

FREEDOM TOWNSHIP TRUSTEES

Regular Meeting, June 18, 2020

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After the Pledge of Allegiance, Chairman Roy Martin called the Regular Meeting to order at 7:00 p.m. on June 18, 2020. Present: Trustee Jeffrey Derthick, Trustee Roy Martin and Trustee John Zizka. Fiscal Officer: Jennifer Derthick, Road Supervisor, Tony VanSteenberg and Zoning Inspector Mike Baker. Residents/Guests: Mr. Charlie Duffield, Mr. Scott Miller.

This meeting is being taped to facilitate the written minutes. Once the minutes are approved the tape will be reused. The meeting minutes will be approved at the next regular meeting.

A motion was made by Trustee Zizka to approve the June 4, 2020 Regular Meeting Minutes. Trustee Derthick seconded the motion. Motion Carried. Roll Call: Trustee Derthick, yes; Trustee Martin, yes; Trustee Zizka, yes. **Resolution 06.18.20.01**

Public Comment: Mr. Scott Miller was present to discuss his proposal for painting the inside of the Town Hall. His proposal would include all the woodwork, caulking, scraping, priming the surfaces and applying two coats of paint. Through discussion it was determined that the proposal presented did not include the whole town hall, only the main area and did not include removing the current wallpaper on the back wall. It was requested that Mr. Miller redo his proposal to include the vestibule, the zoning office, the main room, the kitchen and the bathroom hallway in the Town Hall and the community center kitchen and main room. Mr. Miller will work with his contact that does wallpaper to schedule a time to take a look at the buildings and work to submit a proposal before the next meeting on July 2, 2020.

Zoning Report: Mr. Baker reported that it is again slow so far this month. He did a permit for an addition on a home on Streeter Rd. Mr. Baker reported that Mr. Bolton from Portage County Solid Waste District has looked at the two previous properties referenced for health and safety issues and will be sending a violation notice to each of them. There is another residence on Freedom Rd. that was discussed and will ask Mr. Bolton to take a look at that one also. Trustee Zizka asked about the agriculture permit on Limeridge Rd. and it was discussed that we won't know until the building is up and the horses come back. If the horses do not come back, then the resident will need to file a change of use. On Asbury Rd a 28' x 20' building, the resident currently has a miniature horse and will be getting a pony, however he has not driven by recently to confirm.

Trustee Derthick mentioned to Mr. Baker that Hopper Construction is willing to work with him to make sure that he is in compliance with his facility. Between Mr. Baker and Trustee Derthick they will try to locate the missing zoning folder from those who previously have been in that building. Fiscal Officer Derthick reported that there was no interest from the ads in the paper to fill either zoning boards.

Roads: Mr. VanSteenberg reported that the Spring Clean-up Days went well. They used 10 – 40-yard dumpsters, six (6) for trash and four (4) for scrap. A check was given to the Fiscal Officer from C & B Recycling in the amount of \$569.00. Ditching was completed on Wygle Rd. A resident asked about having his ditch done also and they will look to do that sometime next week. It was reported that the new mower from S & K had some minor issues with a recalled part. The mower was taken to S & K for the repair. It was discussed that S & K can do the first fluid changes on the trans axle it will guarantee another year under the warranty. The engine oil will need to be changed after the first eight (8) hours.

They chipped up some brush from the park that Trustee Derthick had cut from behind the backstop and along the outfield so that the ball teams playing did not have interference. It was reported that Trustee Derthick leveled out the driveways at the community park and at the Community Center. Trustee Derthick asked if there was anyone against him starting to trim up some of the trees on the mound on the St. Rt. 700 side so that it is easier to mow under and begin to remove some of the fallen/dead trees inside the park itself. At this time there seems to be no interest in the wood. Trustee Zizka asked if we had received the Certificates of Insurance for both the ball team and the football team and Fiscal Officer Derthick said that we had received both. Trustee Zizka asked of the condition of our drag and it was noted that our drag is not

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as good as the drag that the ball team is using. Trustee Zizka asked if Tony and Butch could tighten up the wire along the driveway as some areas are lower than others.

