission Secretary. Several residents.

**Introduction**

The regular meeting was called to order by Chairman Jason Carlton. The Pledge of Allegiance was led by Tierney Bryant. Jason introduced Tierney as the new Zoning Inspector.

**RES 66-13** Motion to approve the minutes of the last regular meeting as corrected and suspend their reading by Victor Grimm, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

**Financial Report**

The Fiscal Officer presented the following correspondence:

CORRESPONDENCE FILE

3/7/13

- Legal Document from Prosecutor-CONFIDENTIAL
- 4 Title Searches
- 2 letters from Middlefield Bank
- 4 Health Department inspections
- 4 Building Department Inspections
- PERS Notice
- Ohio Department of Jobs & Family Services flyers
- Email from Dawn Pechman to Jason Carlton

She noted that Dawn Pechman's record request is almost done. Betsy has spent about 8 hours and Marie has spent a lot of time also.

The Fiscal Officer presented the following financial report:

2013 Appropriations:	\$1,340,929.00
2013 Payments:	\$ 403,235.41
Encumbered, not paid:	\$ 53,023.65
2012 Receipts:	\$ 345,272.57
Cash balance:	\$ 547,664.36 with
	\$ 533,922.44 invested

**Main Meeting**

Sexton Report for February

Jim Aldrich reported	Burial Fees	\$1825.00
	Grave Sales	\$2565.00
	Footer Sales	<u>\$ 290.00</u>
	Total	\$4680.00

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Zoning Report

Tierney Bryant reported that there will be a BZA hearing on March 18 at 7:00 p.m.

Lynn Harvey said that Tierney has the new copy of the zoning book, hard copy. There is a disk available. Marie Stehli said that she will get some 3-hole paper. Ink is on order.

Road Report

John Festa wants to auction the grader. Jason Carlton explained how we have sold equipment in the past.

The mileage report was discussed. Victor Grimm said that the cul-de-sac has been platted. Vic said that he is not in favor of selling the grader. He doesn't think that it would bring a lot. The Fiscal Officer noted that (Acting Road Supervisor) Brian Tayerle had mentioned at the last meeting that he thought we should keep it. Jason told her that the discussion was among the Trustees and he'd prefer to keep it that way.

Club & Committee Reports

No reports.

Trustee Reports

Jason Carlton had the lawn maintenance bid, which he has updated. He asked about a two year bid. Vic said it was OK with him, but requested sealed bids. Jason will advertise March 10-11-12, with bids to be postmarked April 1. Jason will advertise.

Additional responsibilities for the Zoning Inspector were discussed with some clarification. Vic doesn't feel that verbal citations need to be passed on to the Trustees as long as they are logged for review. John Festa wants an accurate mileage log.

**RES 67-13** Motion to accept the new job duties as amended with what is in front of them by Jason Carlton, seconded by John Festa. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

John Festa said that the Worker's Comp claims person is coming to the April 18 meeting. A road worker sliced his finger with a road sign and put in a claim without informing any of the Trustees.

The Chagrin River Watershed Partners want to come to a meeting.

Are we a member of a gas aggregate? Yes, we are in NOPEC. Marie gave John a bill to look at.

John noted that some of our flags are made in China. Vic said that the American Legion sells the Chinese flags. The large flags are from the Flag Store and are American made. Vic will see if he can find some small American made flags.

Victor Grimm has set up a post office box to be shared by the Zoning Inspector and Sexton. The Fiscal Officer's address will also be attached, because some government agencies will not deliver to a P O box.

Vic has been busy with cemetery and zoning matters, and has completed the inventory of John Vechery's stuff. There is no longer a 1997 camera and the spud bar may be in the garage.

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**Old Business**

Land Bank: The four properties have been inspected by the Portage County Health Department, Building Department and Mantua-Shalersville Fire Department and found to be uninhabitable. Current lienholders are on the title papers. A letter was read from Chris Meduri. We need to send a notice to the owner and all lienholders, set a public hearing-all must be notified. How do we reach the lienholders? Vic suggested sending certified and regular mail. Jason said that the money from the grant must be used before the end of the year. Jason asked Brenda to keep him updated.

Jason wants to have a community shred day. InfoShred quoted \$90/hour with a 3 hour minimum. (ShredIt was \$200/hour). He has also contacted Iron Mountain, but got someone in California. InfoShred suggested locking in a date as soon as possible. RES 68-13 Motion by Jason Carlton to have InfoShred do a community shred day, which was tentatively set for May 18 from 9-12 (they do all the work), seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

RES 69-13 Motion by Jason Carlton to have John Sedenski on Route 88 fix the tractor clutch, not to exceed \$2000, seconded by Victor Grimm. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

Administrative building bids were discussed. Jason said that that basis of getting bids for the first floor was the need for office space. The Fiscal Officer and Zoning Inspector had been working from home. Also other work needs to be done.

John Festa ~~wants to reject~~ed Brant Carpentry bid due to it being an estimate. Hummel and Troy both want assurances that there is no contamination in the work area. John doesn't think we can provide this assurance and read from the Diamond Environmental report. He wants to throw out all of the bids. He said that the roof is bad and there is no air conditioning. He wants to rent the top floor of the building and put the project on the ballot. John passed out a preliminary cost estimate for a lot of work based on a Crestwood study from 2002.

Vic said he is willing to accept all three bids. Diamond said that the building is clean with the exception of a pipe in the basement and floor tiles, which can be removed for \$3000. He felt that the 2002 report is suspect. The building department said that we can move in. A lot can be done with volunteers. We should start removing the asbestos and get going on using the building.

