

RECORD OF PROCEEDINGS

MINUTES OF JACKSON TOWNSHIP BOARD OF TRUSTEES MEETING

JANUARY 12, 2021

Hawke called the meeting to order at 4:00 p.m. at the Jackson Township Hall with Trustees Todd Hawke, John Pizzino and Jim Thomas and Fiscal Officer Gonzalez present.

Hawke turned the meeting over to Fiscal Officer Gonzalez. Gonzalez asked for a nomination for Chairman.

Pizzino nominated and Thomas seconded the nomination to appoint Todd Hawke as Chairman.
3-0 yes

Gonzalez asked for a nomination for Vice-Chairman.

Hawke nominated and Thomas seconded the nomination to appoint John Pizzino as Vice-Chairman.
3-0 yes

Gonzalez turned the meeting over to the 2021 Chairman of the Board of Trustees, Todd Hawke. Administrator/Law Director Vaccaro, Assistant Law Director FitzSimmons, Zoning Inspector Poindexter, Fire Chief Hogue, Police Chief Brink, and Public Works Director Rohn were also in attendance.

ATTACHMENT 01/12/21 A

Hawke moved and Thomas seconded a motion to set the 2021 Board of Trustees' regular meetings on the second and fourth Tuesdays of each month at the Jackson Township Administration Building, 4:00 p.m. Executive Session and/or Work Session, 5:00 p.m., General Session.
3-0 yes

ATTACHMENT 01/12/21 B

Hawke moved and Pizzino seconded a motion to approve the attached 2021 Committee Representative List.

Jim Thomas requested to be on a committee and expand his role. Some discussion followed regarding which committee Thomas wanted to be on. It was decided that Thomas would replace Hawke on the Tax Incentive Review Council.

The motion was approved as amended.
3-0 yes

Hawke moved and Pizzino seconded a motion to go into Executive Session for Public Works Department Personnel (Appointment / Employment / Compensation) – Interview Clerical Assistant Candidate.

3-0 yes

Hawke moved and Pizzino seconded a motion to go into Executive Session for Fire Department Personnel (Appointment / Employment / Compensation) – Interview Part-time Firefighter Candidates.

3-0 yes

Hawke moved and Pizzino seconded a motion to go into Executive Session for Fire Department Personnel (Appointment / Employment / Compensation) – Fire Chief Posting.

3-0 yes

Upon return from Executive Session at 5:20 p.m., Hawke called the General Session to order. Hawke requested that all cell phones be silenced at this time.

The Pledge of Allegiance was recited.

Public Speaks - None

Administration Department

ATTACHMENT 01/12/21 C

Hawke moved and Pizzino seconded a motion to approve the following appropriation transfer request for a total of \$6,211.70.

<u>From Code</u>	<u>Description</u>	<u>To Code</u>	<u>Description</u>	<u>Amount</u>
213.160.5387	Discretionary - Zoning	213.160.5464	Liability Ins - Zoning	\$ 57.46
210.210.5385	Other - Fire	210.210.5460	Fleet Ins - Fire	\$ 2,911.93
101.115.5387	Discretionary - CM	101.115.5460	Fleet Ins - CM	\$ 429.31
101.110.5387	Discretionary - Admin	101.110.5462	Building Ins - Admin	\$ 1,180.00
204.310.5387	Discretionary - Hwy	204.310.5462	Building Ins - Hwy	\$ 907.50
209.250.5387	Discretionary - Police	209.250.5462	Building Ins - Police	\$ 230.50
101.110.5387	Discretionary - Admin	101.110.5466	Bonding Ins - Admin	\$ 165.00
210.210.5385	Other - Fire	210.210.5466	Bonding Ins - Fire	\$ 165.00
206.206.5387	Discretionary - PW	206.206.5466	Bonding Ins - PW	\$ 165.00

3-0 yes

RESOLUTION 21-001 ATTACHED

COSO MEDIA QUOTE

Hawke moved and Pizzino seconded a motion that we hereby adopt and authorize the placement of the Board Chairman's signature upon the attached quote with COSO Media in the amount of \$15,000.00 and an ongoing fee of \$1,500.00 per year for the development of a new website and yearly maintenance fee.

