

MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held their Regular meeting on January 9, 2019 at 6 P.M. at Howland Township Administration Building, 205 Niles-Cortland Rd. N.E., Howland Township, Ohio.

**Roll Call:** Rick Clark - Absent  
Dr James LaPolla – Present  
Matthew G Vansuch- Present

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A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to excuse Rick Clerk for personal reasons.

**Roll Call:** Dr. James J LaPolla – yea  
Matthew G Vansuch –yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to suspend the reading of December 27, 2018 minutes and accept as written.

**Roll Call:** Dr. James J LaPolla – yea  
Matthew G Vansuch –yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to turn over the meeting to Fiscal Officer Robert Costello for the purpose of reorganization for the year 2019:

**Roll Call:** Dr. James J LaPolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and Seconded by Dr. James LaPolla to appoint Dr. James LaPolla as Chairperson of the Board of Trustees for fiscal year 2019.

**Roll Call:** Dr. James J LaPolla – yea  
Matthew G Vansuch –yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to appoint Matthew Vansuch as Vice-Chairperson of the Board of Trustees for fiscal year 2019.

**Roll Call:** Dr. James J LaPolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to turn over the meeting to the newly appointed Chairperson Dr. James LaPolla.

**Roll Call:** Dr. James J LaPolla – yea  
Matthew G Vansuch –yea

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

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-001

Regular meetings of the Board of Trustees for 2019 shall be scheduled as follows and posted on the Township bulletin board located at the Township Administration Building, 205 Niles Cortland Rd. NE.

2<sup>nd</sup> Wednesday of the month @ 6:00 P.M.

Work 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 and anyone requesting notification.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-002:

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 \$.58 per mile, approved rate by the IRS 2019.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-003:

Authorize the Fiscal Officer to purchase all necessary office supplies and/or equipment for 2019.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-004:

Authorize the Township employees and Zoning Board members to attend job related seminars, conferences, schools, training or conventions for fiscal year 2019, 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 \$.58 per mile, approved rate by the IRS 2019.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-005:

Reduce the last five (5) days of the December 2018 monthly salary of the Fiscal Officer and Trustees due to the Amended Certificate of Estimated Resources from the County Auditor going from over the \$10,000,000 budget to under the \$10,000,000 budget.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-006:

Per the recommendation of Police Chief Nick Roberts, approve a new Liquor Permit for Red Plum Pizza and Pasta, LLC located at 8212 E. Market St., Howland Township.

D5I- (same as D5) Restaurant meeting certain criteria.  
Spirituos liquor for on premises consumption only, beer, wine and mixed beverages for on premises, or off premises in original sealed containers, until 2:30 a.m.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-007:

Accept the resignation of part-time employee Leslie Rivera, the Township Events Coordinator, effective December 31, 2018.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-008:

Approve to schedule a public hearing February 13, 2019 at 6:00 P.M., immediately following the Board of Trustees meeting, regarding the proposed re-zoning of an 11.16 acre parcel on Springbrook Dr. in Howland Township (Parcel ID 28-903497)

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch –yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-009:

Adopt a resolution of Howland Township's intents to dispose of surplus, unneeded, obsolete, or unfit personal property through the use of internet auctions on the Township website and links to Gov-Deals for fiscal year 2019 (resolution attached in its entirety)

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-010:

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, adopt the Ohio Fire Code as Howland Township's Fire Code and Related Permit Fee Schedule. (Resolution attached in its entirety)

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-011:

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, amend:

Resolution 2018-08; Section 12: Allocation of Civil Penalties:  
One Hundred Percent (100%) of Howland Township's portion of the civil penalties collected pursuant to this Resolution shall be allocated to Police Fund 9.

to:

Seventy Percent (70%) of Howland Township's portion of the civil penalties collected pursuant to this Resolution shall be allocated to Police Fund 9;  
Thirty Percent (30%) of Howland Township's portion of the civil penalties collected pursuant to this Resolution shall be allocated to General Fund 01.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-012:

The Howland Township Board of Trustees, effective January 9, 2019, rescind Resolution 2004-160, passed on October 27, 2004: Section 3032: Use of Township Credit Cards in the Township Personnel Policy & Procedure Manual.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-013:

Per the recommendation of Administrator Darlene St. George, approve to accept the following addition to the Township Personnel Policy & Procedure Manual.

Section 3032: Howland Township Credit Card Policy which complies with R.C. 9.21 and R.C. 505.64. (Policy attached in its entirety)

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-014:

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, approve to hire the Jeremy Bahen as a Full-Time Firefighter/Paramedic effective January 2, 2019:

Base Rate: 100% - Current Firefighter base pay - \$20.07 per hr.  
Medic Rate: 100% - Current Paramedic pay - \$62.50 per pay

Jeremy Bahen will receive all benefits as per the Township Personnel Policy and the Howland Township Fire Department's IAFF Local 2786 Contract.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2019-015:

Motion to appoint Trustee Dr. James LaPolla to the Mahoning Valley Sanitary District Advisory Council pursuant to and in accordance with ORC§ 6115.104 (A). The purpose of the advisory council is to annually review and evaluate the receipts and disbursements of funds by the board of directors of the Mahoning Valley Sanitary District (aka Meander Water) from the preceding calendar year; and to review, evaluate, and make recommendations to the board of directors regarding operation, policies, programs, and improvements of the district. The Fiscal Officer is hereby directed to file certified copies of this resolution with the board of directors of the Mahoning Valley Sanitary District (aka meander Water) and with the Trumbull County Clerk of Courts.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to adjourn the meeting at 7:40 P.M.

**Roll Call:** Dr. James J Lapolla – yea  
Matthew G Vansuch – yea

Summary of Meeting:

- Jim P Fire department was the busiest in the county in 2018 with 3,814 runs. 82 % of the volume was EMS runs. There are days when we can't handle our call volume and Cortland Fire Department is kind enough to mutual aid with us. We took delivery of our new ladder truck in December. We are putting all the equipment together and will probably be putting it into full service next month
- Nick R. In 2018 our officers received 10,933 calls for service. They conducted 1,483 traffic stops. They issued 433 traffic citations and took 1,465 incident reports. They responded to 657 crashes and made 360 arrests.
- Matt V. Dr. Lapolla, Chief Pantalone, Chief Roberts and myself will be cooking for a fundraiser for Boy Scout Troop 122 on Sunday January 22. Tickets are \$15 and we hope to see many of you there.
- Dave M. It has been a light winter season so far and our usage of salt is substantially down. We are continuing with the Christmas tree pickup. We have scanned the township three 3 times and will continue until the end of January.
- Kim M. 2018 turned out to be a very good year for valuation in the township. We issued 250 permits valued at \$23,861,000. In 2017 the valuation total was \$9,500,000.

Approved by:  Dated: 1/19/19  
Robert M. Costello, Fiscal Officer

Approved by:  Dated: 1/25/19  
Dr. James LaPolla, Chairperson-Trustee