

MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held their regular meeting virtually on December 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 November 18, 2020 meeting minutes and accept as written.

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

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

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 **2020-116:**

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

Special Revenue Fund 2272 –Coronavirus Relief Fund (LCRF) \$3,704.84

Revenue Account:
2272-519 – Other Federal Receipts \$3,704.84

Appropriation Account:
2272-420-740 Machinery, Equipment, Furniture \$3,704.84

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 **2020-117:**

Authorize Fiscal Officer Robert Costello to request and Advance of 1st Half Settlement of 2020 Real Estate Taxes from the Trumbull County Auditor in the year 2021

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 2020-118:

Be it resolved that the Board of Trustees of Howland Township, Trumbull County, Ohio Approve the Temporary Appropriations to provide for the current expenses and other expenditures during the fiscal year ending December 31, 2021, the 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 (Copy Attached)

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 2020-119:

Per the recommendation of Administrator Darlene St. George, approve agreement to utilize Management and Labor Consultants Manchester Newman and Bennett to represent the Township (Agreement Attached)

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 2020-120:

Per the recommendation of Administrator Darlene St. George, approve the renewal of the 2021 General Liability Insurance with OTARMA for the amount of \$76,908.00.

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 2020-121:

Approve to schedule a Special Howland Township Board of Trustees meeting the last week of December to finalize 2020 Township Business.

The meeting is scheduled for December 31 2020 @ 9:00 a.m.

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 2020-122:

Authorize the Fiscal Officer to supplement the following appropriations from unbudgeted fund money:
Fund 2031 Road and Bridge Fund:

2031-820-820

Principal Payments-Notes

\$ 15,557.11

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 **2020-123:**

Per the recommendation of Township Administrator Darlene St. George, approve to pay the Public Works Department's employees a one-time hazard/frontline pay, in the amount of \$1,000.

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 **2020-124:**

The Howland Township Board of Trustees authorizes the following to represent Howland Township for the Ohio Public Works Commission Application for Financial Assistance for the 2021 Road Resurfacing Program.

Chief Executive Officer: Administrator, Darlene St. George
Chief Financial Officer: Fiscal Officer, Robert Costello
Project Managers: Public Works Director, David McCann
Trumbull County Engineer's Office

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 **2020-125:**

Per the recommendation of Administrator Darlene St. George and Public Works Director David McCann, approve:

A RESOLUTION AUTHORIZING THE TRUMBULL COUNTY ENGINEER, DARLENE ST. GEORGE, HOWLAND TOWNSHIP ADMINISTRATOR AND DAVID MCCANN, PUBLIC WORKS DIRECTOR TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND/OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAMS(S) AND TO EXECUTE CONTRACTS AS REQUIRED.

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political sub divisions for capital improvements to public infrastructure, and

WHEREAS, the Howland Township Board of Trustees is planning to make capital improvements to 2021 Road Resurfacing Program, and

WHEREAS, the infrastructure improvement herein above described is a priority need for the community and is a qualified project under the OPWC programs,

NOW THEREFORE, BE IT RESOLVED by Howland Township Board of Trustees:

Section 1: The Township Administrator, Darlene St. George is hereby authorized to apply to the OPWC for funds as described above.

Section 2: The Fiscal Officer, Robert Costello is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

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 2020-126:

Robert Costello, Fiscal Officer of Howland Township, certifies that Howland Township has the amount of \$351,910.00 in the Road and Bridge Fund 2031 and that this amount will be used to pay the local share for the 2021 Road Resurfacing Program.

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 2020-127:

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, hire Michael Walton as a part-time Firefighter/EMT effective December 1, 2020. Michael will be paid \$12.39 an hour with no benefits and scheduled on an as needed basis.

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

Summary of Meeting:

Trustee Matthew Vansuch

I want to thank our police, fire and public works who helped Jessica Gault who organized the drive thru Santa Festival. I received so many good comments about it. It was something for people to do. I want to thank our sponsors who helped make that happen. It was something good for our kids who really needed these times. Our kids are really struggling not being in school.

