

MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held their regular meeting on June 14, 2023, at 6:00 pm 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 – Absent
Rick Clark - Present

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

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to suspend the reading of the May 10, 2023 Regular Meeting minutes and accept as written.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark 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
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-091:**

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, hire Keith Peterson as a full-time Patrolman effective June 16, 2023 at 100% of the Patrolman's current hourly rate.

Keith will begin employment with 125 hours of sick-leave and receive all benefits as per the Township Policy, Police Contract and Regulations as per the Howland Township Police Rules & Procedures Manual.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

Trustee Rick Clark gave the Oath of Office to Keith Peterson

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-092:**

WHEREAS, the Township Board of Trustees of Howland Township are authorized to request an advance of "REAL ESTATE TAX – 2nd Half Settlement" pursuant to ORC 321.24; and

WHEREAS, the Township Board of Trustees of Howland Township do hereby request an advance of "REAL ESTATE TAX – 2nd Half Settlement" pursuant to ORC 321.24 and 135.35

NOW, THEREFORE BE IT RESOLVED that the Township Board of Trustees of Howland Township do hereby request the Trumbull County Auditor to advance any "REAL ESTATE TAX – 2nd Half Settlement" money in the Treasury of the Trumbull County Auditor to the account of Howland Township.

Roll Call:	Matthew Vansuch	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-093:**

Per the recommendation of Fiscal Officer Thomas Krispinsky, establish the following fund for the Fire/EMS Tax Levy:

Fund 2112 Fire & EMS 2019

Roll Call:	Matthew Vansuch	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-094:**

Authorize Fiscal Officer Thomas Krispinsky to request an Amended Certificate from the County Auditor to reduce, increase, and appropriate the following funds. (full resolution attached)

Reduce:

Fund 2111 – Fire Fund		(500,035.75)
Revenue:	Property Taxes	(500,035.75)

Increase & Appropriate

Fund 2112 – Fire/EMS 2019		677,682.56
Revenue:	Property Taxes	\$500,035.75
	Other Expected Income	\$177,646.81
Appropriations:	Misc. Expenses	(\$462,200.00)

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-095:**

Per Resolution 1997-036 - Authorize Fiscal Officer Thomas Krispinsky to transfer the following:

Unspent Lodging Tax Money in the General Fund for the Fire Department:

Fund 1000-General	1000-910-910 -Transfers out	(\$177,646.81)
Fund 2112- Fire/EMS 2019	2112-931-0000 -Transfers in	\$177,646.81

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-096:**

Approve to schedule a Public Hearing on July 12, 2023, at 5:45 pm prior to the regular trustees meeting, to review the "Alternative Tax Budget of Howland Township" for the next fiscal year ending December 31, 2024.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-097:**

Per the recommendation of Administrator Darlene St. George, approve to adopt the 2023 Records Retention Schedule approved by the Township Records Commissions, the Ohio History Connection, and the Ohio State Auditor on May 18, 2023. The approval of the schedule supersedes prior schedules.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-098:**

Per the recommendation of Administrator Darlene St. George, increase all Township seasonal employees' hourly rate to \$12.00 effective June 1, 2023 with no benefits and scheduled on an as needed basis.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-099:**

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, hire Jakob Baxter as a Seasonal Part-time employee effective June 16, 2023. Jakob will begin employment at \$12.00 per hr. and will be scheduled on an as needed basis with no benefits.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-100:**

Per the recommendation of Administrator Darlene St. George and Public Works Director David McCann, accept part-time employee Linda Vannelli's resignation effective June 30, 2023.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-101:**

Per the recommendation of Administrator Darlene St. George, approve the three (3) year Collective Bargaining Agreements July 1, 2023 thru June 30, 2026 between the Township Trustees and the Police Department's Ohio Patrolmen's Benevolent Association, Howland Township Road Department Employees Association, and the Fire Department's Local 2786 as fully written herein, and approve wage increase percentages of 5% - 3% - 2% per years of the contract for all full-time bargaining and non-bargaining employees of the Police, Road, and Fire Departments.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-102:**

Per the recommendation Administrator Darlene St. George, approve pay increases of 5% July 1, 2023, 3% July1, 2024, and 2 % July 1, 2025 for the following:

- All Full-time Township employees not covered in previous Resolution 2023-101.
- All Part-time Seasonal, Post Office, Admin. Assistants, Maintenance, Road, and Zoning

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-103:**

Per the recommendation of Administrator Darlene St. George and Planning Director Kim Mascarella:

1. Approve a *Stormwater Drainage Facility Inspection and Maintenance Agreement* between Howland Township and TSUI Investments Inc. (Advanced Dermatology). The agreement outlines the property owner's responsibilities in the long-term operation and maintenance of the stormwater management facilities associated with the Advanced Dermatology facility located at 2203 Niles Cortland Road SE; Parcel ID #28-227100.
2. Approve a *Stormwater Drainage Facility Inspection and Maintenance Agreement* between Howland Township, North Commons LLC, and Raising Cane's Restaurant LLC. The agreement outlines the property owner and tenant's responsibilities in the long-term operation and maintenance of the stormwater management facilities associated with the Raising Cane Restaurant located at 1954 Niles Cortland Road SE; Parcel ID #28-903585.
3. Approve a *Stormwater Drainage Facility Inspection and Maintenance Agreement* between Howland Township and Sovran Acquisition LLP (Life Storage). The agreement outlines the property owner's responsibilities in the long-term operation and maintenance of the stormwater management facilities associated with the Life Storage facility located at 3972 Youngstown Warren Road; Parcel ID #28-522200.
4. Approve a *Stormwater Drainage Facility Inspection and Maintenance Agreement* between Howland Township and Hutton Warren Elm Ohio St. LLC (Modwash). The agreement outlines the property owner's responsibilities in the long-term operation and maintenance of the stormwater management facilities associated with the Modwash facility located at 3495 Elm Road; Parcel ID #28-901393.

