

RECORD OF PROCEEDINGS

Minutes of

REGULAR Meeting

JACKSON TOWNSHIP TRUSTEES

Held February 13, 2024

6:00pm

Present – Trustee Jakubec, Trustee Frost, Trustee Hemphill Fiscal Officer Patton, Police Chief Rozzi, Fire Chief Mortimer, Road/Cemetery Scott Hupko, Zoning Inspector D’Avignon and 8 guests.

Vouchers and warrants #30812 thru #30941 and Vouchers #611-2023 thru #690-2023 – 1-2024 thru 53-2024 were approved for payment.

RESOLUTION #24-004: Mr. Jakubec moved and Mr. Frost seconded the motion to approve the minutes of the December 12, 2023 Regular Trustee Meeting. Roll Call Vote Mr. Jakubec – Yes; Mr. Frost – Abstained; Mr. Hemphill – Yes.

RESOLUTION #24-005: Mr. Frost moved and Mr. Jakubec seconded the motion to approve the minutes of the December 13, 2023 Re-organization Meeting. Roll Call Vote was Unanimous.

RESOLUTION #24-006: Mr. Hemphill moved and Mr. Jakubec seconded the motion to approve the minutes of the December 27, 2023 Special Trustee Meeting. Roll Call Vote was Unanimous.

CORRESPONDENCE:

- Received the 2023 Township Highway System Mileage Certification from ODOT. Trustees need to sign if the mileage of 5.815 is correct.
- 2023 Annual Bridge Inspection on Results was received from Mahoning County Engineer’s Office and copy given to trustees.
- Email from Alan Rodges, Director of Communications at the Mahoning County Prosecutor’s Office—Feb 12th, at the Jackson TWP. Admin building, Prosecutor DeGenova, and her staff will be hosting a series of town halls within the different regions of the county. This month, we hosted the Town hall in the Northwest Region of the county.
- Annual Trustee Meeting with Mahoning County Engineer will be February 28, 2024 9:00am McMahon Hall. Mr. Jakubec and Mr. Hemphill are planning to attend.
- Email received from Manuel Santiago, Mahoning County Auditor’s Office on the New 2024 Rates Resolution Worksheet for Jackson Township
- Received \$1,000 for Fire Dept. Grant (February 2, 2024 from 2023 Police/Fire Grant from OTARMA. The Police received their Police Dept. Grant in November 2023.

OLD BUSINESS:

- Update on Cemetery Paving Bid Packet ms consultants. Mr. D’Avignon has sent an email to ms consultants on the bidding. Mr. Jakubec feels we don’t need heavy duty paving up to the freeway entrance. He feels it could just be gravel. We also need to put a pipe drainage as soon as you come into the cemetery from SR45.
- Update of Leonard Parkway Paving. Bid packet received. After a discussion Mr. Hemphill will contact the Mahoning County Engineer’s to revise the bidding specs to eliminate approximately half of the paving project. He will also add the exiting lane onto Bailey Road needs repair. Mill down a portion of the 2 lanes.
- Mr. Frost wanted an update on the impact studies of Bailey Court East. Mr. D’Avignon advised there probably wouldn’t be any results until the end of the month or first part of March.

RESOLUTION #24-007: Mr. Jakubec moved and Mr. Frost seconded motion to have No Littering and No Parking signs put on Bailey Court East. Roll Call Vote was Unanimous.

- Trustees Jakubec and Hemphill attended the 2024 OTA Conference in Columbus.

NEW BUSINESS:

RESOLUTION #24-008: Mr. Hemphill moved and Mr. Frost 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 December 2023. Roll Call Vote was Unanimous.

RESOLUTION #24-009: Resolution for approval of the following: Cash Summary by Fund, Appropriation Payment Register, Appropriation Register, Revenue Status, Fund Status, Bank Reconciliation and Credit Card Attestations for January 2024.

RESOLUTION #24-010: Mr. Hemphill moved and Mr. Frost seconded the motion approving our final amended certificate that was sent to the Mahoning County Auditor for the Budget Commission for 2023 totaling \$4,388,149.39 and Do Not Exceed Certificate. Roll Call Vote was Unanimous.

