

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 1 of 10

The Board of Trustees of Mantua Township convened in regular session from 7:30 p.m. to 8:40 p.m. in the Mantua Township Hall. Chairman Jason Carlton called the meeting to order with the following member and visitors present: Jason Carlton, John Festa, Victor Grimm, Trustees, Marie Stehli, Fiscal Officer, John Dickey, Zoning Inspector, Jim Aldrich, Cemetery Sexton, Susan Skrovan, Zoning Commission Secretary, Betsy Woolf, BZA Secretary, Frank Horack, Veterans Memorial Chairman. A few residents and Stacie Turner from the Villager.

Introduction

The Pledge of Allegiance was led by Jim Aldrich.

RES 31-14 Motion to approve the minutes of the January 16, 2014 regular meeting as accepted made by Victor Grimm, seconded by John Festa. Vote as follows: John Festa yes, Jason Carlton yes, Victor Grimm, yes.

RES 32-14 Motion to accept the minutes of the All Boards meeting on January 22, 2014 as corrected made by John Festa, seconded by Victor Grimm. Vote as follows: John Festa, yes, Jason Carlton yes, Victor Grimm yes.

RES 33-14 Motion to accept the minutes of the February 4, 2014 meeting made by Jason Carlton, seconded by Victor Grimm. Vote as follows: John Festa yes, Jason Carlton yes, Victor Grimm yes.

Financial Report

The Fiscal Officer presented the following correspondence:

- OPERS outreach newsletter
- February Grassroots clippings
- Ballentine price list
- Portage County Land Reutilization still going
- Anthem did not cash check and wants to cancel
- OPERS canceling sick pay buyout pension
- OPERS notice
- Portage County Bridge report
- Ohio LTAP newsletter

The Fiscal Officer presented the following financial report:

2014 Temporary Appropriations:	\$	415,740.50
2014 Payments:	\$	46,504.90
Encumbered, not paid:	\$	58,536.31
2014 Receipts:	\$	9,644.28
Cash balance:	\$	529,190.17 with
	\$	520,945.54 invested

The certified road mileage was approved.

Marie went over the budget for 2014. We are presently in temporary appropriations. Marie has already added \$600.00 in the budget for filing for the zoning inspector. She also recommended adding \$2000 for the annual audit, which was discussed, and needed to add another lease payment on the school building. Jason reminded everyone that Theresa Nielsen has offered to volunteer her time for this process. Can you take the road workers salary out of another fund. There is more in the operating supplies and road levy. We need to really watch

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 2 of 10

the money this year. Can we take \$20,000.00 from County Road License fund and put it in Materials? The Road & Bridge Fund will be increased by about \$13,000 for two payments for the new equipment. Nothing is budgeted for Capital Improvement. We don't have the money. Jason discussed the open P.O.'s- 2009 - \$400.00. Vic advised to close it, 98-2012 Solon Monument, keep open, 98-2013 \$1200.00 Regional Planning, study for school. Marie stated she was told it may go over the hours that are paid for. This is the amount that the Trustees approved for the study. Jason asked if the money in the County License Fund could be moved. Marie asked if we needed to move more. We have to budget for every contingency that we have. John asked how they determined the audit cost. Marie explained that the township will be in an audit pool with Reminderville and the cost is determined by hours worked.

**MANTUA TOWNSHIP
ANNUAL APPROPRIATION RESOLUTION 34-14
2014**

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, 2014**
 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
2014
GENERAL FUND

That there be appropriated for GENERAL GOVERNMENT:

General Government

Administrative

Personal Services	\$	47,841.00		
Employee Fringe Benefits	\$	70,400.00		
Other	\$	87,480.00		205,721.00

Townhalls, Memorial Buildings and Grounds

Personal Services	\$	1,800.00		
Supplies and Materials	\$	5,000.00		
Purchased Services		39,900.00		
Other	\$	0.00		46,700.00

Zoning

Personal Services	\$	600.00		
Purchased Services	\$	6,000.00		
Other	\$	550.00		7,150.00

