

# RECORD OF PROCEEDINGS

1140

Minutes of

In Person REGULAR Meeting

## JACKSON TOWNSHIP TRUSTEES

Held June 13, 2023

6:00 pm

Present – Trustee Jakubec, Trustee Hemphill, Trustee Frost, Fiscal Officer Patton, Police Chief Rozzi, Road/Cemetery Scott Hupko, Chief Mortimer, Zoning Inspector D'Avignon and 34 guests.

**RESOLUTION #23-044:** Mr. Frost moved and Mr. Hemphill seconded the motion to approve the minutes of the, May 9, 2023 Regular Trustee Meeting. Roll Call Vote was Unanimous.

Vouchers and warrants #30534 thru #30582 and Vouchers #209-2023 thru #260-2023 were approved for payment.

**CORRESPONDENCE:**

- Received paperwork to be signed by trustees for Cemetery Paving Grant Agreement of \$50,000 from Mahoning County Commissioners. Need to get Engineering and Bidding Process started with ms consultants. Mr. Jakubec will talk with Mr. Diorio and get pricing.
- Received an email from Brenda McDougal about Story Book Trail Grant Money. There needs to be a 20% match with explanation of where it's coming from. The total project cost would need to be worked up after all costs are calculated so you know what the amount of the 20% match is going to be. It's a Storybook Trail so the book being used would need to be decided and copyright use confirmed by publisher/author. It needs to be accessible to all so documentation would need to show that it meets ADA regulations. It's a statewide competitive grant so we would need to justify a second Storybook Trail within the same county that recently installed one at Lake Milton State Park/ Craig Beach Park less than ten miles away. \$50,000.00 for statewide competition is not much, \$10,000 max potentially only five projects if each is funded at maximum. Grant deadline was 6/1/2023. Look to apply for 2024 if approved by trustees. Mr. Frost advised that the Mahoning County Library may be interested in putting in something like this at the library at the school. He will share contact information with her.
- Received a forwarded email Routing Sheet for submitting Sales Tax Projects from Audrey Tillis, Mahoning County Administrator.
- Received an email from about Sheetz Liquor License transfer.

**RESOLUTION #23-045:** Mr. Jakubec moved and Mr. Frost seconded the motion that the trustees have no objection approving the transfer of a liquor license to Jackson Township for Sheetz. Roll Call Vote was Unanimous.

**OLD BUSINESS:**

- Public Meeting - Mahoning County Commissioner's Staff meeting regarding the Jackson-Milton Water District Rate Study on May 24, 2023. The Commissioners announced they are not selling the District and increasing the rates from \$5.25to \$10.50/1000 gallons.
- Township Digital Sign Update – Scope was emailed to Sign Vendors, Graphic Detail Inc., Ellet Neon Sales & Service and CESCO Imaging with a response date of June 27, 2023 at 12:00pm with all proposals to be opened and compared at least 3 days AFTER the submission deadline. Opening of proposals will be witnessed and documented by Trustee and Fiscal Officer.
- Mr. Jakubec and Ms. Patton attended the Mahoning County Township Meeting on May 18, 2023. Sales Tax Levy Information Gina DeGenova/Mahoning Co Prosecutor and Audrey Tillis; Solar Farms: Michael Kurilla; SB52-March 28 Revise law governing wind farms and solar facilities Commissioner Ditzler.
- Jackson Township Flag update.

**RESOLUTION #23-046:** Mr. Jakubec moved and Mr. Hemphill seconded the motion approving the township's new flag with the colors of blue, white, gray and red. Roll Call Vote was unanimous.

**NEW BUSINESS:**

**RESOLUTION #23-047-:** Mr. Frost moved and Mr. Hemphill seconded the motion approving the following: Cash Summary by Fund, Appropriation Payment Register, Appropriation Register, Revenue Status, Fund Status, Bank Reconciliation and Credit Card Attestations for May 2023. Roll Call Vote was Unanimous.

**RESOLUTION #23-048:** Mr. Hemphill moved and Mr. Jakubec seconded the motion for revision of Credit Card Policy with adding Police Chief Rozzi (6-1-2022) and adding a card for Fire Chief Mortimer (9/1/22) and deleting Police Chief Taillon (6-1-2022). Roll Call Vote was unanimous.

- An engagement letter was signed for our recent Agreed to Procedures Audit that was started on May 11, 2023. Trustees and Fiscal Officer responded to Fraud Questionnaires. The audit results are expected in June or July.
- A reminder for mandatory Harassment Class, Monday Night, June 26 at 7:00pm.

**RESOLUTION: #23-049:** Mr. Hemphill moved Mr. Frost seconded the motion approving Then & Now PO's: Stryker Medical - \$27,687.95 Power Load System-BWC Grant; Stryker Medical – Stryker Medical – \$26,044.57 Power Cot – BWC Grant; BNY Mellon– \$7,983.33 Lease Bond Payment; Red Diamond - \$21,225.65 – Outer Carrier Vests –Body Armor Grant; Regular PO – Midwest Rescue Products Inc. Turn Out Gear (East Palestine) - \$14,460.00 not received as of yet. Roll call Vote was unanimous.

