

# Montville Township Trustees

September 3, 2024

Meeting 7:00 p.m.

Community Center 9755 Madison Rd.

Regular Meeting

The meeting was called to order by Patricia Combs, Chairman, at 7:00 p.m. Members present were Patricia Combs, Jim Marsic, and Randy Peterson.

The Pledge of Allegiance was recited and a welcome given.

Ms. Combs asked if there were any comments, additions, or corrections to the August 20, 2024 minutes. Ms. Combs moved Mr. Marsic seconded the minutes. At a call for vote: Ms. Combs

*Aye* ~~ABSTAIN~~, Mr. Peterson *Aye*, Mr. Marsic *Aye*. MOTION CARRIED.

## CORRESPONDENCE:

One (1) job posting and Press release were posted.

Items were passed between each Trustee.

The following items were passed to Ms. Combs: Grassroots and Governmental Solutions.

The GCTA Dinner for October 9 was discussed.

The ballot issue was reviewed.

## PUBLIC COMMENTS:

None.

## FISCAL OFFICER:

The following bills need approval:

Illuminating \$645.37

Ulman Oil \$1,441.25

Vivander Cookie Mobile \$1,050

Mark Lambert \$800

Jan Farinacci's Professional Rental \$702.80

Ms. Combs moved Mr. Peterson seconded the above bills. At a call for vote: Mr. Peterson *Aye*, Ms. Combs *Aye*, Mr. Marsic *Aye*. MOTION CARRIED.

The 2Q Rental Resource bill was discussed. Mr. Marsic moved Ms. Combs seconded to approve the Invoice for \$5,888.17. At a call for vote: Mr. Marsic *Aye*, Mr. Peterson *Aye*, Ms. Combs *Aye*. MOTION CARRIED.

The One Time Strategic Community Investment Grant (OTSCIG) has been received. The funds have been deposited into the Township bank account. Discussion ensued as to the Grant Writers part of administering this grant. Her contract will need to be read.

**RESOLUTION 2024-27** was read regarding opening a new fund to track the OTSCIG. Mr. Marsic moved Mr. Peterson seconded **RESOLUTION 2024-27**. At a call for vote: Mr. Peterson *Aye*, Ms. Combs *Aye*, Mr. Marsic *Aye*. MOTION CARRIED.

**RESOLUTION 2024-28** was read regarding certifying and appropriating the OTSCIG with the County Auditor for 2024. Mr. Peterson moved Ms. Combs seconded **RESOLUTION 2024-28**. At a call for vote: Mr. Marsic *Aye*, Ms. Combs *Aye*, Mr. Peterson *Aye*. MOTION CARRIED.

**RESOLUTION 2024-29** was read regarding opening a new Money Market account at Middlefield Bank to hold the OTSCIG. Ms. Combs moved Mr. Marsic seconded **RESOLUTION 2024-29**. At a call for vote: Ms. Combs *Aye*, Mr. Peterson *Aye*, Mr. Marsic *Aye*. MOTION CARRIED.

The paperwork for opening the Money market account was signed and ID's of the Trustees were collected for the bank.

The invoice from Dragon Fire was discussed. It is for 43 gloves not the proposed 54 sets. Due to a price increase only 43 gloves were purchased to exhaust the BWC FEEEG grant.

Discussion ensued regarding the request to reimburse D. DiFranco for her EMT class. No paperwork was given to the Fiscal Officer and there was no mention of her taking the class in the minutes. The Trustees were unaware they had an obligation for the EMT class. Ms. Combs

moved Mr. Peterson seconded to approve the class reimbursement of \$1,500 to D. DiFranco. Policy for reimbursements will be looked into.

Fraud training certificates and acknowledgments were given to the Fiscal Officer. The list will be updated and needed training will be reported to the department heads.

**FIRE DEPARTMENT:**

Chief Jonovich reported 301 runs YTD, 42 in August, 3 in September. Run calls are up from the 2023 total of 241 for the beginning of September.

Sabrina Welch, cadet, has been removed from roll per Chief Jonovich due to lack of participation.

The EMS grant is for \$4,157.24

The I-Pad glass was repaired at a cost of \$80.00

The Fair shifts were covered with a total of 4 shifts filled during the event. The staff is paid for their coverage with duty pay.