Jason said most calls are regarding what is going on with the school. He doesn't get calls on the 37 miles of roads. Calls are pro and con. There are also bids for the roof and front steps. The building will be paid off in 1.5 years. Maybe we should put it to a vote. Jason is in favor of offices and records in the building, but wants to put it on the ballot. He thanked Brant Carpentry, Troy Construction and Hummel Construction for their quotes, but wants to review the entire building. Marie has a very small space and still has record storage problems. Jason would like to start work on the west room.

Vic said the main comments that come to him are that he was elected to make these decisions. Jason said that with so much animosity, we need to put it to a vote. He would like to set aside a few thousand dollars to finish the west room as an efficient work area for the

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Fiscal Officer. John said that since the school project will be put in front of the voters he would agree to support work in the west room. Jason asked Vic if he would manage volunteers to work in the west room. Vic will think about it. Jason wants to set aside \$8000-9000 to finish the west room. John agreed. Jason suggested Troy. Vic will review.

John Festa said that there is nothing to report on the Townhall. Vic has a number of a firm to review the moisture problem.

**RES 70-13** Motion by John Festa to go into executive session to consider appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee in accordance with ORC 121.22g(1) after payment of the bills, seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

**Public Comments**

The following spoke during public comments:

Mark Hall asked if any of the four houses were occupied. Jason said no.

Lynn Harvey asked about work in the administration building. Jason said that no historical integrity would be compromised. Lynn said that if the National Historic Registry registration comes through, it may provide funds.

Matt Parsons had questions on the person who is helping with the records and the Townhall siding. Jason said that Linda Ehlert said siding was not an issue.

Larry Parsons asked about rent on the buildings and thinks we should vote on it.

John Sara also wants to vote.

Carole Pollard said we can't do anything until it is paid off and said that the wooden buildings require more maintenance.

Ellen Monroe has rented the gym annex for six consecutive Tuesdays and asked if she could put a sandwich board out regarding potluck lunch and supper. Vic and Jason did not have a problem with a sign.

Dave Pollard said that the grader cuts berm, while a mini-excavator won't. He thanked Ellie.

Dan Cozzens agreed with procedures on the administrative building.

Larry Lietzow said that the school should be up to the taxpayers, and that the annex is a good building. It needs a/c and an elevator.

**Finale**

**Res 71-13** 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

3/7/2013

19422	MICHAEL RICHARDS	FEBRUARY 15-28, 2013	905.31
19423	BRIAN TAYERLE	FEBRUARY 15-28, 2013	1,023.55
19424	DANIEL WYSZNSKI	FEBRUARY 15-28, 2013	964.91
VOUCHER	IRS	FEBRUARY FEDERAL DEPOSIT	1,530.85
19425	TREASURER, OHIO	FEBRUARY WITHHELD	329.02
19426	PERS	FEBRUARY CONTRIBUTIONS	3,537.04
19427	AFLAC	FEBRUARY WITHHELD	223.76

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19428	OHIO DEFERRED COMP	FEBRUARY WITHHELD	240.00
19429	JIM ALDRICH	REIMBURSEMENT	17.98
19430	VICTOR GRIMM	REIMBURSEMENT	75.00
19431	MARIE STEHLI	REIMBURSEMENT	15.05
19432	PORTAGE CTY HEALTH DEPT	ANNUAL FEES	675.00
19433	AMS TITLE AGENCY	4 TITLE SEARCHES FOR LAND BANK	660.00
19434	GORILLA PRODUCTIONS	WEBSITE MAINTENANCE	71.88
19435	OHIO INSURANCE SERVICES	VISION, DENTAL, LIFE INS	362.75
19436	OHIO PUBLIC ENTITY CONSORTIUM	FUNDING FEE	42.00
19437	DOMINION EAST OHIO	FEBRUARY SERVICE	842.53
19438	OHIO EDISON	FEBRUARY SERVICE	126.99
19439	AT&T	FEBRUARY SERVICE	348.97
19440	SUNBURST ENVIRONMENTAL	FEBRUARY SERVICE	43.25
19441	SPIRIT SERVICE COMPANY	FEBRUARY SERVICE	133.28
19442	CLEARWATER SYSTEMS	FEBRUARY SERVICE	13.50
19443	FASTENAL	MAINTENANCE ITEMS	27.00
19444	WESTERN RESERVE FARM COOP	FUEL	1,313.74
19445	MANTUA HARDWARE	MAINTENANCE ITEMS	41.92
19446	MANTUA AUTO PARTS	MAINTENANCE ITEMS	170.60
19447	INDUSTRIAL CONNECTIONS	MAINTENANCE ITEMS	5.00
19448	WINTER EQUIPMENT	PLOW KITS	1,950.00
19449	CARGILL	192.93 TONS ROAD SALT	7,163.49
	OSCAR BRUGMANN SAND &		
19450	GRAVEL	6.19 TONS GRAVEL	<u>69.41</u>
			22,923.78

Meeting recessed for executive session, 10:03 and reconvened, 10:25.

**RES 72-13** 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 73-13** Motion to do employee reviews on Sue Skrovan and Rhett Hall on April 18 at 6:30 p.m. by Jason Carlton, seconded by Jason Carlton. Vote as follows: Jason Carlton, Yes. John Festa, Yes. Victor Grimm, Yes.

**RES 74-13** 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 March 21, 2013 at 7:30 p.m. at the Townhall for the next regular meeting.

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Victor Grimm

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Jason Carlton

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John Festa

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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.