

MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held their regular meeting virtually on September 9, 2020 at 6:00 P.M. via the Howland Township Web Page www.howlandtownship.org

Roll Call: Matthew Vansuch – Present
Dr. James LaPolla – Present
Rick Clark - Present

A motion was made by Dr. James LaPolla and seconded by Rick Clark to suspend the reading of August 10, 2020 meeting minutes and accept as written.

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark authorizing Fiscal Officer Robert Costello to pay all outstanding invoices incurred and approve all warrants issued.

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-092:

Howland Township Board of Trustees authorizes Fiscal Officer Robert Costello to transfer the following monies via inter-fund transfers. The transfers will reimburse Township funds for COVID Expenditures in compliance with HB 481. Authorize to request an Amended Certificate from the Trumbull County Auditor and appropriate the said amounts.

Fund 2272 – Corona Virus Relief Fund	(\$61,296.51)
Fund 1000 – General Fund	\$28,651.55
Fund 2031 – Road and Bridge	\$ 6,509.99
Fund 2081 - Police	\$ 843.52
Fund 2111 – Fire	\$23,323.69
Fund 2281 – Ambulance & EMS Services	\$ 1,967.76

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-093:

Authorize the Fiscal Officer to request an Amended Certificate from the County Auditor to increase the Township budget and appropriate due to additional money received for the COVID-19 – CARES Act.

Special Revenue Fund 2272 –Coronavirus Relief Fund (LCRF)	\$110,776.91
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Revenue Account:
2272-519 – Other Federal Receipts \$110,776.91

Appropriation Account: 2272-420-0000 – Machinery, Equipment & Furniture

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-094:

Per the recommendation of Administrator Darlene St. George, approved to purchase the Township’s medical, dental and life insurances for all full-time employees utilizing Huntington Insurance, Inc. as brokers for the period of September 1, 2020 to August 31, 2021.

Medical/Health Insurance Anthem Insurance
Dental / Life / Voluntary Life / Voluntary Vision Principal Insurance

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-095:

Per the recommendation of Administrator Darlene St George and Fiscal Officer Robert Costello, Recommend to accept Payroc as the Township’s credit card processor. There are no start-up costs, no termination fee, no monthly fees, and no contract.

Other Credit Card Processing Group
Express Bill Pay – Set up and training fee - \$300.00

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-096:

Per the recommendation of Police Chief Nick Roberts, the Board of Trustees of Howland Township “DO NOT” request a hearing for the transfer of the D1, D2, liquor permits from Osaka Japanese Steak House & Sushi Bar Inc., 8120 Old Troy Pike-Huber Heights, OH 45424 to Ray & S LLC 1556 N. River Rd. NE ., Howland Township, Warren, OH 44483

D1 Beer only for on premises consumption or in original sealed containers for carry-out only until 1:00am.

D2 Wine and mixed beverages for on premises consumption or in original sealed containers for carryout only until 1:00am.

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-097:

Approve the School Resource Officer Contract between the Board of Education for Howland Local School District and the Board of Trustees of Howland Township for the period September 8, 2020 through June 3, 2021 for a total cost of \$76,580 (complete contract attached in its entirety).

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-098:

Approve the School Resource Officer Contract between the Board of Education for Howland Local School District and the Board of Trustees of Howland Township for the period September 8, 2020 through June 3, 2021 for a total cost of \$35,685.00 (complete contract attached in its entirety).

Roll Call: Matthew Vansuch -yea
Dr. James J LaPolla -yea
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-099:

WHEREAS, the following list of properties have been cited during the month of June, 2020 in violation of the Howland Township Zoning Ordinance Section 8, A-8, Howland Township Resolution 2003-58 (Abatement, Control or Removal of Vegetation, Garbage, Refuse or Other Debris), and Howland Township Resolution 2002-93 (Establish Fines) where the yards have not been maintained; and

WHEREAS, Howland Township has received complaints from neighbors of said properties that the condition interferes with the reasonable enjoyment of use of the property and high grass and/or garbage, refuse or debris poses a safety and health threat to the neighborhood. The unsightly appearance of the properties is detrimental to the aesthetic value of the neighborhood and would cause a depreciation of property values; and

WHEREAS, the Zoning Office has not heard from any of the property owners, by telephone or mail.