RESOLUTION #24-011: Mr. Frost moved and Mr. Jakubec seconded the motion for 2024 2nd Certificate for Permanent Appropriations of \$4,037,581.49 sent to Mahoning County Auditor. Roll Call Vote was Unanimous.

RESOLUTION #24-012: Mr. Frost moved and Mr. Jakubec seconded the motion for the purchase a new Dell Outlet OptiPlex 7010 Computer from Richard Ricoci LLC for Administrative Asst. - \$1897.00, new Dell Monitor - \$159.00, Overnight FedEx - \$92.00, discounted installation - \$187.50 totaling - \$2335.50.. Karen’s computer was over 6 years old and with installing Windows 11 and lack of memory it was running so slow she couldn’t access email or apps and software on it. Roll Call Vote was Unanimous.

RESOLUTION #24-013: Mr. Frost moved and Mr. Hemphill seconded the motion for a new Fortis Enterprise Firewall for \$1,867.65 from Richard Ricoci LLC. Due to a recent intrusion attempt on our server we have installed a new fire wall, Renewal of old Sonic Firewall was going to be more than this new one. Donated installation fee - \$918.75 Roll Call Vote was Unanimous.

RESOLUTION #24-014: Mr. Hemphill moved and Mr. Frost seconded the motion to purchase a new updated Wi-Fi/Router. We have had Wi-Fi issues and can’t access the Wi-Fi on any devices Fiscal Officer, Zoning, Road for our end of the building. We have received a proposal from Richard Ricoci LLC for estimated costs totaling \$5700.00. He will again save the township money by abating his installation charges. Roll Call Vote was Unanimous.

RESOLUTION #24-015: Mr. Frost moved and Mr. Hemphill seconded the motion to purchase a pad tablet from Dell so Scott Hupko our Cemetery Sexton can remote in through VPN and have access for our Cemetery Software, Pontem. Approximate pricing is around \$1,000. This will allow him to remote in from the Cemetery or Road Department when he gets calls about graves. We will also will need a First Net Air Card for \$38.32/Mo to remote in. Roll Call Vote was Unanimous.

RESOLUTION #24-016: Mr. Frost moved and Mr. Hemphill seconded the motion approving Supplemental Appropriations List provided to Trustees for 2023. Roll Call Vote was Unanimous.

RESOLUTION #24-017: Mr. Frost moved and Mr. Jakubec seconded the motion for Ohio Revised Code 321.34 electronic fund transfers advance procedures for property tax for first and second half tax year 2023 pay year 2024. Dates were listed on a memo dated January 16, 2024 from Mahoning County Auditor’s office. Roll Call Vote was Unanimous.

RESOLUTION #24-018: Mr. Frost moved and Mr. Jakubec seconded the motion for a new Cleaning Service, Professional Maintenance at \$725.00/Mo for the Township Government/Police Building and Fire Station. We provided a list of the Cleaning Duties and Walk thru and received the following 4 Bids. 1- Professional Maintenance (Extrudex) - \$725.00/Mo. 2- Marquis Building Maintenance (Austintown Township) - \$850.00/Mo. 3 – Integriserv (Internet) - \$875.00/Mo. plus \$75.00/Start-Up Fee 4 – Starr Cleaning Service - (Referred by THJ (old cleaning service) - \$1540.00 Mo. I am recommending Professional Maintenance but also think Marquis Building would do a good job. Roll Call Vote was Unanimous.

RESOLUTION #24-019: Mr. Frost moved and Mr. Jakubec seconded the motion for the Appointment for a Representative to the Newly Formed 9-1-1 Steering Committee. WHEREAS, Ohio Revised Code Section 128.06(A) requires Counties to create a 9-1-1 Steering Committee (“Committee”) for the purpose of upgrading 9-1-1 service to Enhanced 9-1-1 (E9-1-1) or Next Generation 9-1-1 (NG9-1-1); and WHEREAS, of the six members required for the Committee, one is to be a member of a board of township trustees selected by a majority of boards of township trustees pursuant to an adopted resolution; and THEREFORE BE IT RESOLVED, that the Board of Trustees of Jackson Township, Mahoning County, Ohio selects Marie Cartwright of Canfield Township to represent the boards of township trustees on the Committee; and BE IT FURTHER RESOLVED, that the Board of Trustees of Jackson Township selects Alan Hemphill of Jackson Township to be a non-voting alternate to assist Ms. Cartwright in her duties. Roll Call Vote was Unanimous.

