

MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held their regular meeting on January 10, 2024, at 6:00 P.M at the Howland Township Government Building, 205 Niles Cortland Rd. NE, Warren, OH 44484

PLEDGE OF ALLEGIANCE

ADMINISTER OATH OF OFFICE TO NEWLY ELECTED TRUSTEE FRANK DILLON

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Matthew Vansuch and seconded by Frank Dillon to turn over the meeting to Fiscal Officer Thomas Krispinsky for the purpose of reorganization of the year 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to appoint Matthew Vansuch as Chairperson of the Board of Trustees for fiscal year 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Matthew Vansuch and seconded by Frank Dillon to appoint Dr. James LaPolla as Vice-Chairperson of the Board of Trustees for fiscal year 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

Fiscal Officer Thomas Krispinsky turned the meeting over to newly appointed Chairperson Matthew Vansuch.

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to suspend the reading of the December 6, 2023, and December 28, 2023 meeting minutes and accept as written.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

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

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-001:**

Regular meetings of the Board of Trustees for 2024 shall be scheduled as follows and posted on the Township bulletin board located at the Township Administration Building, 205 Niles Cortland Rd. NE.

2nd 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: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-002:**

Authorize the Fiscal Officer to purchase all necessary office supplies and equipment for 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-003:**

Approve the Trustees, Fiscal Officer, and Administrator to 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 per the Township Policy and gas mileage will be reimbursed at \$.67 per mile, approved rate by the IRS for 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-004:**

Authorize the Township employees and Zoning Board members to attend job related seminars, conferences, schools, training or conventions for fiscal year 2024, 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 \$.67 per mile, approved rate by the IRS for 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-005: (read by Dr. James LaPolla)**

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, 2024, through December 31, 2024. (entire agreement attached)

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - abstain

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-006:**

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 2024 (resolution attached in its entirety)

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-007:**

Per the recommendation of Administrator Darlene St. George, approve to continue service with GPD Group as the Township's Architects, Engineers, and Planning Service for the fiscal year 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-008:**

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, hire Caden Minor as a part-time Firefighter/EMT effective January 16, 2024, pending a drug screen and background check. Caden will be paid \$16.00 an hour with no benefits and scheduled as needed.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-009:**

Pantalone, hire Anthony Fairbanks as a Part-time Instructor for the Howland Township Training Center effective January 16, 2024. Anthony will be paid at the Training Center's current hourly rates, with no benefits, and scheduled as needed.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-010:**

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, accept the resignation of Part-time Firefighter Alex Clark effective January 4, 2024.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-011:**

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, accept the payment of \$9,000.00 for the Ohio Department of Commerce 2024 State Fire Marshal Firefighter I Training Grant.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-012:**

Per the recommendation of Administrator Darlene St. George and Fire Chief James Pantalone, apply for The Ohio Department of Commerce Division of State Fire Marshals 2024 Fire Department Individual Equipment Grant.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-013:**

Per the recommendation of Administrator Darlene St. George, Fire Chief James Pantalone, and Police Chief Nick Roberts, accept the following payments for the OTARMA Police and Fire Grants.

Fire Department: \$998.00

Police Department: \$1,000.00

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-014:**

Authorize Fiscal Officer Thomas Krispinsky to increase the Township's 2024 Temporary Appropriations in the following fund and send it to the Trumbull County Auditor for Certification of Funds.

Police Fund: 2081-210-750 – Motor Vehicles \$88,000.00

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-015:**

Authorize Fiscal Officer Thomas Krispinsky to reduce Other Expected Income on the Township's 2024-1 Certificate as follows:

Fire Fund: 2111 Other Expected Resources - \$24,000.00

Fire & EMS 2019 Fund: 2112 Other Expected Resources - \$101,000.00

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-016:**

Per the recommendation of Administrator Darlene St. George and Police Chief Nick Roberts, approve the purchase of two 2023 Police Ford Explorers from Montrose Ford for \$87,175.40 through the STS Cooperative Purchasing Program.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-017:**

Per the recommendation of Administrator Darlene St. George, Former Trustee Rick Clark, and Cemetery Sexton Kris Dillon, approve the Howland Township Cemetery Rates increase effective March 1, 2024. The last increase was in 2012. (full rate schedule attached)

