

**MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES**

The Howland Township Board of Trustees held their regular meeting on January 11, 2023, at 6:00 P.M at the Howland Township Government Building, 205 Niles Cortland Rd. NE, Warren, OH 44484.

**PLEDGE OF ALLEGIANCE**

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

.....  
A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to turn over the meeting to Fiscal Officer Thomas Krispinsky for the purpose of reorganization of the year 2023.

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

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to appoint Rick Clark as Chairperson of the Board of Trustees for fiscal year 2023.

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

A motion was made by Matthew Vansuch and seconded by Rick Clark to appoint Dr. James LaPolla as Vice-Chairperson of the Board of Trustees for fiscal year 2023.

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

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

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

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to suspend the reading of December 28, 2022 special meeting minutes and accept as written.

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

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to authorize Fiscal Officer Thomas Krispinsky to pay all outstanding invoices incurred and approve all warrants issued. (attached payment listing)

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

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-001:**

Accept the retirement of the following Howland Township employees, effective January 31, 2023.

Kris Dillon Public Works Foreman  
John Perfette Public Works Truck Driver  
Darlene St. George Township Administrator  
Jeffrey Urso Assistant Police Chief

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

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2023-002:**

Per the recommendation of Administrator Darlene St. George, approve the re-employment of the following Howland Township employees at their current rate of pay/salary, effective February 1, 2023.

Kris Dillon Public Works Foreman  
John Perfette Public Works Truck Driver  
Jeffrey Urso Assistant Police Chief

The above employees will carryover all unused vacation time, comp time, sick leave, will not lose any seniority, and will receive all benefits as per the Township Personnel Policy.

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

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-003:**

Approve the re-employment of the following Howland Township employee at her current rate of pay, effective February 1, 2023.

Darlene St. George Township Administrator

Darlene will carryover all unused vacation time, comp time, sick leave, will not lose any seniority, and will receive all benefits as per the Township Personnel Policy.

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

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2023-004:**

Regular meetings of the Board of Trustees for 2023 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:** Matthew Vansuch -yea  
Dr. James J LaPolla -yea  
Rick Clark -yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-005:**

Authorize the Fiscal Officer to purchase all necessary office supplies and/or equipment for 2023.

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

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2023-006:**

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 \$.65.5 per mile, approved rate by the IRS 2023.

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

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-007**:

Authorize the Township employees and Zoning Board members to attend job related seminars, conferences, schools, training or conventions for fiscal year 2023, after a formal request has been approved by the Department Heads, Administrator and/or a Trustee.

The Township will reimburse allowed expenses incurred as per the Township Policy and gas mileage to be reimbursed at \$.65.5 per mile, approved rate by the IRS 2023.

<b>Roll Call:</b>	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 **2023-008**:

Per the recommendation of Administrator Darlene St. George, authorize an agreement for legal services with the office of the Trumbull County Prosecuting Attorney and Howland Township for the period January 1, 2023, through December 31, 2023. (full agreement attached)

<b>Roll Call:</b>	Matthew Vansuch	-abstain
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2023-009**:

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 2023 (resolution attached in its entirety)

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-010**:

Per the recommendation of Administrator Darlene St. George, approve to continue service with GPD Group as the Townships Architects, Engineers and Planning Service for the fiscal year 2023.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Dr, James LaPolla to vote on Resolution **2023-011**:

Approve the 2023 Annual ODOT Township Highway System Mileage Certification for 80.539 miles. There is no increase or decrease from 2022.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-012**:

Accept the Amounts and Rates as determined by the Budget Commission and authorizing the Necessary Tax Levies and certifying them to the County Auditor for fiscal year commencing January 1, 2023 (resolution attached in its entirety).

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Dr, James LaPolla to vote on Resolution **2023-013**:

Per the recommendation of Administrator Darlene St. George and Planning Director Kim Mascarella, approve a Stormwater Drainage Facility Inspection and Maintenance Agreement between Howland Township and Hutton Warren OH ST LLC (Modwash) pertaining to Parcel #28-268700 and address 2505 State Route 46 (Niles Cortland Road SE). The agreement outlines the owner's responsibilities in the long-term operation and maintenance of the underground storm-water management facilities associated with the new Modwash vehicle wash facility in Howland Township.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-014**:

Approve to accept the resignation of Tyler Bradford Williams from the Zoning Commission January 4, 2023.