3-0 yes

ATTACHMENT 01/12/21 D

Hawke moved and Pizzino seconded a motion to approve and authorize the placement of the Chairman’s signature upon the Anniversary Information Acknowledgement from OTARMA for the Township’s liability and property coverage for 2021.

3-0 yes

**RESOLUTION 21-002 ATTACHED
PREVAILING WAGE COORDINATOR**

Hawke moved and Pizzino seconded a motion that in accordance with ORC Section 4115.071 we hereby designate and appoint Mary Smith, Legal Assistant, as Prevailing Wage Coordinator for 2021.

3-0 yes

Legal Department

**RESOLUTION 21-003 ATTACHED
AMPHITHEATER BAND BOOKING AGREEMENTS**

Hawke moved and Pizzino seconded a motion that whereas, the Board of Trustees owns the Jackson Amphitheater in Jackson Township, Stark County, Ohio.

Whereas, the Board of Trustees has determined that, as part of its programming for the Jackson Amphitheater, the acts identified in the attached contracts are to be engaged for performances for the 2021 season.

Be it resolved that, we hereby adopt and authorize the placement of the Board Chairman’s signature or the signature of Michael B. Vaccaro, Administrator and Law Director, upon the attached Booking Agreements for the following bands:

1. Canton Symphony Orchestra; and
2. Hard Day’s Night.

3-0 yes

Police Department

ATTACHMENT 01/12/21 E

Hawke moved and Thomas seconded a motion to approve the following appropriation transfer request for a total of \$28,450.00.

<u>From Code</u>	<u>Description</u>	<u>To Code</u>	<u>Description</u>	<u>Amount</u>
209.250.5484	OPS Utilities Gas	209.290.5484	Annex Utilities Gas	\$ 5,000.00
209.250.5485	OPS Utilities Electric	209.290.5485	Annex Utilities Electric	\$10,000.00
209.250.5488	OPS Utilities Water	209.290.5488	Annex Utilities Water	\$ 800.00
209.250.5490	OPS Utilities Sewer	209.290.5490	Annex Utilities Sewer	\$ 1,200.00
209.250.5492	OPS Trash Removal	209.290.5492	Annex Utilities Trash	\$ 450.00
209.250.5522	Facility Maint	209.290.5522	Annex Facility Maint	\$10,000.00
209.250.5387	Discretionary	209.250.5379	Tuition Reimbursement	\$ 1,000.00

3-0 yes

Hawke moved and Thomas seconded a motion to accept a donation of \$500.00 from Christopher and Denise Scala.

3-0 yes

Hawke moved and Thomas seconded a motion to accept a donation of \$100.00 from Robert M. Hess Jr.

3-0 yes

**RESOLUTION 21-004 ATTACHED
POLICE DEPARTMENT VEHICLE PURCHASE**

Hawke moved and Thomas seconded a motion that pursuant to ORC Section 125.04, we hereby adopt and authorize the placement of the Board Chairman’s signature upon the attached Contract with Waikem Auto Group for the purchase of two (2) 2021 Ford Explorer Interceptor (Hybrid) vehicles in the amount of \$37,542.00 per vehicle for a total purchase price of \$75,084.00 as the price is lower than the prices listed in the State Purchasing Contract for the same equipment.

3-0 yes

Public Works Department

ATTACHMENT 01/12/21 F

Hawke moved and Thomas seconded a motion to extend the time of completion for the Keck Park Circle NW / SR 241 Project until July 31, 2021.

3-0 yes

Highway Division

ATTACHMENT 01/12/21 G

Hawke moved and Thomas seconded a motion to approve an appropriation transfer request from account code 211.310.5387 Road Levy Discretionary – Hwy, to account code 211.310.5715 Traffic Signals, in the amount of \$35,731.85.

3-0 yes

RESOLUTION 21-005 ATTACHED

2021 PUBLIC WORKS DEPARTMENT MATERIALS BID

Hawke moved and Thomas seconded a motion that we hereby authorize the attached Advertisement for Bids for 2021 Public Works Department Materials.

3-0 yes

RESOLUTION 21-006 ATTACHED

OHIO DEPARTMENT OF TRANSPORTATION PURCHASING

Hawke moved and Thomas seconded a motion that whereas, Section 5513.01 (B) provides the opportunity for Counties, Townships, Municipal Corporations, Conservancy Districts, Township Park Districts, Park Districts created under Chapter 1545 of the Revised Code, Port Authorities, Regional Transit Authorities, Regional Airport Authorities, Regional Water and Sewer Districts, County Transit Boards, State Universities or Colleges to participate in contracts of the Ohio Department of Transportation for the purchase of machinery, material, supplies or other articles.