RESOLUTION #24-020: Mr. Hemphill moved and Mr. Jakubec seconded the motion for BWC True Up Payroll Payment for \$291.00 for 2023. Roll Call Vote was Unanimous.

RESOLUTION #24-021: Mr. Frost moved and Mr. Hemphill seconded the motion to hire Ms. Samantha Metts for the position of Administrative Assistant. Employment is through NESCO Employment starting rate of pay with the township of \$17.00/hr. with a start date of March 18, 2023. Roll Call Vote was Unanimous.

- Mr. Frost would like to start Department Head Meetings again since we have new Department Heads and Special Project Co-Ordinator. He will do the first one.

RESOLUTION #24-022: Mr. Frost moved and Mr. Jakubec seconded the motion for Then and Now Purchase Orders – Cummins Bridgeway – PO#73-2023-\$9,595.36; Premier Safety – PO#47-2023 - \$17,880.00; Hudson Communications – PO#74-2023-\$53,316.90; Hudson Communications – PO#3-2024 - \$27,384.00; Thompson Heating & Cooling – PO#71-2023 - \$12,720.00; Fallsway Equipment – PO#-30 & 52-2024 - \$,12,820.76. Roll Call Vote was Unanimous.

Financials for December 2023

Financials for January 2024 Final Certificate for 2023

2nd Permanent Certificate 2024 Dell Computer for K. Novak Secretary

Fortis Enterprise Firewall

Purchase of New Wi-Fi Router

Dell Tablet for Cemetery Sexton Hupko

2023 Supplemental Approps. Electronic Fund Transfers

Professional Maint. New Cleaning Service.

911 Steering Committee Representatives.

BWC True Up Payment Hiring of Samantha Metts Adm Asst.

Then & Now POS

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

JACKSON TOWNSHIP TRUSTEES

Held February 13, 2024 Page 2 of 2 Pages

6:00pm

FIRE:

- Fire Calls: 3, Rescues & Emergency Medical Service: 26, Hazardous Conditions (no f Service Call: 3, Good Intent Calls: 1, False Alarm and False Calls: 6, Total calls: 38 Aid Given: 6, Aid Received: 6, FD Personnel spent 0 total hours on scene/training
- Presented Fire Department Year in Review report at North Jackson Community Dinner
- Participated in First Responder Night at Jackson-Milton Varsity Basketball Game, January 12
- Will be touring AT&T Building on February 26
- Our next pancake breakfast will be March 10 from 8:00 AM to 1:00 PM

RESOLUTION #24-023: Mr. Frost moved and Mr. Hemphill seconded the motion for the Fire Department to apply for the FEMA AFG 2024 to complete the replacement of fire hose started last year. Expected match to be around \$7,500. Award amount expected to be around \$75,000. Better numbers when quotes and grant writing is complete. Roll Call Vote was Unanimous.

ROAD:

- Vehicle/Sign Inspections are done for January 2024.
- CEMETERY REPORT December 2023 - Burials - 1; Foundations - 1; Graves - 0; January 2024 - Burials - 1; Graves - 1; Foundations - 0;
- Mr. Hupko advised that March 15, 2023 is deadline for the removal of any decorations at the cemetery. It will also be put on the Township Sign.

POLICE:

- Police Report for the month of December 2023
- 128-Total calls, 78-Calls for Service, 8-Observed Calls, 42-Assist other agencies, 75-Traffic Stops, Resulting in 61 Warnings and 14 Citations, 8 -Traffic Crashes, 1 OVI Arrest.
- 600-Residential Security Checks, 4 Arrests, 4 Misdemeanor by our Detective and Patrol Division
- Reserve Officers worked a total of 16 hours. Officers traveled 7,662 miles patrolling the township. An average of 70 miles per shift.
- On Dec 12th, 2023 we were notified that we received the 2024 JAG Grant for \$5,963.00 for the new computer for Body cams redactions / Detective.
- Police Report for the month of January 2023
- 129-Total calls, 80-Calls for Service, 14-Observed Calls, 35-Assist other agencies, 91-Traffic Stops, Resulting in 77 Warnings, 18 Citations, 10 Traffic Crashes, 1 OVI Arrest. 624-Residential Security Checks, 4 Arrests, 4 Misdemeanor by our Detective and Patrol Division
- Reserve Officers worked a total of 8 hours, Officers traveled 8,148 miles patrolling the township. An average of 76 miles per shift.