The Hospital has stopped buying equipment for the departments. The Monitor 35 will need to be replaced due to age and no longer being covered by maintenance agreement. Each Monitor costs \$55,000. An AFG Grant will be submitted for the cost of: 2 Monitors, 2 Lucas devices, new mounts in the ambulances and accessories, and the cost of maintenance agreements. The department will have a 5% match to the \$200,000 being applied for.

**BUILDINGS, GROUNDS and PARKS:**

Mr. Peterson reported that the tot-swing was hanging by 1 chain. The bolt was not located. The installer was called and has replaced the bolt.

Bushes have been cut.

Berkshire school has called <sup>the Fire Dept</sup> wanting to park 5-8 buses overnight and on weekends in the parking lot. Discussion ensued. Ms. Combs will respond to the request ~~with a denial due to lack of space.~~ <sup>when they call.</sup>

**HALL RENTALS:**

No new rentals.

**FEES COLLECTED:**

T. Hauser, 9/7 rental \$100

K. Nelson, 11/9 deposit \$50, rental \$100 and contract

K. Doerr, 1/25 deposit \$50, rental \$100 and contract

J. Giddings, 1/25 deposit \$50, rental \$100

**PERSONNEL:**

None.

**OTHER:**

Update on the Dombrowski house was received. A contractor has been lined up.

Mr. Peterson said that Mr. Marsic should be receiving a call from Thompson Township. They need to spend money per the County Budget Commission - Burrows Rd. work is being considered.

A letter was received stating that they would like to sell a grave plot back to the township. An agreement was received from Legal. The agreement will purchase the grave plot back at the cost paid on the deed. Mrs. Hawkins will send the agreement to the owner for their signature then present it to the board.

Mrs. Combs discussed Community Day. Willie West is going to donate his time with a few small games like last year. Candy will need to be provided for him to pass out. The Band, Last Chance, has canceled. A new band, Thunder Creek, is holding the date at a cost of \$800.00. Everyone agreed to book Thunder Creek at a cost of \$800. The Social Committee will meet 9/4 at 7:00 p.m. to finalize plans.

The topsoil removal from the Rte. 6 park should begin next week.

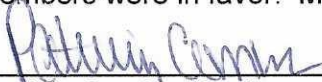
Newsletter articles are needed by 9/20.

Reports were signed with obligations for the August, Ohio State Tax, School Tax, OPERS and Federal Withholdings including S.S. and Med. Care.

Purchase orders were signed.

Bills were submitted. (attached)

With no other business, Ms. Combs moved Mr. Peterson seconded to close the meeting. All members were in favor. MOTION CARRIED. Meeting closed at 8:45 p.m.

  
\_\_\_\_\_  
Patricia Combs, Chairman

  
\_\_\_\_\_  
Karen Hawkins, Fiscal Officer

9/17/2024  
Date



Attest: Karen Hawkins, FO  
Fiscal Officer

Montville Township

## CERTIFICATE

I, Karen Hawkins, Fiscal Officer of the Board of Trustees of Montville Township, Geauga County, Ohio, certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on the 3<sup>rd</sup> day of September, 2024.

Karen Hawkins, FO  
Karen Hawkins, Fiscal Officer  
Montville Township

Mr D

Resolution # 2024-28

**RESOLUTION TO CERTIFY AND APPROPRIATE FUNDS**

The Board of Trustees of Montville Township, Geauga County, Ohio met in regular session on the 3<sup>rd</sup> day of September, 2024 at the office of the Montville Township Trustees with the following members present:

Patricia Combs, James Marsic, and Randal Peterson

Mr. Peterson moved the adoption of the following Resolution:

**WHEREAS**, the Board of Trustees of Montville Township, Geauga County, Ohio, has been awarded and received a grant from the State of Ohio H.B. 2 by way of the One Time Strategic Community Investments Grant Program; and

**WHEREAS**, the Board finds it in the best interest to certify the revenue from the One Time Strategic Community Investments Grant; and

**WHEREAS**, it is necessary to use the funding for costs associated with the project of an addition to the Fire Station at 9755 Madison Rd.; and

**THEREFORE**, the One Time Strategic Community Investments Grant revenue will be an appropriation to the Governmental Funds: Capital Projects, Permanent Improvement (#4301) for the year of 2024.

**NOW THEREFORE, BE IT RESOLVED**, by the Montville Township Board of Trustees that the total of \$1,250,000 to be appropriated into the Governmental Funds: Capital Projects, Permanent Improvement (#4301).

Ms. Combs seconded the motion.