Dun-Rite Exterminating will be back out to re-spray vegetation in areas at the park and the Town Hall. Eckman Tree Service has had equipment breakdowns and will get to the tree by the Hankee Rd. culvert when they can, unless the Township feels they can't wait they are welcome to go somewhere else. It was agreed that it was not pressing and could wait. Trustee Martin asked if we could have Eckman's look at some of the trees at the Freedom West Cemetery as there are quite a few that are older and in danger of falling. Both Tony and Butch will be off on Friday, June 19.

Trustee Derthick reported on the Hankee Rd. Culvert Project. It was decided at a previous meeting that we would until later to pursue the engineering due to the COVID19 and funding status. There was a recent email from OPWC that stated the funding would move forward and that if a government agency has spent money that it would be reimbursed. There was a brief discussion about the cost of the engineering, and it was agreed to wait until after the budget workshop and hearing before moving forward.

Board Reports: Trustee Martin and Zoning Inspector Baker reported that the BZA Board did meet on June 16 and reviewed and accepted the application from the resident on Anderson Rd. and will be holding a hearing on July 21, 2020.

Zoning Inspector Baker reported that the Zoning Commission did not have a quorum for their meeting so nothing to report.

Trustee Derthick reported that Regional Planning is still conducting meetings via the Zoom Platform. They gave extensions to Windham, Mantua and Kent. Until they are able to have face to face meetings again a lot of items are being placed on hold and only doing what needs to be done. During the meeting they recapped the CDBG Hearing and that the project for the Township and the Historical Society has been approved. Trustee Zizka asked if there would be a formal information letter about it being approved. There was discussion about when we would have access to the monies and it looks as though it will be sometime in August/September, however it may not be until next year.

Trustee Martin reported that the Fire Board was turned down for a grant for fire gear. They will be spending \$23,000.00 for Marks Radios. They have completed repairs on trucks. Trustee Derthick asked about if they could piggyback with Community EMS on the Marks Radios, however Trustee Zizka reported that the EMS already has Marks Radios so it would not work. The call report was distributed.

Trustee Zizka reported on the EMS Board by distributing the minutes from the Special Meeting on 6-8-2020 and their regular meeting minutes from 5-14-2020. The May call summary was also distributed. There were a few calls to Windham, overall, those have been reduced. There was a special meeting scheduled to meet with the Board's attorney regarding an ongoing situation with an employee who has been on Administrative Leave since January. The employee requested a continuance and it was granted by the EMS Board. The employee is now on unpaid leave. Currently the next hearing will be held in early July. Trustee Derthick asked Trustee Zizka if he knew the amount of money that has been expended during this time of investigation. Trustee Zizka noted that he did not have a full amount available to share at this time. Trustee Derthick expressed his concerns regarding the situation and that the EMS Board may be expending taxpayer dollars and loose again against this employee. Trustee Zizka acknowledged his comment, however, did comment any further.

Trustee Derthick extended thanks to both Trustee Martin and Trustee Zizka as representatives to both the fire department and the EMS department boards for their participation in the graduation parade for all the seniors at JAG School and for the special graduation parade held for Adam Derthick. Both Trustees acknowledged and commented that the majority of the community was supportive of the participation.

Fiscal Officer: It was reported that the Indigent Burial paperwork that was submitted on March 15, 2020 has been followed up on via email three (3) times over the last couple of weeks, as that is the requested means of communication. At this time the Fiscal Officer will locate a main office number and see if she can actually speak with someone regarding the submission. The quotation for the Honor Roll/War Memorial has been submitted and will wait on the insurance company. The direct deposit forms have been passed out to everyone. If you are interested in the direct deposit the forms will need to be returned. The Fiscal Officer is working with Middlefield Bank and the UAN Software Support Team to set everything up on the back end and then a test file will be submitted before actually going live.