Be it resolved by the Board of Trustees of Jackson Township, Stark County, Ohio that:

SECTION 1

That Richard R. Rohn, Public Works Director, hereby requests authority in the name of the Board of Trustees of Jackson Township, Stark County, Ohio to participate in the Ohio Department of Transportation contracts for the purchase of machinery, materials, supplies or other articles which the Department has entered into pursuant to Ohio Revised Code Section 5513.01 (B).

SECTION 2

That Richard R. Rohn, Public Works Director, is hereby authorized to agree in the name of the Board of Trustees of Jackson Township, Stark County, Ohio, to be bound by all terms and conditions as the Director of Transportation prescribes.

SECTION 3

That Richard R. Rohn, Public Works Director, is hereby authorized to agree, in the name of the Board of Trustees of Jackson Township, Stark County, Ohio to directly pay vendors, under each such contract of the Ohio Department of Transportation in which the Board of Trustees participates, for items it receives pursuant to the contract.

SECTION 4

That the Board of Trustees of Jackson Township, Stark County, Ohio, agrees to be responsible for resolving all claims or disputes arising out of its participation in the cooperative purchasing program under Section 5513.01 (B) of the Ohio Revised Code. The Board of Trustees of Jackson Township, Stark County, Ohio agrees to waive any claims, actions, expenses, or other damages arising out of its participation in the cooperative purchasing program which the Board of Trustees may have or claim to have against ODOT or its employees, unless such liability is the result of negligence on the part of ODOT or its employees.

3-0 yes

ATTACHMENT 01/12/21 H

Hawke moved and Thomas seconded a motion to approve a Then & Now Certificate for purchase order RG 21133 to Perram Electric in the amount of \$85,731.85 for Amherst / Fulton Traffic Signal.

3-0 yes

RESOLUTION 21-007 ATTACHED

PUBLIC WORKS DEPARTMENT CAB & CHASSIS PURCHASE

Hawke moved and Thomas seconded a motion that pursuant to ORC Section 125.04, we hereby adopt and authorize the placement of the Board President's signature upon the attached Contract with Young Truck Sales for the purchase of two (2) 2021 Freightliner 108SD Cab and Chassis at \$89,055.00 per vehicle for a total amount of \$178,110.00 from Young Truck Sales, Inc. as the price is lower than the price listed in the State Purchasing Contract for the same equipment.

3-0 yes

RESOLUTION 21-008 ATTACHED

PUBLIC WORKS DEPARTMENT SNOW & ICE REMOVAL EQUIPMENT PURCHASE

Hawke moved and Thomas seconded a motion that pursuant to ORC Section 125.04, we hereby adopt and authorize the placement of the Board Chairman's signature upon the attached Contract with The Gledhill Road Machinery Company for the Purchase of two (2) 2021 Snow & Ice Removal Packages as described in the Contract in the total amount of \$147,154.70, which the prices are listed in the State Purchasing Contract.

3-0 yes

Central Maintenance Division

ATTACHMENT 01/12/21 I

Hawke moved and Thomas seconded a motion to approve an appropriation transfer request from account code 101.115.5220 Hospitalization Ins – CM, to account code 101.115.5385 Other Expense - CM, in the amount of \$133.00.

3-0 yes

**RESOLUTION 21-009 ATTACHED
INTERNET AUCTION OF TOWNSHIP PROPERTY**

Hawke moved and Thomas seconded a motion that whereas, Ohio Revised Code Section 505.10(D) requires the Jackson Township Board of Trustees to adopt a resolution during each calendar year expressing its intent to dispose of surplus, unneeded, obsolete, or unfit personal property through the use of an internet auction;

Be it resolved that the Jackson Township Board of Trustees hereby expresses its intent to dispose of surplus, unneeded, obsolete, or unfit personal property by internet-based auction during the calendar year of 2021; and