WHEREAS, At least seven days before providing for the abatement, control, or removal of any vegetation, garbage, refuse, or other debris, the board of township trustees shall notify the owner of the land and any holders of liens of record upon the land that The owner is ordered to abate, control, or remove the vegetation, garbage, refuse, or other debris, the owner's maintenance of which has been determined by the board to be a nuisance.

WHEREAS, If that vegetation, garbage, refuse, or other debris is not abated, controlled, or removed, or if provision for its abatement, control, or removal is not made, within seven days, the board shall provide for the abatement, control, or removal, and any expenses incurred by the board in performing that task shall be entered upon the tax duplicate and become a lien upon the land from the date of entry.

NOW THEREFORE, BE IT RESOLVED that Howland Township declares and finds the following properties to be a nuisance.

<u>Address</u>	<u>Parcel ID</u>
2878 Niles Vienna Road	Parcel 28-573401
3503 Birchwood Ave NE	Parcel 28-094550
1458 Castillion Dr. NE	Parcel 28-006282
3681 Hightree Ave SE	Parcel 28-181787
8848 Kings Graves Rd NE	Parcel 28-322475
6060 Mines Road Rd SE	Parcel 28-390900
7654 Pegotty Dr. NE	Parcel 28-683738
3448 Beechwood Ave NE	Parcel 28-300351

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution **2020-100:**

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, approve to hire the following as Instructors for the Howland Township Fire & EMS Training Center. They will receive \$12.50/hr. as Probationary Instructors and \$18.50/hr. as Lead Instructors with no benefits and scheduled on an "as needed basis".

George Snyder	Fire/EMS Instructor
Shawn Murray	Fire Instructor

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution **2020-101:**

Per the recommendation of Administrator Darlene St. George, per ORC Section 505.10ab, authorize the sale of parcel 28-902571 from the Howland Township Board of Trustees to Villwock 5, LLC for the amount of \$2,646.00. This is an unbuildable property

that abuts 67 acres of land owned by this company and the sale price is the amount of property taxes currently being paid by the township.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Rick Clark to vote on Resolution 2020-102:

Authorize Howland Township to name October 2, 2020 as Albert Kosiba day and to authorize an appropriate resolution to be presented to him and his family.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Rick Clark	-yea

Summary of Meeting:

Trustee Rick Clark

It came to my attention today that there's a gentleman by the name of Albert Kosiba who is a lifetime county resident and has lived in Howland Township for 50 years. He is 99 years old and on October 2 he will turn 100. He is a WW II veteran, participated in the Normandy Invasion and received the Legion of Honor or Medal from France. I would like to make October 2nd Albert Kosiba day in Howland Township. His family is having an event for him on Saturday, October 3 at the Township Park. We should make a proclamation and someone could present it at the family event.

Trustee Matthew Vansuch

I will entertain a motion to pass resolution 220-102 to name October 2 as Albert Kosiba day and to authorize an appropriate resolution to be presented to him and his family.

I received an email form Elegant Lighting that does the lighting display at Richard Orwig Park to express our interest in doing that this year. I believe we have budgeted for that to make sure we could get the lights up around the holidays.

Administrator Darlene St. George

I would like to give an overview on how we are spending this COVID money. Each department put in their wish list. Zoning and planning department needed IWork software upgrade to allow for permits to be online. We did contract with Trumbull County planning commission for a GIS public interface. If you go to our website now there is a link on there that brings up a map to show you the different communities. The Farmers Market got a hand washing station. They also received some signage and PPE. The police department is getting hand sanitizer stations, touchless faucets and toilets. They are upgrading the showers and getting keyless doors. Fire department is ordering two power cots which will decrease exposure and injury. They are getting three Lucas devices that are the current standard care for cardiac arrest patients and decreases exposure by eliminating an additional person in the back of the ambulance. They are also getting some new VC disinfecting units. There will be one for each station that will allow them to disinfect the ambulances. Road department is getting some laptop computers. This is what we are using our COVID money on up to this point.

Fire Chief Jim Pantalone

Thank you for all the support with those items. The power cots and Lucas devices are a huge positive impact on the department and staff and moving forward will help us with our operating budget.