The bank reconciliation is still pending at this time. Through the Audit Exit Conference call that was held prior to the start of this regular meeting, it was determined that the independent auditor that just completed the 2018/2019 audit would review the reports and paperwork that was worked on with the UAN Support Team and Local Government Services to help determine how to correct the issue. The \$70,000.00 line item matches the same amount that was marked as a notation in the draft audit report. The paperwork was emailed to the auditor prior to the start of this regular meeting.

The draft audit was reviewed with the Independent Auditor, the Board of Trustees and the Fiscal Officer via teleconference call and areas of notation were reviewed prior to this meeting. The independent auditor offered support to the current Fiscal Officer as she moves forward with reviewing some areas of notation and as she draws closer to the year end.

A reminder was given that the budget workshop will be held on Wednesday, June 24, 2020 at 6:00 p.m. at the Town Hall. It was discussed that the budget hearing needs to be set as per the Portage County Auditor's letter, that the Board will need to accept the tax budget no later than July 15, 2020. A motion was made by Trustee Derthick to hold the upcoming budget hearing at 6:30 p.m. on Thursday, July 2, 2020 with the regular meeting to start immediately following. Trustee Zizka seconded. Motion Carried. Roll Call: Trustee Derthick, yes; Trustee Martin, yes; Trustee Zizka, yes. **Resolution 06.18.20.02**

The Fiscal Officer asked the Board of Trustees to review the property taxes that were just received before payment is made to ensure that all was in order. The current purchase order for the property taxes is short so another one will need to be opened to cover the balance not on the current one. After reviewing them, it was agreed that the invoices were accurate.

Unfinished Business: Trustee Zizka reported that JC Electric had been called yesterday and again today to get an update about the starting of the Community Center parking lot lighting. As of this meeting a return call had not been received. Trustee Zizka reported that the air conditioner in the downstairs community center was installed and operating. Fiscal Officer Derthick had met with Mr. Roth on Wednesday evening and have scheduled to have the balance of the work completed in the fiscal office on Saturday the 20 at 8:00 a.m. Mr. Roth is planning to complete everything that day.

The quotes for the painting of the town hall were covered under the public comment. Trustee Derthick reported that the Community Center painting of the outside trim work is at least three weeks out. Trustee Derthick reported that the work that was to be done at the rental house, inside and outside has been completed. Trustee Zizka noted that he spoke with Scott Emigh regarding the other outside work that had been previously authorized, that he will be onsite on Monday, June 29, 2020 to begin working on the front steps. Trustee Derthick asked whether or not he would look at the chimney. Trustee Zizka said he would ask and wanted to know if Trustee Derthick still had the previous pictures he took, and he does. They will be left in the zoning office to show Mr. Emigh.

Trustee Derthick reported under the Regional Planning report that the township had been granted the request that was submitted under the CDBG Community Block Grant. He will be working with Regional Planning on how to move forward with the projects.

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A final review of the amended cemetery fee schedule and regulation brochure was done. Trustee Derthick mentioned that there was no notation regarding above ground burial of cremains. A motion was made by Trustee Derthick to add that there would be no above ground burial of cremains under the internment section of the regulations and approve the regulations as reviewed. Trustee Zizka seconded the motion. Motion Carried: Roll Call: Trustee Derthick, yes; Trustee Martin, yes; Trustee Zizka, yes.

Resolution 06.18.20.03

A final review of the Cemetery Fee Schedule was done. Fiscal Officer Derthick noted that there were two areas that needed to have the words burial deed removed and burial easement certificate added and that there would be a line added for no above ground burial of cremains. A motion was made by Trustee Zizka to make the additions and corrections to the Cemetery Fee Schedule as reviewed. Trustee Derthick seconded the motion. Motion Carried. Roll Call: Trustee Derthick, yes; Trustee Martin, yes; Trustee Zizka, yes. **Resolution 06.18.20.04** It was mentioned that we should put some notification on the website, Record Courier or Villager regarding the changes to our policy and procedure along with notifying the funeral homes and the tombstone companies.