Trustee Dr. James LaPolla

Give credit and acknowledgement to the hard work our road crew did for our 2 day, 8 inches of snow. They plowed and salted and did a great job.

Trustee Matthew Vansuch

When it is actively snowing very heavy snow doesn't disappear. It takes the crews some time to get thru. Particularly in that 5-8 o'clock hour when people are coming home from work.

Trustee Dr. James LaPolla

I want to add one more thing to the snow removal. A lot of times residents have concerns that their yards may get chopped up from the blades. During a snow storm the truck drivers can't see it. If a person is concerned about their yard they should put up some of those reflectors so the road crew can see where the yard begins and the street ends.

Administrator Darlene St. George

Thanks to all the employees in the township who are still coming in the office and those working remotely from home still managing the township. I know that every department has been hit with COVID. That has not stopped the operations of the township.

Police Chief Nick Roberts

Our call volume has been slow that last few weeks. I think it is due to people staying home and not going to stores or businesses. Unfortunately, I got a call from one of my officers whose wife tested positive for COVID and he is now experiencing mild symptoms. He will be tested tomorrow.

Trustee Matthew Vansuch

Under our protocols, would he stay off the road and be quarantined until he gets a negative result?

Police Chief Nick Roberts

Yes, he will stay home until we get the results of that test.

Trustee Dr. James LaPolla

The CDC came out with modifications on quarantine. 14 days are now the new modification of 7 days and a negative test. Are we going to follow that or the strict 14 day?

Police Chief Nick Roberts

No, they went from 14 days down to 10 days. If he gets a positive test he'll stay home, he will quarantine for 10 days and if his symptoms dissipate by that 10th day without taking any fever medication then he can come back to work and be required to wear a mask.

Fire Chief Jim Pantalone

Working thru the EOC we did recognize that CDC changes from 10 to 7 days. We have been following the 10-day protocol. Asymptomatic individuals that were exposed but asymptomatic are continuing to work as essential workers. Once they have had a positive test or experiencing symptoms we will continue to follow the 10-day marker. We have not implemented a 7-day reduction. You do have a 5-day window of contagion area one way or the other. The extra 3 days gives a brief window of safety and security. We will be monitoring it thru the EOC to see if there needs to be a change. We are going to maintain the 10-day across the county for public safety on the recommendation on the essentials. We continue to see several COVID patients daily in our EMS operations. A lot of disinfecting, a lot of extra labor time dealing with that virus. Our PPE supplies are doing very well. We are still at the mercy of the virus. Currently we have experienced 8 full time members that have been out. Of those 8 members, 6 have returned and we still have

2 off. We have had 4 part time members with 2 off at this time. It is making its way thru each department. Chief Roberts is experiencing those issues just as much as we are and the guys and crews are doing a great job. I would be amiss not to address the holiday of Christmas. Be safe out there and be safe with your Christmas decorations. Keep your tree watered. Be cautious and make sure your smoke detectors are working.

Trustee Matthew Vansuch

Dan Morgan, how are you tonight?

Zoning Administrator Dan Morgan

Since our last meeting the zoning department has issued 8 permits for a total project cost of \$124,000. We are functioning with the online application portal; along with phone calls we have greatly reduced the amount of traffic in the administration building. Residents are making payments on line and applying online. It has worked as a positive to reduce the traffic and exposure that residents have and employees at the administration building.

Trustee Matthew Vansuch

I have skipped over Dave and it is good to see you not in your truck.

Road Superintendent Dave McCann

I appreciate the accolades on the previous snow event we had. It hit at the most opportune hour, usually rush hour is the worst time. You're fighting snow and traffic at the same time. Right now, the weather has been pretty decent for December. We are functioning on a daily basis with a split crew. We have half the crew working during the day and are functioning for the most part that way. If one person gets infected we certainly don't need to get the department infected. Still doing a little bit of catch basin repairs. We had a wind storm prior to the snow storm and we are picking up branches for storm pickup.