Upon the call of the roll, the vote was as follows:

**TRUSTEES**

**YEA or NAY**

Patricia Combs  
Patricia Combs, Trustee Yea  
Vote

James Marsic  
James Marsic, Trustee YEA  
Vote

Randal Peterson  
Randal Peterson, Trustee YEA  
Vote

Passed: September 3, 2024 Montville Township, Geauga County, OHIO

Attest: Karen Hawkins, FO Montville Township  
Fiscal Officer

## CERTIFICATE

I, Karen Hawkins, Fiscal Officer of the Board of Trustees of Montville Township, Geauga County, Ohio, certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on the 3<sup>rd</sup> day of September, 2024.

Karen Hawkins, F.O.  
Karen Hawkins, Fiscal Officer  
Montville Township

*mix*

Resolution No. 2024-29

**RESOLUTION AUTHORIZING THE MONTVILLE TOWNSHIP FISCAL OFFICER TO OPEN AN ADDITIONAL BANKING ACCOUNT.**

The Board of Trustees of Montville, Township, Geauga County, Ohio met in regular session on the 3<sup>rd</sup> day of September, 2024 at the office of the Montville Township Trustees with the following members present:

Patricia Combs, Jim Marsic, Randy Peterson

Ms. Combs moved the adoption of the following Resolution:

**WHEREAS:** Montville Township Board of Trustees, hereinafter called "Board of Trustees", has been awarded a by the State of Ohio H.B.2 – One Time Strategic Community Investment Grant (OTSCIG) for the addition to the fire station at 9755 Madison Rd. and;

**WHEREAS:** The OTSCIG is administered by the Ohio Office Of Budget and Management (OBM) and;

**WHEREAS:** OBM has provided the appropriated amount of \$1,250,000 to the Board of Trustees for the expenses specifically listed in the grant paperwork. The distribution is to be kept separate from the operating funds of the Township and;

**WHEREAS:** It is in the best interest to establish a new banking account, a Money Market, and;

**WHEREAS:** To avoid fees in the Money Market Account a balance of \$3,000 must be maintained at all times. and;

**WHEREAS:** These funds may earn interest. The Board of Trustees may retain any interest earned and do not need to add it back into the grant program. Thus, the interest will be removed each month from the Money Market Account and deposited into the Business Super Saver account (0283) and;

**WHEREAS:** Upon closure of the project, the account will be closed. Any deposits to avoid fees will be tracked and thus returned to the Board of Trustees' existing account and the account being created for this purpose will be closed and;

**WHEREAS:** The signers on the account will be as all other banking accounts for the Board of Trustees with all Trustees and the Fiscal Officer listed on the account. (Mr. Randal Peterson, Trustee; Mr. James Marsic, Trustee; Ms. Patricia Combs, Trustee; and Mrs. Karen Hawkins, Fiscal Officer) and;

**THEREFORE:** The distribution from OBM will be placed by transfer into this newly created account. Upon payment of invoices the amount will be then transferred into the primary checking account (2169) to cover the expense and;

**THEREFORE BE IT RESOLVED:** That the Board of Trustees authorize the opening of a new bank account at the Middlefield Banking Company with a beginning balance of \$1,250,000 and;

**BE IT FURTHER RESOLVED:** That the Township Fiscal Office is hereby instructed to transmit an original signed copy of this resolution to the Middlefield Banking Company.



Mr. Marsic seconded the motion.

Upon the call of the roll, the vote was as follows:

**TRUSTEES**

**YEA or NAY**

Patricia Combs  
Patricia Combs, Trustee YEA  
Vote

James Marsic  
James Marsic, Trustee YEA  
Vote

Randal Peterson  
Randal Peterson, Trustee YEA  
Vote

Passed: September 3, 2024 Montville Township, Geauga County, OHIO

Attest: Karen Hawkins, F.O. Montville Township  
Fiscal Officer

**CERTIFICATE**

I, Karen Hawkins, Fiscal Officer of the Board of Trustees of Montville Township, Geauga County, Ohio, certify that the foregoing is a true and correct copy of a resolution adopted at a legally convened Board meeting held on the 3<sup>rd</sup> day of September, 2024.