TOTAL GENERAL GOVERNMENT **259,571.00**

That there be appropriated for PUBLIC WORKS:

Public Works

Lighting

Purchased Services	\$	1,700.00		
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RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 3 of 10

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	\$	0.00
Improvement of Sites	\$	500.00
Machinery, Equipment and Furniture	\$	0.00
Motor Vehicles	\$	0.00
Other Capital Outlay	\$	0.00

TOTAL CAPITAL OUTLAY **1,250.00**

That there be appropriated for OTHER FINANCING USES:

Other Financing

Uses

Operating Transfers Out	\$	7,000.00
Advances Out		0.00

TOTAL OTHER FINANCING USES **7,000.00**

TOTAL GENERAL FUND **282,871.00**

MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Supplies and Materials	\$	14,100.00
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TOTAL MOTOR VEHICLE LICENSE TAX FUND **14,100.00**

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 4 of 10

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
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ROAD & BRIDGE FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Personal Services	\$	33,000.00
Employee Fringe Benefits	\$	62,700.00
Purchased Services	\$	154,857.68
Supplies and Materials	\$	5,000.00
Other	\$	0.00
Capital Outlay	\$	0.00

TOTAL ROAD & BRIDGE FUND		255,557.68
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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	\$	0.00

TOTAL CEMETERY FUND		24,300.00
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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
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ROAD LEVY FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Purchased Services	\$	128,800.00
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RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 5 of 10

Supplies and Materials	\$	41,200.00	
Capital Outlay	\$	0.00	
TOTAL ROAD LEVY			
FUND			170,000.00

PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND

That there be appropriated for PUBLIC WORKS:

Public Works

Highways

Supplies and Materials	\$	25,000.00	
Capital Outlay	\$	5,000.00	
Purchased Services	\$	0.00	
TOTAL PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND			30,000.00

PUBLIC WORKS FUND

That there be appropriated for CAPITAL OUTLAY:

Capital Outlay

Purchased Services	\$	0.00	
TOTAL PUBLIC WORKS FUND			0.00

STATE GRANTS

That there be appropriated for CAPITAL OUTLAY:

Highways

Supplies and Materials	\$	6,666.86	
Capital Equipment	\$	0.00	
Improvement of Sites	\$	0.00	
TOTAL STATE GRANTS FUND			6,666.86

CAPITAL PROJECTS

That there be appropriated for CAPITAL OUTLAY:

Capital Outlay

Capital Equipment	\$	0.00	
Mantua Center School	\$	0.00	
TOTAL CAPITAL PROJECTS FUND			0.00

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	
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RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 6 of 10

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

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	\$	282,871.00
MOTOR VEHICLE LICENSE TAX FUND	\$	14,100.00
GASOLINE TAX FUND	\$	103,100.00
ROAD & BRIDGE FUND	\$	255,557.68
CEMETERY FUND	\$	24,300.00
ZONING FUND	\$	11,700.00
ROAD LEVY FUND	\$	170,000.00
PERMISSIVE MOTOR VEHICLE LICENSE TAX FUND	\$	30,000.00
PUBLIC WORKS FUND	\$	0.00
STATE GRANTS FUND	\$	6,666.86
CAPITAL PROJECTS	\$	0.00
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>901,304.54</u>

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 7 of 10

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.

Main Meeting

Zoning Report

John Dickey reported income from Zoning fees at #105. He also noted notices sent to Chris Meduri on 3 properties and the status of the Elmo Christie case, as well as a summary of calls received. He is gathering information for a mass mailing of violations and the file project is ongoing.

John Festa wants to look at the zoning computer and printer. He asked who uses them- presently the Zoning Inspector and BZA Secretary. Jason asked Brent if the phone number could be changed on the website to say 274-ZONE (9663). He will look at it. Marie asked if her e-mail was removed, yes. Jason stated that the County requested information for everyone. Tina put Marie's e-mail on it.

Zoning Commission: None.

BZA: Betsy Woolf reported that the 2014 Organizational meeting will be held February 17, 2014 at 6:30 p.m. at the Township Hall.