**FIRE:**

- Fires: 7, Rescue & EMS: 23, Hazardous Conditions: 2, Service Call: 4, Good Intent: 8  
False Alarm: 1 - TOTAL: 45 MUTUAL AID GIVEN: 8 Personnel Hours: 137.25
- Station Painting Quote – Lewis Construction/Brush Up to complete exterior painting and stucco repair - \$5,832.00
- Generator Replacement – Lewis Construction/Professional Engines to install exterior Generac Generator - \$17,654.84
- Fire Alarm System – WJ Alarm \$6,633.94 set up fee / \$32.50 per month monitoring. The trustees want a burglar alarm system added with fire alarm.

**RESOLUTION #23-050:** Mr. Hemphill moved and Mr. Frost seconded the motion approving Lewis Construction/Brush Up to complete exterior painting and stucco repair - \$5,832.00; Generator Replacement of a Generac Generation not to exceed \$17,654.84 with Lewis Construction and WJ Alarm \$6,633.94 set up fee / \$32.50 per month monitoring. The trustees added a Burglar Alarm system and the price will be reported at our next meeting. Roll Call Vote was unanimous.

- Station Flooring – Lewis Construction/DJV Flooring to replace flooring in meeting room, offices, kitchen, and storage rooms – \$12,641.96 – ARPA Funds.

**RESOLUTION #23-051:** Mr. Frost moved and Mr. Jakubec seconded the motion for Lewis Construction/DJV Flooring to replace flooring in meeting room, offices, kitchen, and storage rooms – \$12,641.96 – ARPA Funds for Revenue Loss per Resolution #22-046, May 10, 2022. Roll Call Vote was unanimous.

- Bay Floors –Alexander Concrete for concrete repair and treat bay concrete flooring throughout station with protective coatings and paint - \$37,428.00 ARPA Funds

**RESOLUTION #23-052:**Mr. Jakubec moved and Mr. Hemphill seconded the motion Concrete repair and treat bay concrete flooring throughout station with protective coatings and paint - \$37,428.00 with Alexander Concrete. ARPA Funds for Revenue Loss per Resolution #22-046, May 10, 2022. Roll Call Vote was unanimous.

**RESOLUTION #23-053:** Mr. Hemphill moved and Mr. Jakubec seconded the motion for Reporting Software – FirstDue NFIRS reporting, we're currently using Emergency Reporting which has been purchased by ESO requiring a change in reports vendors. FirstDue appears to be the best solution for us with a year 1 cost of \$10,500 with the addition of central pack for onboarding and migration of data. Annual cost after of \$9,000 per year. Roll Call Vote was unanimous.

- Ohio BWC Safety Grant for Power Cot and Power Load has been completed. Squad 600 is now in service with the equipment. The total cost of the project was \$55,787.07 with the grant covering \$40,000 of it for a total of \$15,787.07 covered by the township.
- Lieutenant Michael Friend, Captain Anthony Jones, and BC Jace Melick all completed Fire Officer I and II training
- Probationary Firefighter Bryce Fisher has completed his Firefighter I training
- Probationary EMT Amber Anstine has completed her EMT-B training
- Firefighters Greg Neff and Rick Anstine have completed their Firefighter II training

**RESOLUTION #23-054:** Mr. Hemphill moved and Mr. Frost seconded the motion approving Firefighter Rick Anstine completion of his 1 year probationary period and being moved to the rank of Firefighter. Roll Call Vote was Unanimous.

**RESOLUTION #23-055:** Mr. Frost moved and Mr. Hemphill seconded the motion for promotion and swearing in of Jace Melick to Battalion Chief of EMS. Roll Call Vote was Unanimous.

- Safety Day is scheduled for August 12 1:00 PM to 4:00 PM. We're getting a good amount of interest from organizations looking to help out and we look forward to seeing everyone there
- Attended Touch a Truck event at Jackson-Milton Elementary planned by Officer Steve Jones.
- Attended Memorial Day Parades at Antonine Village, and in Jackson and Milton Townships.

Approval of  
Sheetz Liquor  
License

Financials for  
May 2023

Credit Card  
Policy Revision

Then & Now  
POs

Exterior painting  
and Stucco Work  
for Fire Station.

ARPA Funds  
Fire Station  
Flooring  
Replacement.

ARPA Funds  
Concrete  
Flooring Repair

Fire Dept.  
FirstDue  
Reporting  
Software.

Rick Anstine 1  
year Probation  
Period is over.  
Jace Melick  
Battalion Chief  
EMS.