Appoint Julie Marinkovich to the Zoning Commission effective January 11, 2023. Her term will expire on December 31, 2025.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Dr, James LaPolla to vote on Resolution **2023-015**:

Per the recommendation of Administrator Darlene St. George and Public Works Director David McCann, re-classify Public Works employee Josh Kistler's title and responsibilities, with a pay increase effective January 1, 2023 to:

Mechanic / Building Maintenance                      Hourly Rate: \$28.27

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-016**:

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, accept the resignation of Part-time Firefighter Kyle Maffitt effective January 2, 2023.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Dr, James LaPolla to vote on Resolution **2023-017**:

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, hire Brandon Davis as a part-time Firefighter/Medic effective January 16 2023. Brandon will be paid \$16.00 an hour with no benefits and scheduled on an as needed basis.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-018**:

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, accept the resignation of Patrolman Thomas Booth for personal reasons, effective January 4, 2023.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2023-019**:

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, hire Daniel W. Ebert as a full-time Patrolman effective January 16, 2023. Daniel will begin employment at 90% of the Patrolman's current hourly rate during his probationary period.

Upon successfully completing a minimum two-month probationary period, Daniel will receive 100% of the current hourly rate of pay and all benefits as per the Township Policy, Police Contract and Regulations as per the Howland Township Police Rules & Procedure Manual.

<b>Roll Call:</b>	Matthew Vansuch	-yea
	Dr. James J LaPolla	-yea
	Rick Clark	-yea

### **CHAIR RICK CLARK GAVE THE OATH OF OFFICE TO DANIEL W. EBERT**

### **REPORTS FROM THE DEPARTMENT HEADS:**

**Trustee Matt Vansuch:** Spoke about his meeting with the Trumbull County Emergency Management Advisory Board prior to our meeting.

**Trustee Rick Clark:** Administrator Darlene St. George and myself met with the SCOPE administrative staff about issues dealing with the building. We'll be meeting with them more often.

This past year we qualified for rebates and credits from Ohio Bureau of Workers Compensation. We want to thank the employees for practicing good safety procedures.

Curbside pickup of live, undecorated Christmas trees will take place through January. Due to David McCann absence could not be here tonight and he wanted to let the residents know that they are still picking up Christmas trees.

**Fire Chief Pantalone:** The Department finished the year strong. We had the most calls in the county. We have been keeping all three stations open since COVID-19 started.

**Police Chief Roberts:** The Department handled 9,790 calls during the year. Included in these calls were 979 traffic stops, 385 criminal traffic citations, 1,373 incident reports, 650 crashes, 218 arrests, 33 overdoses and 145 towed vehicles.

**Planning Director Kim Mascarella:** We have issued a demolition permit for the Ponderosa Steakhouse on Elm Rd.

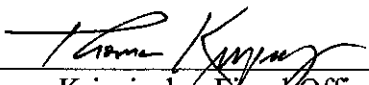
The Farmers Markets are on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month at the SCOPE building. We had the 3<sup>rd</sup> best year of sales in 2022. We are planning on having four Food Truck Friday events this summer.

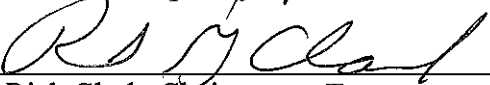
### **PUBLIC COMMENTS**

Bruce Gump questioned the high number of calls in the Fire Department. Chief Pantalone said that EMS runs are also included in this figure and Rt 46 and Shepherd of the Valley being in the township is another reason.

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to adjourn the meeting at 6:43 P.M.

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

Approved by:  Dated: 1/23/23  
Thomas Krispinsky, Fiscal Officer

Approved by:  Dated: 1/23/23  
Rick Clark, Chairperson-Trustee