

HOWLAND TOWNSHIP MINUTES

The Howland Township Board of Trustees held their Regular and Organizational meeting on January 11, 2017 at 6:00 PM at the Howland Township Administration Building, 205 Niles-Cortland Road, N.E.

Roll Call: Rick G. Clark - Present
James Lapolla - Present
Matthew G Vansuch - Present

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A motion was made by James Lapolla and seconded by Matthew Vansuch to suspend the reading of the December 29, 2016 minutes and accept as written.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

The meeting was turned over to Fiscal Officer Robert Costello for the purpose of reorganization for year 2017:

A motion was made by Matthew Vansuch and seconded by James Lapolla to appoint Rick Clark, Chairperson of the Board of Trustees for fiscal year 2017.

Roll Call: Rick G. Clark - abstain
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to appoint James Lapolla, Vice-Chairperson of the Board of Trustees for fiscal year 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - abstain
Matthew G Vansuch - yea

The meeting was turned over to the newly appointed Chairperson Rick Clark.

A motion was made by Matthew Vansuch and seconded by James Lapolla to authorize the Fiscal Officer to pay all outstanding invoices incurred and approve all warrants issued.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by James Lapolla and seconded by Matthew Vansuch to vote on
Resolution 2017-01

Regular meetings of the Board of Trustees for "2017" shall be scheduled as follows and posted on the Township bulletin board located at the Township Administration Building, 205 Niles-Cortland Road N.E.

2nd Wednesday of the month 6 P.M.
4th Wednesday of the month 4:30 P.M.

Works sessions will be held one-half hour preceding each public meeting, special meetings will be scheduled as needed, and notification will be given to the Tribune Chronicle, Vindicator and anyone requesting notification.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-02

Approve the Trustees, Fiscal Officer, and Administrator attend the State of Ohio Trustees' and Fiscal Officer's Association Convention, the National Convention, the Trumbull County Township Association meetings, and any other meetings, seminars, workshops, schools, training, conferences, or conventions that are necessary for the betterment of the Township.

The Township will reimburse allowed expenses incurred as per the Township Policy and gas mileage to be reimbursed at \$.535 per mile, approved rate by the IRS 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-03

Authorize the Fiscal Officer to purchase all necessary office supplies and/or equipment for 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-04

Authorize the Township employees and Zoning Board members attend job related seminars, conferences, schools, training or conventions for fiscal year 2017, after a formal request has been approved by the Department Head, Administrator and/or a Trustee.

The Township will reimburse allowed expenses incurred as per the Township Policy and gas mileage to be reimbursed at \$.535 per mile, approved rate by the IRS 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by James Lapolla and seconded by Matthew Vansuch to vote on
Resolution 2017-05

Authorize the Fiscal Officer to transfer money within funds during the year, and all funds other than the General fund will require a request from the department head.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-06

Accept the letter of retirement from Charlene Burick, Post Office Supervisor, effective March 1, 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by James Lapolla and seconded by Matthew Vansuch to vote on
Resolution 2017-07

Authorize the Fiscal Officer to transfer money within the following funds:

Police Fund 9:
09-A-01 (Salary) to 09-A-02A (Severance Retire) \$ 6,000.00
09-A-02A (Severance Retire) to 09-A-01 (Salary) \$27,251.19
09-A-02A (Severance Retire) to 09-A-09 (Repairs) \$ 1,395.81

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-08

Per the recommendation of Administrator Darlene M. St. George, approve to adopt and enforce resolution to control dogs within the Township that are not otherwise in conflict with any other provision of the Revised Code, if the Township is located in a county where the Board of County Commissioners has not adopted resolutions to control dogs within the unincorporated areas of the county under this resolution (resolution attached in its entirety).

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by James Lapolla and seconded by Matthew Vansuch to vote on
Resolution 2017-09

Amend Resolution 2016-119, dated December 21, 2016 to read as follows:

Accept the resignation of Police Chief Paul Monroe, effective January 2, 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-10

Authorize Howland Township Administrator Darlene St. George to apply to the Ohio Public Works Clean Ohio Conservation Funds, and further authorize Administrator Darlene St. George to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance to support the Golden Triangle Wetland Acquisition Project through the Clean Ohio Conservation Fund program, and to make application to acquire sixty (60) acres of land involving all or portions of Parcel #28-693464 and Parcel #42-072910 located along North River Road in the Golden Triangle Industrial area of Howland Township.

The land contains environmentally sensitive habitats, approximately thirty (30) acres of wetlands, forest canopy, and 6,000 linear feet of stream channel. If the proposed project receives funding, the land would be preserved in perpetuity for the benefit of Howland Township, Warren City, Trumbull County and the businesses of the Golden Triangle Industrial Area. The project is a top tier project identified in the Golden Triangle Infrastructure Improvement Plan, and the project supports many goals of the Howland Township Comprehensive Community Plan adopted in 2010.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch – yea

A motion was made by James Lapolla and seconded by Matthew Vansuch to vote on
Resolution 2017-11

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, approve to change the Howland Township Police Policy & Procedures from Policy #101 to Policy #206 to reflect the change from Paul S. Monroe to Nick L. Roberts.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-12

The Howland Township Board of Trustees approve to commit \$16,000 as the local public funding for the Golden Triangle Wetland Acquisition project, and in addition the balance of funds required for the Golden Triangle Wetland Acquisition project (25% matching funds) will be provided through land donation by the property owner.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made James Lapolla and seconded by Matthew Vansuch to vote on
Resolution 2017-13

Approve the 2016 Annual ODOT Mileage certification for 80,539, an additional .084 miles of roadway for Mill Street.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on
Resolution 2017-14

Per the recommendation of Administrator Darlene St. George, approve to renew Howland Township's membership in the Ohio Dept. of Administrative Services Cooperative Purchasing Program for 2017.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

A motion was made by Matthew Vansuch and seconded by James Lapolla to vote on Resolution 2017-15:

Approve to schedule budget meetings with Administrator Darlene St. George and department heads on February 1, 2017 at 3:00 P.M.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

Summary of Meeting:

Danny Engle from Howland Cub Scout Troop 28 lead the pledge of allegiance.

Trustees presented Jessica Gault with a Certificate of Appreciation for her involvement in the Holiday Tree Lighting Festival.

Fire Chief Panatalone: 2016 closed out as the busiest department in the County with 3,381 incident reports.


Police Chief Roberts: Revising the Police Policy & Procedures and getting them certified with the State of Ohio, and should have a provisional certification in the next 30 days. After they certify, we will have an onsite inspection to see if we meet State standards. I believe we exceed these standards.


Public Works Director McCann: Started Christmas Tree Pick-Up through January.

Planning Director Mascarella: Reviewing two projects: St. John/St Mary Church project have some revisions. Howland Apartments on Rt. 46 and Sanctuary Blvd is an 134 multi-family unit. It is in the early stages.

A motion was made by Matthew Vansuch and seconded by James Lapolla to adjourn the regular meeting at 6:40 P.M.

Roll Call: Rick G. Clark - yea
James Lapolla - yea
Matthew G Vansuch - yea

Attested by:  Dated: 1/12/17
Robert Costello, Fiscal Officer

Approved by:  Dated: 1/12/17
Rick Clark, Chairperson