Roll Call:	Matthew Vansuch	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution **2023-104:**

Per the recommendation of Administrator Darlene St. George, effective September 1, 2023, approve to renew the Township's health, dental and vision insurance with Anthem at a 2.0% increase on health only. Group Life renews with Principal Life Insurance with a \$.03 cent increase.

Roll Call:	Matthew Vansuch	-yea
	Rick Clark	-yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution 2023-105:

Be It Resolved *by the Township Trustees of Howland Township*

WHEREAS, the following list of properties have been cited during the month of June, 2023 in violation of the 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 contacted the property owner, and the property owner does not have the ability to dispose of the rubbish in a timely fashion.

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 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 #</u>
• 2817,2819 Deforest Rd. SE	Parcel# 28-523190
• 2709 Fairview Ave. SE	Parcel# 28-391900
• 3167 Draper Ave. SE	Parcel# 28-300000
• 2699 Fairview Ave.	Parcel# 28-554520
• 568 North Rd. SE	Parcel# 28-482900
• 8618 Old Orchard Rd SE	Parcel# 28-222850
• 3478 Overlook Ave.	Parcel# 28-598100
• 3479 Overlook Ave.	Parcel# 28-590000
• 1318 Rosewood Dr. NE	Parcel# 28-508755
• 3329 Ridge Rd.	Parcel# 28-218500
• 3245 Valacamp Ave.	Parcel# 28-470202
• 3709 Valacamp Ave.	Parcel# 28-354500

- 3448 Beechwood Ave. Parcel# 28-300351
- 8848 Kings Graves Rd. Parcel # 28-322475
- 3439 Surry Rd. Parcel# 28-110300
- 209 Southwood Dr. Parcel# 28-902643
- 8100 South St. Parcel# 28-900993
- 1487 Woodhill Circle Parcel # 28-731478
- 1072 North River Rd. Parcel # 28-658100
- 8231 Englewood St. Parcel # 28-161126
- 2795 Larchmont Ave. NE Parcel# 28-492600
- 2629 Larchmont Ave. NE Parcel # 28-430300
- 2790 Valacamp Ave. Parcel # 28-226801

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

A motion was made by Matthew Vansuch and seconded by Rick Clark to vote on Resolution 2023-106:

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, accept Part-time Firefighter Tylor Nicholls' resignation effective June 14, 2023, for personal reasons.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

REPORTS FROM DEPARTMENT HEADS:

Trustee Matt Vansuch: On the Township's website, there is a place to file a complaint regarding high grass or other zoning issues. The deadline to be in the July 4th parade is this Friday, June 16, 2023.

Trustee Rick Clark: Thank all the departments that participated in the Memorial Day activities.

Administrator Darlene St. George: Blinds have been ordered for the meeting room.

Fire Assistant Chief Pace: The Fire Department has been busy dealing with the insurance requirements for the department and testing the hydrants in the Township. Mr. Clark congratulated the Assistant Chief for completing the Ohio Fire Chiefs Executive Academy.

Police Chief Roberts: Thank the Fire Department for teaching a class for the department in the training center.

Public Works Director David McCann: The department has been working on catch basin repairs in the Township. The two paving programs with Trumbull County will begin in August. Shelly & Sands will be the contractor for the projects.

Planning Director Kim Mascarella: The Zoning Department issued 43 permits totaling \$550,000 in valuation. With the help of the new zoning inspector, 95 cases have been completed. There are still 137 open cases. There will be a public hearing for the TLC Insurance property next Wednesday, June 21, 2023, at 5:00 pm. A reminder that there will be a Food Truck Friday this week with 7 food trucks participating.

Fiscal Officer Tom Krispinsky: A reminder of the Alternative Tax Budget Public Hearing next month at 5:45 pm, prior to the start of the regular meeting.

Comments from the Public:

Dave Perigny would like to have the High Street (between the Administration building and Police Department) be a one-way street due to the traffic exiting the Administration parking lot and also vehicles trying to turn left onto Rt 46.

Bruce Gump asked about the annexation hearing. Mr. Clark mentioned it will be on July 17, 2023, at 10:00 am at the Trumbull County Administration Building. He wondered if anything was happening with Howland Springs and Kenyon streets intersections. Mr. Vansuch mentioned that nothing had changed since the last meeting. He also thanked Kim Mascarella and Dan Morgan for dealing with the cell tower company that plans to place a tower on Howland Springs School property. He also wanted to know if the School District has sought a conditional-use permit for the tower.

Ed Palumbo questioned agenda item 8, dealing with the transfer of funds to the Fire Department. Mr. Krispinsky mentioned this was done for the Police Department this past December, and we are doing the Fire Department now. The General Fund holds the money for the hotel tax before it is transferred to the Police and Fire Departments. He also had a question about agenda number 14, dealing with the new contracts. Mr. Clark mentioned that funds were available to cover the contracts and that no ARPA funds would be used.

Administrator Darlene St. George: I attended a County Commissioners meeting yesterday pertaining to plans of putting Howland Township in a new water district with six townships to form a new district. She advised residents to contact the County Commissioners with their concerns about what would happen to their water rates.

A motion was made by Matthew Vansuch and seconded by Rick Clark to adjourn the meeting at 6:56 pm.

Roll Call: Matthew Vansuch -yea
Rick Clark -yea

Approved by: Thomas Krispinsky Dated: 6/22/23
Thomas Krispinsky, Fiscal Officer

Approved by: Rick Clark Dated: 6/23/23
Rick Clark, Chairperson-Trustee