Even during this COVID period we have been able to accomplish several of our annual items. Annual hydrant inspections have been completed in Morgandale and Bolindale areas and have been trickling away at the Hills and Dale's area and central Howland area. This week we are doing our annual hose testing. Last week we completed our annual ladder testing. We are at full staff and we are continuing full PPE on calls.

One item I would like to get out there publicly is two of the facilities; Hillside Hospital and Sheppard of the Valley have been phenomenal thru this entire pandemic. Fabulous communication, patient interactions are what they are doing.

Two incidents recently, we had a shed fire the other night when that big storm blew thru. A lightning strike on Singing Hills was taken care of pretty quickly. The shed was not burned all the way to the ground. Last week we responded to a mutual aid fire in Vienna to a house fire in which we were the first in. Thank you for your support moving forward with the COVID money and those items are a huge help for health and safety for our crews.

Police Chief Nick Roberts

I want to thank Mrs. St. George and our Trustees for coming out on August 15 and assisting our officers on Protect-N-Shred and Fill the Cruiser day. We were collecting non-perishable food items for the Bolindale food pantry. We totally filled 3 police cruisers. Also, I'd like to thank our residents for supporting this worthy cause.

Trustee Rick Clark

Chief, we also collected over three tons of paper that day.

Road Superintendent Dave McCann

It has been a relatively calm summer. We did have a rain event on Labor Day. It was the first one that caused flooding issues for us over the past several months. We had a substantial amount of rain that put stress on a couple of locations in the township. The areas that had flooding problems were due to stopped up blockages in the storm sewer systems. We have corrected those issues. Some of the systems got overtaxed with the amount of water that came down.

We have been doing the summertime efforts all season long. Grass cutting came to a halt until we got some of the rain the last couple of weeks. We are back to cutting grass again. It is kind of taxing since the summertime help left in August.

The Rosegarden project contractor started staging his equipment these past two days. He will start excavating, placing and installing pipe probably as early as tomorrow. That project is expected to take three weeks. He does have forty-five days to complete the project.

We are in the process of putting together next year's paving program. OWPC for a while put on a delay on whether or not they were going to fund some projects. They have since given the approval to put packages together and submit them by the middle of October. I am putting together a package of streets that need to be paved on top of the fact we have got our 2020 paving program that is probably not getting started till the spring. We initiated our in house skim paving program the early part of August. We have

expended close to \$60,000. We are going to work the next month and a half or two to try and complete what we wanted to get done in the summer.

Trustee Matthew Vansuch

I have some emails about paving. We got a packet from Bonnie Polivka complaining about some patch work on Surrey Road and Brian Burkey was complaining about skim paving on Westover Drive.

Road Superintendent Dave McCann

I believe that complaint came in prior to us even starting that skim paving. She was complaining a section of roadway of Surrey that goes from Westover into the condo development. When she was complaining the pot holes were repaired, it was part of our program to skim pave that roadway. It has been completed.

Trustee Matthew Vansuch

Another question, if scheduling upgrade on Shady Lane and Old Farm has been put on calendar?

Road Superintendent Dave McCann

That is on the calendar. Our last substantial rain event did not cause a problem for the township.

Planning Director Kim Mascarella

I just wanted to update you on a few projects that are ongoing. The Golden Triangle infrastructure project partners are meeting weekly. We brought AECOM into the fold to help us put a grant application together. The grant is about 1.8 million dollars. It is an 80-20 split. It involves a small project in the City of Warren, one in the Township and one under the jurisdiction of Trumbull County. The partners include City of Warren, Howland Township, Trumbull County Commissioners, Trumbull County Engineers Office and we are working with our regional planners at Eastgate as well. We get together every week to make sure grant narrative is on track, AECOM is doing the entire preliminary is doing all the preliminary engineering for the project.

This morning we met with a volunteer group from Trumbull Art Gallery to help us fulfill the creative crosswalk project. It involves two crosswalks by Howland Middle School. We received a grant from creative community foundation last year. YSU art students designed crosswalks, and cut out the stencil. It is our responsibility to gather some volunteers and paint these crosswalks by Howland Middle School. It will be the school colors and will have the logo in the middle of the crosswalk. It will make crosswalks more visible. We are hoping to complete it in sixty days.