Cemetery Report

Jim Aldrich read his report, consisting of burial fees of \$1545 and grave sales of \$700.

Road Report

Jason congratulated Brian for being promoted to Road Supervisor. Vic advised that two loads of salt were brought in this week. We may not be able to purchase any more at this time.

Club & Committee Reports

Veterans Memorial Updates: Frank Horack said that the plaque has been approved. Working on ceremony for Memorial Day. Matt Parsons is chairman and he can be contacted at 330-569-8769 for anyone interested in volunteering for the ceremony. John asked if there is a list of people you want the trustees to contact. Ask Matt.

Trustee Reports

Jason Carlton discussed the sign grant from ODOT for \$50,000.00 for top 100 townships for crash statistics. The Township was awarded the full amount of the grant that was submitted. The total grant applied for was \$6,666.86. Part will go to the Village. This grant includes the signs and hardware. All signs to be delivered to the Township and we will allocate to the Village their signs. Marie asked if this has to be run through the books, as the Public Works funds are. Jason will ask Victoria.

Jason called Brian Savage, insurance agent, and requested that he meet with the trustees before the next meeting. Marie will advertise a Special Meeting at 7:00 p.m. before the next regular meeting. She

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 8 of 10

will also advertise for a Special Meeting on the 24th at 6:30 p.m. to set reviews for John Dickey and Jim Aldrich. Jim will meet with the trustees at 6:30 p.m. and John at 6:50 p.m. The first regular meeting in March will be changed to the 7th at 6:30 p.m.

John Festa asked if there a resolution for the land use plan and has it been implemented. Vic said yes.

John reviewed an excerpt of the letter that Lynn Harvey read at the all boards meeting. John stated that he wanted the following passage from Lynn's letter entered into the minutes. It reads as follows: "from 2007 (our first year with two alternates) thru 2013, the Commission met 124 times. Our first alternate was seated for 42 of those meetings and present but not seated for 25. Our second alternate was seated for 51 of those meetings and present, but not seated for 31.

a. 1st alternate was seated 34% of the time

b. 2nd alternate was seated 41% of the time

c. Alternates 1&2 were seated an average 37 ½% of the time from 2007-2013. Appointed commission members attended 62 ½%.

He discussed the percentage of attendance by the commission members and alternates. He suggested that the trustees should receive reports from the board members and alternates. The BZA would like to attend educational seminars. Jason suggested discussing this with the Prosecutor. John wants to propose reports, Vic suggested the trustees receive the minutes from the Boards.

John feels the township doesn't get the message out about the township and suggested a newsletter. "We don't even have a logo!" he said. He added that there is a lot of unauthorized social media out there and websites and blogs. The website needs to be improved. Jason suggested to find out what other townships are doing and bring back a proposal, even if we don't act on it due to lack of money.

Victor Grimm discussed the south bay of the garage. New heaters need double switch, estimated at \$1552.00. The major expense is the conduit. We can reallocate \$5,000.00 from County License Tax.

RES 35-14 Motion by Victor Grimm to approve the proposal from Mantua Aurora Electric for \$1552.00, seconded by Jason Carlton. Vote as follows: John Festa yes. Jason Carlton, yes. Vic Grimm yes.

Jason received a call about the Annex use for a basketball group. They would repair the hoops and do work in the Annex to make it useable for basketball in exchange for free of charge use. Jason stated it may make it more attractive for other groups to rent. Vic got the same call. John doesn't have a problem with it. Marie requested that it not be used the day before elections. We would need a schedule.

Old Business

John will get with Brent to update the zoning information. John added the filing fees and square footage for tear down in the new zoning fee schedule.

RES 36-14 Motion made by Victor Grimm to amend the zoning fee schedule effective February 6, 2014 and pricing effective today, seconded by Jason Carlton. Vote as follows: John Festa, yes, Jason Carlton yes, Vic Grimm yes.

Vic discussed the alcohol policy. It is with the legal department of the insurance company.