At the previous meeting the Fiscal Officer brought to the attention of the Board regarding the upcoming Community Picnic. There was discussion at that meeting regarding some of the guidelines put in place due to COVID19. At this meeting there was a brief discussion regarding the Community Picnic and a motion was made by Trustee Zizka to cancel the Freedom Township Community Picnic that would have been held on August 16, 2020. Trustee Derthick seconded the motion. Motion Carried. Roll Call: Trustee Derthick, yes; Trustee Martin, yes; Trustee Zizka, yes. **Resolution 06.18.20.05**

Trustee Zizka, reported that he had spoken with Mr. Kruis from the Radio Club after he had seen in the newspaper that the upcoming Radio Days were not going to be held at the park as previously anticipated, however the event would still take place from their homes.

Trustee Zizka reported again on the recycling with Portage County. It will take \$60,000.00 to start Freedom on curbside recycling. The County does not have the money to do that. Mr. Steiner called the Monday after the Spring Clean-up and wanted to know how everything went. It was brought to the attention of Mr. Steiner that the signs on the side of the recycling containers do not match what they are actually recycling, at this time not sure if the signs will be changed or not. Trustee Martin asked about removing the recycling bins, it was acknowledged that was still an option. Trustee Derthick asked if anyone knew whether or not Brimfield had moved to a third-party vendor or not. No one knew at this time. There was a brief discussion about Kimble and whether they do recycling and what options they may have. Trustee Zizka will follow up on that. Still our options at the township are to leave the situation as it is; remove the recycling containers; look at a third-party vendor.

New Business: The Fiscal Officer passed around a sympathy card that would need to be signed by everyone for Ms. Margaret Paul.

During the meeting, warrants and EFT's, #59-2020 to 64-2020, #10571 to #10578 in the amount of \$19,775.29 were presented to the Trustees for approval and ordered paid by signature. See the Payment Register, which is hereto and by reference made a part of these minutes.

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A motion was made by Trustee Derthick and seconded by Trustee Zizka **to adjourn the Regular Meeting of the June 18, 2020 of the Township at 9:14 p.m.** Roll Call: Trustee Derthick, yes; Trustee Martin, absent; Trustee Zizka, yes. Motion carried. **Resolution: 06.18.20.06**

Roy E. Martin, Chairman

Jeffrey M. Derthick, Vice-Chairman

John C. Zizka, Trustee

Jennifer Derthick, Fiscal Officer

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6/29/2020 2:5

Payment Listing
6/5/2020 to 6/18/2020

UAN

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
59-2020	06/15/2020	06/15/2020	EW	INTERNAL REVENUE SERVICE	\$891.12
60-2020	06/15/2020	06/15/2020	EW	TREASURER STATE OF OHIO	\$233.74
61-2020	06/18/2020	06/17/2020	CH	VERIZON WIRELESS	\$294.95
62-2020	06/18/2020	06/17/2020	CH	Business Card	\$188.54
63-2020	06/18/2020	06/17/2020	CH	OHIO EDISON	\$337.37
64-2020	06/18/2020	06/18/2020	EW	OHIO PUBLIC EMPLOYEES RETIREMENT S	\$3,014.08
10571	06/18/2020	06/15/2020	AW	J.B.P. CONTRACTING LLC	\$3,275.00
10572	06/18/2020	06/15/2020	AW	Centerra- Co-Op	\$654.79
10573	06/18/2020	06/15/2020	AW	GateHouse Media	\$22.15
10574	06/18/2020	06/17/2020	AW	E & H Hardware Group	\$29.49
10575	06/18/2020	06/17/2020	AW	TRACTOR SUPPLY CREDIT PLAN	\$59.99
10576	06/18/2020	06/18/2020	PR	Leonard F Roosa	\$1,615.71
10577	06/18/2020	06/18/2020	PR	TONY VANSTEENBERG	\$1,658.36
10578	06/18/2020	06/18/2020	AW	S & K SALES & SERVICE, INC.	\$7,500.00
Total Payments:					\$19,775.29
Total Conversion Vouchers:					\$0.00
Total Less Conversion Vouchers:					\$19,775.29