Farmers Market is still going well. The vendors are asking about the winter market and what form that will take. They want to have a winter market. We are looking at maybe a hybrid model where some of the vendors would be outside and some inside and the next market we would switch them. We are just trying to see how we can do it so that everyone stays safe and the vendors are still growing their small businesses.

Administrator Darlene St. George

I want the trustees to know we lost our Farmers Market director awhile back and Kim has been stepping to the plate. She works every Saturday at the market on site. I want to take this opportunity to thank her. She has done a great job. I also want to give Kim credit for the work being done on the Golden Triangle Grant. This improvement will be huge in that area.

Zoning Director Daniel Morgan

Since our last meeting zoning has issued twenty-eight permits. Out of those, three permits were for new homes. The total project cost for the twenty-eight permits was \$856,000. We are currently working with sixty-eight properties maintenance issues. We are currently working with IWorq to automate our permit system so that residents can go online and have the ability to fill out and application.

Trustee Matthew Vansuch

We have David that submitted an email asking about trick or treat. We have not received any guidance from the health department on that so keep an eye out for that next month. We will have a better idea what the health department is recommending. For Chuck Salo and Carol Omealea I'm going to turn this over to Mrs. St. George.

Administrator Darlene St. George

The question had to do with changing their electric service from Niles to First Energy. We are continuing to work with First Energy on that. You don't change one property at a time. This is a commitment the trustees are going to make about switching all the residents and businesses that currently have Niles Electric to First Energy. We are getting the information on how much power needs to be supplied to Howland to make that happen. Then the engineering has to be done for the extension of those power lines. Have patience with us, we have not forgotten you; it means we are steadily working on this.

Ed Palumbo – 201 Sanctuary Drive

The CARES money that you receive, do you have to fill out a report to what you spent it on and who does it go to?

Administrator Darlene St. George

It is very detailed and we have to keep all the records and then the state will come in and audit the books.

Ed Palumbo

The state would have to go to every community and see where you spent the money and see what you have left over?

Administrator Darlene St. George

You receive the money, and then we have to appropriate it in October and spend it by December 30th. The money not spent has to be returned.

Ed Palumbo

The whole \$330,000?

Administrator Darlene St. George

That is correct.

Trustee Matthew Vansuch

I believe it is thru the auditing process conducted every other year. I believe it will be one of the check off items that they will look at. They will audit expenditures under the CARES Act.

Administrator Darlene St. George

The state has given us some guidance on it and told us how to do it, so that's why these special funds are set up. You can't throw this money into your budget or spend this money on items you already had in your budget. The items we talked about tonight, we did not have those in our budget.

Ed Palumbo

Did the money come late or did you ask for it late?

Administrator Darlene St. George

No, it is right on time. This is the time they set. This 3rd round that we are talking about hasn't been Ok'd yet, will fall under the same guidelines.

Ed Palumbo

What is new on annexation?

Trustee Matthew Vansuch

Since last month we are prepared when Niles wants to enforce the resolution against our residents, we are prepared to go to court to defend it. The ball is in Niles court, if they want to repeal it great, if they don't want to enforce it that is fine and if they want to enforce it we are ready to go into court. I encourage our residents to write to the Niles council members and also to attend Niles council meeting to let them know how they feel about it and the impact it will have on their community.

Bob Sincich – 174 Fuller

I want to give a shout out to Mr. Morgan. We had a concern on Fuller Drive regarding the east end of Fuller Drive where it intersects with Old 82, with the TLC construction. There has been significant flooding in just short rains. Mr. Morgan came out and took some pictures the same day I contacted him.

I would like to ask Mr. McCann, if he was made aware of this street flooding?

Road Superintendent Dave McCann

There is some ponding that's accruing on the edge of the roadway due to the way they have done the landscaping and put the retention pond in. I have reached out to the contractor, Perillo Builders, and left a message with them and have not received a callback yet.

A motion was made by Dr. James LaPolla and seconded by Rick Clark to adjourn the meeting at 7:20 P.M.

Roll Call:	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

Approved by: Robert M. Costello Dated: 9/24/20
Robert M. Costello, Fiscal Officer

Approved by: Matthew Vansuch Dated: 9/29/20
Matthew Vansuch, Chairperson-Trustee