

**HOWLAND TOWNSHIP MINUTES**

The Howland Township Board of Trustees held their Regular and Organizational meeting on January 10, 2018 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, 2017 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 2018:

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 2018.

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

A motion was made by Rick Clark and seconded by James Lapolla to appoint Matthew Vansuch, Vice-Chairperson of the Board of Trustees for fiscal year 2018.

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

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 2018-01**

Regular meetings of the Board of Trustees for "2018" 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 2018-02**

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 \$.545 per mile, approved rate by the IRS 2018.

**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 2018-03**

Authorize the Fiscal Officer to purchase all necessary office supplies and/or equipment for 2018.

**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 2018-04**

Authorize the Township employees and Zoning Board members attend job related seminars, conferences, schools, training or conventions for fiscal year 2018, 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 \$.545 per mile, approved rate by the IRS 2018.

**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 2018-05**

Reduce the December, 2017 monthly salary of the Fiscal Officer and Trustees due to the final Amended Certificate of Estimated Resources from the County Auditor going from over the \$10,000,000 budget to under the \$10,000,000 budget at year end. Adjustment will be made with the January, 2018 payroll.

**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 2018-06**

Approve to increase the hourly rate for Leone DiCesare from the minimum wage rate of \$8.15 to \$8.30, effective January 1, 2018.

**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 2018-07**

Authorize Administrator Darlene St. George to submit an application to Eastgate, acting as designated recipient of USDOT funds, for the Moving the Community Forward Planning Grant and to execute a contract with Eastgate if selected for funding (resolution attached to minutes in its entirety).

**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 2018-08**

Adopt an Automated Speed Enforcement Program and establish civil penalties for automated speed violations.

**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 2018-08A**

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, approve the contract with Blue Line Solutions, LLC for equipment and services incidents to Howland Township's Automated Speed Enforcement Program.

**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 2018-09**

Accept the resignation of Patricia Spencer from the Zoning Commission, effective December 31, 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 2018-10**

Appoint Michael Smylie to the Zoning Commission for a five year term beginning January 1, 2018 to December 31, 2022.

**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 2018-11**

Appoint Samuel Bluedorn to the Board of Zoning Appeals for a five year term beginning January 1, 2018 to December 31, 2022.

**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 2018-12**

Approve to compensate Cynthia B. O'Connor for 11 hours worked in 2018 as Farmers Market Coordinator. Cynthia B. O'Connor's contract ended December 31, 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 2018-13**

Authorize the Fiscal Officer to transfer within Police 9 fund:  
09-A-01 (Salaries) to 09-A-09 (Repairs) \$2,000.00

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

**Summary of Meeting:**

Fire Chief Panatalone: There was a serious fire on Sunday morning. With the wind chills and temperature only 12 degrees it is exceptionally brutal. Thank you to the Public Works Dept., police department and all the other fire departments that helped.

Police Chief Nick Roberts: Thanked the Trustees and Administrator for allowing the speed camera program thru Blue Line Solutions. Also would like to thank Asst Chief Urso and our legal department for their due diligence in working out all the details necessary.

Public Works Director David McCann: Due to the extreme temperatures, we have been using more salt than normal. Christmas tree pick-up has started and will go through the month of January.

Zoning Director Kim Mascarella: In 2017 zoning issued a valuation of \$9.5 million in permits. Twenty-nine housing permits were issued in 2017 which was an increase over the previous years.

Resident Ed Palumbo – 201 Sanctuary Dr: Asked if the contract for the cameras is public information and do you have it available now?

Administrator St. George: It is public information, but the contract had some last minute changes. Will be available in a day or two, and will be available for your information.

A motion was made by Matthew Vansuch and seconded by James Lapolla to adjourn the regular meeting at 6:30 P.M.

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

Attested by: Robert Costello Dated: 1/11/18  
Robert Costello, Fiscal Officer

Approved by: Rick G Clark Dated: 1/11/18  
Rick Clark, Chairperson