RESOLUTION #24-024: Mr. Frost moved and Mr. Hemphill seconded the motion approving the auction of the following salvage vehicles/trailer in the secure storage facility, on Gov Deals. Auction will take place online once approved and run for 14 days. (Wed February 14th 2024 to Wed May 28th 2024) 1. Homemade Trailer 5 feet by 8 feet. (BILL OF SALE). Roll Call Vote was Unanimous.

ZONING:

- Zoning permits - (4) \$854.00 - Industrial Addition, Sign, Change of Use (Flex Rack - Things Remembered), Firearms Dealer, Appeals/Zone Change Fees— \$150 - Total all Fees \$ 1,004
 - Year-to-Date Total Collected: \$979.00 -Year-to-Date Permits Issued: 4 - Year-to-Date Total Valuation of New Investment: \$1,620,000
- Approved Projects - Recycling Center- Debartolo Dr.; Rebuild Home - 3722 Rosemont
Public Meetings: Zoning Commission - Met January 10 - Named Fran Gottron Chair, Joe Vandeventer Vice-Chair.
Zoning Appeals Board - Met January 25.- Named Gary Hemphill Chair, Betty Byram Vice - Case 2024-01ZA Approved garage variance S Salem Warren Rd.

- Other: Submitted on-line response for US Census Boundary - no changes

RESOLUTION #24-025: Mr. Frost moved and Mr. Jakubec seconded the motion for the appointment of Robert Cellars alternate Appeals Board member (effective Jan 2024). Roll Call Vote was Unanimous.

- Special Projects:
- Prepared scope and requested quotes for replacement of Youngstown Industrial Park sign.
- Review Leonard Parkway scope documents
- Contacted ms Consultant - will be working on cemetery road bid
- Drafted cemetery map
- Township sign content and scheduling

PUBLIC COMMENT:

- Mr. Robert Cellars is concerned about low areas on Duck Creek Road. The township will advise the County Engineer's office.

RESOLUTION #24-026: Mr. Frost moved and Mr. Hemphill seconded the motion to enter into Executive Session per ORC 121.22(G) (I) to consider the appointment, employment, dismissal, discipline, promotion, demotion, policies or compensation of a public employee for Fire Dept. Personnel Fire Chief Mortimer and Battalion Chiefs will be included in the session. Roll Call Vote: - Mr. Jakubec - Yes; Mr. Frost - Yes; Mr. Hemphill - Yes.

RESOLUTION #24-027: Mr. Jakubec moved and Mr. Frost seconded the motion to re-convene after Executive Session. Roll Call Vote: - Mr. Jakubec - Yes; Mr. Frost - Yes; Mr. Hemphill - Yes.

- After we reconvened and went into regular session, a discussion was held on the fire damaged SCBA's. Chief Mortimer advised that we need to purchase 18 Air Paks to replace the ones that were damaged in the fire. The SCBA's will be purchased from Howell Equipment under the Sourcewell Public Process. The Paks will cost a total of \$151,316.00. OTARMA Insurance has paid \$65,425.51 so far. They will also be reimbursing additional insurance money once the equipment has been received and the invoice will be submitted to them. Roll Call Vote was Unanimous.

RESOLUTION #24-028: Mr. Frost moved and Mr. Jakubec seconded the motion to purchase 18 Drager SCBA Air Paks from Howell Equipment, under the Sourcewell Public Process for \$151,316.00. Roll Call Vote was Unanimous.

There being no further business to come before the Board, the meeting adjourned at 9:00pm.


Alan Hemphill, Trustee Chair


Thomas Frost, Trustee Co-Chair


John Jakubec, Trustee


Judy A. Patton, Fiscal Officer

FEMA Grant for fire hose replacement

Auction of salvage trailer on Gov. Deals

Appoint Robert Cellars-Alternate Appeals Board

Executive Session Fire Personnel

Re-Convene Regular Session

Purchase of Drager SCBA Howell Equipment