Trustee Matthew Vansuch

Kim, how are you doing tonight?

Zoning Director Kim Mascarella

I am doing fine. I have one thing to report. The planning commission is holding a public hearing next week on Wednesday the 16th at 5:00 PM. It will be virtual. Hearing a rezoning request for about 2 1/3 acres on the corner of Howland Wilson and Muirfield. The request by property owners to rezone it from corridor office and institution to an R-1 which is a single family residential with the intent to sub divide for additional single-family dwellings. Interested citizens can go into the township web site and click on the public notice on the right-hand side and that is where the zoom link will be.

Trustee Matthew Vansuch

And the process after that is whatever the recommendation of the zoning commission is sent to us and we schedule a public hearing on that?

Zoning Director Kim Mascarella

Yes, we generally schedule them right after the regular meeting.

Trustee Matthew Vansuch

Bob, do you have any correspondence or comments?

Fiscal Officer Bob Costello

We have the giving tree in the lobby where there are names of unfortunate children thru the Salvation Army. I am happy to report everyone in the office picked a name and bought gifts. There was one name left yesterday and I have to say that Darlene, Vanessa, Linda and Kim chipped in together and put together are really nice package for that child. I give them credit as they previously bought gifts for other children. That was a very nice gesture.

Trustee Matthew Vansuch

If there are any questions from the public please unmute yourselves and I will call on you. I will tell you that I have not had any conversations with the mayor of Niles since last month and we have not received any notification from the residents that they have been pressured or received any communication from Niles about signing a development agreement and we remind our residents to not sign it and contact us.

Mr. Palumbo I can't hear you. Try again. Try typing your question over the zoom chat. I'm going to jump to Mr. Gump.

Bruce Gump – 1441 Springwood Trace

Just because Niles isn't saying or doing anything doesn't mean they won't. I know the reason they believe they can do this is because of utilities and there has been a lot of effort to separate utility supply away from Niles. I want to make sure we are prepared to prevent that by being proactive and moving our utilities to different suppliers away from Niles.

Trustee Matthew Vansuch

Rick or Mrs. St George do you want to make a comment on that?

Trustee Rick Clark

There is really nothing new to comment. Since our last meeting we are hoping to get the information we need form Ohio Edison to get a price or a plan to possibly switch the Niles power over to Ohio Edison. As of right now we don't have that information. As you know we requested some information from the City of Niles and they legally declined to provide that to us.

Bruce Gump

Surely there must be an alternative to getting a good enough estimate that Ohio Edison can use. I suggest that we ask them if we can't get it from Niles what else can we do?

Administrator Darlene St. George

That is what we are working on now. We had hoped to get the information from Niles and as Mr. Clark said they declined and they cited the law that allow them to decline the information we wanted. Now we have to work in reverse and we are in the process of doing that. I will be utilizing the service of Kim who with her GIS will help Ohio Edison to determine the number of customers and map that will show the area.

Trustee Matthew Vansuch

We have made a number of investments in our GIS system since I know that we have been here and the boundary look up tool that you showed us months ago is just an outward facing example of that.

Zoning Director Kim Mascarella

We are trying to move to a web-based user-friendly interface for the future zone changes. We are working with the Trumbull County Planning Commission to make that available and to more visually show future corridor changes and how we look at the corridors.

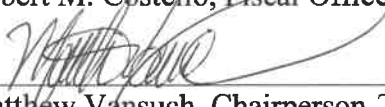
Trustee Matthew Vansuch

Thank you. Mr. Palumbo do you want to give it a try again? I'm not hearing you. Type it in the chat bar. Ed, do you want to try again? It is not coming thru. Ed, if you would like to shoot me an e-mail feel free to do that and I could give you a call.

A motion was made by Dr. James LaPolla and seconded by Rick Clark to adjourn the meeting at 6:41: P.M.

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

Approved by:  Dated: 12/14/20
Robert M. Costello, Fiscal Officer

Approved by:  Dated: 1/8/21
Matthew Vansuch, Chairperson-Trustee