RECORD OF PROCEEDINGS

MANTUA TOWNSHIP TRUSTEES

REGULAR MEETING

Held February 6, 2014

Page 9 of 10

Vic is working on the heat in the Administrative building. The office will be finished in the next of couple months. The townhall is still on target.

Public Comments

The following spoke during public comments:

MaryEllen Hamlin attended a Middle School function and overheard people asking what was going on with the old school. She advised them that it is being used as offices. She feels there needs to be better signage and who to call to rent it.

Dave Pollard discussed the potential cost of paper for the newsletter, and who would pay for it.

Carole Pollard doesn't feel it is appropriate to hear over and over again about the zoning files being a mess.

Dawn Pechman inquired about the prosecutors stating that the Trustees have to stay out of Zoning business.

Steve Zelinski asked if you could get advertisers to offset the cost of the newsletter.

Finale

RES 37-14 Motion by Jason Carlton to pay the bills seconded by John Festa. Vote as follows: John Festa yes, Jason Carlton yes, Victor Grimm yes.

MANTUA TOWNSHIP PAID BILLS	2/6/2014
20162 MICHAEL RICHARDS	JANUARY 16-31, 2014 1,151.77
20163 BRIAN TAYERLE	JANUARY 16-31, 2014 1,549.98
20164 DANIEL WYSZNSKI	JANUARY 16-31, 2014 1,318.35
VOUCHER INTERNAL REVENUE SERVICE	JANUARY FEDERAL DEPOSIT 1,755.59
20165 OHIO DEPT OF TAXATION	JANUARY WITHHELD 353.75
20166 OPERS	JANUARY CONTRIBUTIONS 3,929.75
20167 AFLAC	JANUARY WITHHELD 223.76
20168 ANTHEM BLUE CROSS	JANUARY WITHHELD 386.66
20169 OHIO DEFERRED COMP	JANUARY WITHHELD 130.00
20170 BRIAN TAYERLE	REIMBURSEMENT 3.00
	LOCAL GOV'T CONF
20171 TREASURER, STATE OF OHIO	REGISTRATION 350.00
20172 PORTAGE CTY TREASURER	STORM WATER ASSESSMENTS 226.03
20173 ANTHEM BLUE CROSS	HEALTH INSURANCE 5,963.67
	OHIO PUBLIC ENTITY
20174 CONSORTIUM	FUNDING PLAN 42.00
20175 OHIO EDISON	JANUARY SERVICE 133.54
20176 AT&T	JANUARY SERVICE 100.97
20177 AT&T	JANUARY SERVICE 310.68
20178 MILLER & COMPANY	JANUARY SERVICE 69.00
20179 SPIRIT SERVICE COMPANY	JANUARY SERVICE 192.58
20180 STAPLES	OFFICE SUPPLIES 49.78
20181 BEAR GRAPHICS	MINUTE BOOK & PAGES 178.86
20182 LOWES	SUPPLIES 3.78
20183 MCMASTER CARR SUPPLY	MAINTENANCE ITEMS 168.98
20184 INDUSTRIAL CONNECTIONS	MAINTENANCE ITEMS 96.02
20185 DEXTER	AUGER MOTOR FOR STERLING 430.00
20186 WOLFF BROS SUPPLY	PARTS FOR GARAGE FURNACES 187.09
20187 MORTON SALT	111.49 TONS ROAD SALT 3,065.97
	OSCAR BRUGMANN SAND &
20188 GRAVEL	5.63 TONS GRITS 61.75
20189 MAR-ZANE	1.92 TONS COLD PATCH 182.40
	22,615.71

RECORD OF PROCEEDINGS
MANTUA TOWNSHIP TRUSTEES
REGULAR MEETING

Held February 6, 2014

Page 10 of 10

RES 38-14 Motion to adjourn the meeting by Jason Carlton, seconded by John Festa. Vote as follows: John Festa yes, Jason Carlton yes, Vic Grimm yes.

The meeting was adjourned till February 20, 2014 at 7:00 p.m. to meet with the health insurance agent. Again.

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.