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Regular Meeting

JACKSON TOWNSHIP TRUSTEES

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6:00pm

**FIRE:**  
**RESOLUTION #23-056:** Mr. Frost moved and Mr. Hemphill seconded the motion Jackson Township will allow for professional fireworks displays within the township given that the entity performing the display complete all State of Ohio required paperwork and submit to the Jackson Township Fire Department a request for display no later than 60 days prior to the date of the display along with a fee of \$500.00 to be paid to Jackson Township Fire Department. Roll Call Vote was Unanimous.

**ROAD:**

- Vehicle/Sign Inspections are done for May 2023
- CEMETERY REPORT - Burials – 1; Foundations – 0 ; Graves – 0 ; Foundation-0; Repair –0
- Invoice received from ODOT for Road Salt for 2022/2023 Season – 32 Tons @\$49.20/Ton - \$1574.40.

**POLICE:**

- 148-Total calls, 86 Calls for Service, 16-Observed Calls, 46-Assist other agencies, 121-Traffic Stops, Resulting in 104-Warnings, 17-Citations, 4-Traffic Crashes, 94-Residential Security Checks, 1-Senior citizen welfare checks
- 5-Arrests, 4 Felony & 1 Misdemeanor by our Detective and Patrol Division's
- Reserve Officers worked a total of 16 hours. Officers traveled 8,474 miles patrolling the township. An average of 82 miles per shift.
- Results for the PD Auction on Gov deals closed on May 24<sup>th</sup> 2023 and generated a total of \$4866.00 for all six vehicles. The Motor Home was sold but the sale was defaulted and is relisted. Below is what each vehicle sold for – 6 Total. 1990 Mercedes 300 D, Black - \$1301.00; 2003 Chevy Tracker, Red. - \$750.00; 2004 Pontiac Grand Prix, Red - \$410.00; 2005 Jeep Grand Cherokee, Black - \$975.00; 2007 Chevy Cobalt 4 doors, Gold -\$660.00; 2006 Buick Terraza, Blue - \$770.00 On May 31<sup>st</sup> 2023 we submitted the 2023 Jag Grant /A03 (Law Enforcement Equipment) for the 2024 Chevy Tahoe SSV and computer. Total amount of Grant is \$52,517.00 with a 25% match of \$13,129.25. The grant results should be out in late October of 2023.

**RESOLUTION #23-057:** Mr. Jakubec moved and Mr. Hemphill seconded the motion for the approval to authorize the auction of the following vehicle in the secure storage facility, on Gov Deals. Auction will take place online once approved and run for 14 days at the end of June 2023. 2005 Pontiac Grand Prix Gold in color with 98,488 miles. Roll Call Vote was Unanimous.

**RESOLUTION #23-058:** Mr. Frost moved and Mr. Hemphill seconded the motion to revise previous resolution for the purchase of the 2023 Ford Explorer from McCandless Ford. ARPA Funds for Revenue Loss per Resolution #22-046, May 10, 2022 approx. purchase price is \$43,610. (State of Ohio Purchasing Price. The reason we are not purchasing it from Montrose Ford is they still have no built date on the vehicle and are not sure we can get it. Roll Call Vote was Unanimous.

**RESOLUTION #23-059:** Mr. Frost moved and Mr. Jakubec seconded the motion for the promotion and swearing in of Detective David J. Shively to the rank of Sergeant. Shively will still be assigned as the Detective. (Detective is an assignment not a rank) Pay rate increase to Sergeant is \$1.50 more an hour effective with the pay starting 6/11/23. He will serve a one-year probation period. Roll Call Vote was Unanimous.

- The trustees congratulated Chief Rozzi for his 1 year Anniversary as Police Chief with the township.

**ZONING:**

- Zoning permits - (6) \$457.00 Temporary Use, (2) Res. Addition, Sign, Fence, pool;
- Appeals/Zone Change Fees— 0, Total all Fees \$517.00, ; Year-to-Date Total Collected: \$23,231.91, Year-to-Date Permits Issued: 18; Year-to-Date Total Valuation of New Investment: \$3,788,385; Open permits – 12
- Approved - Recycling Center- Debartolo Dr.; Zoning Appeals Board – Met May 25 (no quorum). Will meet June 22
- Complaints and Violations; Total 16 Open Complaints; 4 New Complaints; 5 Closed case; 15 Cases ongoing
- Other: Provided the Business Journal 2022 and 2023 zoning permit information.

**PUBLIC COMMENTS:**

- Ms. Jeanne Sudimak thanked to Mahoning County Commissioners for their decision to keep the Water District.
- Mr. Gary Hemphill advised that holders for the Veterans' flags will be put in the cemetery in the fall.

There being no further business to come before the Board, the meeting adjourned at 7:12pm.

  
John Jakubec, Trustee Chair

  
Alan Hemphill, Trustee Co-Chair

  
Thomas Frost, Trustee

  
Judy A. Patton, Fiscal Officer

Professional  
Fireworks  
Display  
Permit  
Charge

Secure  
Vehicle  
Auction  
Revision of  
Police  
Vehicle  
Purchase  
ARPA  
Detective  
Shively  
Promotion