Karen Hawkins  
Karen Hawkins, Fiscal Officer  
Montville Township

**Payment Listing**

September 2024

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
301-2024	09/04/2024	08/27/2024	EP	Patricia A Combs	\$933.58	O
302-2024	09/04/2024	08/27/2024	EP	Karen L Hawkins	\$1,586.13	O
303-2024	09/04/2024	08/27/2024	EP	Ronald G Jonovich	\$733.96	O
304-2024	09/04/2024	08/27/2024	EP	James H Marsic	\$934.50	O
305-2024	09/04/2024	08/27/2024	EP	Randal C Peterson	\$897.50	O
307-2024	09/11/2024	08/28/2024	EP	Bryan A Briskey	\$783.36	O
308-2024	09/11/2024	08/28/2024	EP	Joan S. Jerke	\$107.94	O
309-2024	09/11/2024	08/28/2024	EP	Lori Reckart	\$54.97	O
310-2024	09/11/2024	08/28/2024	EP	Xander J Sedmak	\$605.25	O
311-2024	09/11/2024	08/28/2024	EP	Clinton Sestak	\$88.79	O
312-2024	09/11/2024	08/28/2024	EP	Michael A Taraba	\$517.83	O
313-2024	09/11/2024	08/28/2024	EP	Jacqueline M Welch	\$89.14	O
314-2024	09/11/2024	08/28/2024	EP	Matthew J Welch	\$274.45	O
316-2024	09/04/2024	08/30/2024	EP	Heidi A Abrams	\$29.37	O
317-2024	09/04/2024	08/30/2024	EP	Michael R Benesh	\$436.33	O
319-2024	09/03/2024	09/03/2024	CH	Illuminating Company	\$444.62	O
320-2024	09/03/2024	09/03/2024	CH	Illuminating Company	\$645.37	O
321-2024	09/03/2024	09/03/2024	CH	Illuminating Company	\$108.70	O
322-2024	09/03/2024	09/03/2024	CH	Windstream Western Reserve	\$188.55	O
324-2024	09/13/2024	09/09/2024	EW	Ohio Department of Taxation (School Tax)	\$91.74	O
325-2024	09/13/2024	09/09/2024	EW	Ohio Department of Taxation (State Tax)	\$281.62	O
326-2024	09/12/2024	09/09/2024	EW	Federal Tax Payee	\$1,799.67	O
327-2024	09/27/2024	09/09/2024	EW	Ohio Public Employees Retirement System	\$1,591.44	O
26263	09/03/2024	09/03/2024	RW	Alexa Holbert	\$100.00	O
26264	09/03/2024	09/03/2024	AW	Ullman Oil Company	\$1,441.25	O
26265	09/03/2024	09/03/2024	AW	Ohio Fire Chiefs' Association	\$100.00	O
26266	09/03/2024	09/03/2024	AW	Vivander Cookie Mobile, LLC - Laura Vivod	\$1,050.00	O
26267	09/03/2024	09/03/2024	AW	IGM Copy Products, Inc.	\$215.35	O
26268	09/03/2024	09/03/2024	AW	Mark L. Lambert	\$800.00	O
26269	09/03/2024	09/03/2024	AW	ASAP Sanitary Services, LLC	\$115.00	O
26270	09/03/2024	09/03/2024	AW	PMB Pest Elimination	\$175.00	O
26271	09/03/2024	09/03/2024	AW	DeSantis Solutions	\$436.63	O
26272	09/03/2024	09/03/2024	AW	Jan Farinacci's Professional Rental, Inc.	\$702.80	O
Total Payments:					\$18,360.84	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$18,360.84	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

\* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Montville Township Meeting Agenda

9755 Madison Rd PO Box 116

Montville, OH 44064

Phone & Fax 440-968-3784

September 3, 2024

Procedures and Agenda Format

Meetings of the Montville Township Trustees shall be presided over by the Chairperson, or in his/her absence, the Vice Chairperson. On questions of parliamentary procedure, Roberts Rules of Order shall govern.

Individuals wishing to address the Board shall sign in and request time on the agenda. Unless time is requested before the meeting, a limit of 5 minutes will be allowed. If more time is necessary, a specific time may be scheduled at a future meeting.

Executive Session may be entered into for the purpose of discussion of personnel matters or legal issues. This portion of the meeting is closed to the public.

It shall be recognized that the standard meeting agenda format will be as follows:

1. Call to Order
2. Pledge to the Flag
3. Welcome, Introductions
4. Minutes
5. Correspondence
6. Public Comments & Questions
7. Fiscal Officer Report
8. Department Reports:
  - a. Fire Department
  - b. Buildings, Grounds & Parks
9. Hall Rentals
  - a. New Hall Rentals
  - b. Hall Rental Money
10. Personnel
11. Other
12. Bills Presented for Payment
13. Adjourn