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-018:**

Per the recommendation of Administrator Darlene St. George and Zoning Director Dan Morgan, approve the appointment of Bill Beinecke to the Board of Zoning Appeals as an Alternate Member effective January 1, 2024, through December 31, 2025.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-019:**

Per the recommendation of Administrator Darlene St. George, authorize the Township to apply for the Geauga Trumbull Solid Waste Management District's 2024 Drop-off Improvement Grant (DIG) up to \$15,000.00 with a 10% Township Match of \$1,500.00. If awarded, the funding will improve the North River Road drop-off recycling site with additional fencing, cameras, and vegetation removal.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Frank Dillon and seconded by Dr. James LaPolla to vote on Resolution **2024-020:**

Per the recommendation of Administrator Darlene St. George, authorize the Township to apply for the Geauga Trumbull Solid Waste Management District's 2024 Go-Green Community Grant up to \$3,500.00 with no match. If awarded, the Township will have Community Clean-up Projects.

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2024-021:**

Per the recommendation of Darlene St. George and Fiscal Officer Thomas Krispinsky, approve Howland Township to enter into a three-year contract with accounting firm Julian & Grube to assist Howland Township in preparing the regulatory cash-basis financial notes for fiscal years 2023-2025 for \$600.00 per year. (complete contract attached)

Roll Call: Frank Dillon - yea
Dr. James LaPolla – yea
Matthew Vansuch - yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2024-022**:

Approve to schedule a special meeting for Thursday, January 18, 2024, at 7:00 PM to discuss the job description and process for appointing a Township Administrator.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

REPORTS FROM THE DEPARTMENT HEADS:

Trustee Dr. James LaPolla: I welcome Frank Dillon to the Board of Trustees. We are looking forward to working with him.

Trustee Frank Dillon: I would like to thank the voters for putting me here.

Trustee Matt Vansuch: I'm a representative of the Trumbull County EMA advisory board. I want to encourage our residents to sign up for electronic notifications. I would also like to welcome Frank to the board. I plan a joint meeting with the School Board and Park Board in February or March. I want to thank Rick Clark and Sally Wehmer, who had the foresight in 2010 and, with the help of Jason Toth, saw that the former RG Steel property was cleaned up so that the Kimberly Clark project could happen. We'll be working with Warren City and Warren Township on this project. It will be a JEDD project, which will take much work but will be exciting.

Assistant Fire Chief Pace: The department has been busy working with Howland High School students who received a robotic grant. We are still working on our smoke detector project. In 2023, the department had 4,046 calls, an increase of 199 from 2022.

Police Chief Roberts: Our department received the State's Group 6 certification. We were one of the first communities to receive this. Jeff Urso was overseeing this work.

Public Works Director David McCann: The department is still doing Christmas tree pickup. Usually, by this time of year, we would have spread about 1,500 tons of salt, but we only have done 250 tons. Hopefully it stays that way.

Zoning Director Dan Morgan: The department handled 628 complaints in 2023. We will issue citations for those that still need to be corrected. In 2023, the department issued 268 permits with a total value of \$18,435,000. The department went up from 632 in 2022 to 816 in 2023 for inspections.

Fiscal Officer Tom Krispinsky: We are working on closing out the 2023 year and starting up the 2024 year.

Administrator Darlene St. George: I congratulate Tom Krispinsky and Frank Dillon on their election wins and welcome them to the team. We all know there is always a time for everything, and I've decided it is time for me to step down at the end of March. I provided the trustees with the job description so work could begin to secure my replacement. I'm leaving the township in good shape and financially strong.


PUBLIC COMMENTS

Ed Randall from Weir Rd addressed two issues: a storm drain cover in front of my yard starting to rust out and neighboring houses that continue to be a nuisance to the area. David McCann will inspect the drain cover, and Dan Morgan has been and will continue to work on the housing issue. Comments from the Public: Stan Bell, who is not a township resident but is the new liaison with the Trumbull County Engineer's office, introduced himself to the trustees.

Paul Capito, from Valacamp Avenue, wanted clarification on the zoning rules regarding the storage of campers on private property during the winter. Dan Morgan explained the rule and its history.

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to adjourn the meeting at 6:57 P.M.

Roll Call: Frank Dillon - yea
Dr. James LaPolla - yea
Matthew Vansuch - yea

Approved by:  Dated: 1/12/24
Thomas Krispinsky, Fiscal Officer

Approved by:  Dated: 1/18/24
Matthew Vansuch, Chairperson-Trustee