Be it further resolved that the personal property disposed of through the internet-based auction may include, as specified in ORC 505.10(D), motor vehicles acquired for the use of township officers and departments, road machinery, car parts, equipment, tools and office equipment or supplies which are not needed, obsolete, or unfit for the public use for which it was acquired; and

Be it further resolved that all property is offered for sale “as is, where is” with Jackson Township making no warranty, guarantee, or representation of any kind expressed or implied, as to the condition of said items; and that any computers sold via internet-based auction shall have their hard drive either wiped utilizing US Department of Defense standards or the hard drive will be removed; and the Buyer will receive notification by email from the Jackson Township auction and be required to make payment in full via US currency, certified cashier’s check, money order or company check (with bank letter guaranteeing funds) within (5) business days from the time and date of said notification; and the Buyer will be responsible for removal of said items from the Jackson Township facility within ten (10) days of receipt of said notification; and

Be it further resolved that the number of days of bidding for each auction, in accordance with ORC 505.10(D), will be at least fifteen (15) days, including Saturdays, Sundays, and legal holidays; and

Be it further resolved that the Township Administrator may enter into and sign a Memorandum of Understanding with an internet-based auction company in order to effectuate the disposal of surplus, unneeded, obsolete, or unfit personal property. Further, the Township Administrator, or his designee shall manage the 2021 internet auction program; and

Be it further resolved that the Fiscal Officer shall publish in a newspaper of general circulation, notice of its intent to sell surplus, unneeded, obsolete, and unfit-for-use township personal property by internet-based auction to be published once; and

Be it further resolved that a similar notice shall be posted continuously throughout the calendar year in a conspicuous place in the offices of the Jackson Township Board of Trustees and in addition shall be posted continuously on the Township website (www.jacksontwp.com); with a link to the respective internet based auction company chosen to handle the particular sale; and

Be it further resolved that when property is to be sold by internet-based auction, the Jackson Township Board of Trustees or its representatives reserve the right, at a later date, to establish a minimum price that will be accepted for specific items and may establish any other terms and

conditions for the particular sale, including but not limited to requirements for pick-up or delivery, method of payment, and payment of sales tax in accordance with applicable laws; and

Be it further resolved that such information shall be provided on the internet at the time of the auction and may be provided before that time upon request after the terms and conditions have been determined by the Board or its representatives;

Be it further resolved that the Board of Jackson Township Trustees hereby authorizes the disposition of surplus, unneeded, obsolete, or unfit township personal property via internet-based auction in calendar year 2021.

3-0 yes

**RESOLUTION 21-010 ATTACHED
DISPOSITION OF TOWNSHIP PROPERTY**

Hawke moved and Pizzino seconded a motion that whereas, ORC Section 505.10(A) permits the Board of Trustees of Jackson Township to adopt by resolution a list of personal property that is not needed for public use, or is obsolete or unfit for the use for which it was acquired, and to discard the personal property that has no value and;

Be it resolved, and pursuant to, ORC Section 505.10(A)(7), we hereby find that the attached list of equipment are no longer needed for the use it was originally acquired, said equipment has no value and is unfit for use, and authorizes the discarding of the items listed.

3-0 yes

Fire Department

Hawke moved and Thomas seconded a motion to accept a donation of \$150.00 of assorted gift cards from the Kish Family.

3-0 yes

**RESOLUTION 21-011 ATTACHED
FIRE DEPARTMENT VEHICLE PURCHASE**

Hawke moved and Thomas seconded a motion that pursuant to ORC Section 125.04, we hereby adopt and authorize the placement of the Board Chairman's signature upon the attached Contract with Waikem Auto Group for the purchase of one (1) 2021 Ford Explorer Interceptor AWD in the amount of \$33,258.00 as the price is lower than the prices listed in the State Purchasing Contract for the same equipment.

3-0 yes

**RESOLUTION 21-012 ATTACHED
VEHICLE EXHAUST REMOVAL SYSTEMS**

Hawke moved and Thomas seconded a motion that we hereby determine that Hastings Air Energy Control, Inc. is the lowest and best bidder for the Vehicle Exhaust Removal Systems Installation Project and hereby award a Contract to them in the amount of \$209,000.00 in accordance with the Company's proposal and the Specifications and authorize the placement of the Board's signatures on the Contract.

3-0 yes

Zoning and Planning Department

Hawke moved and Thomas seconded a motion to set a public hearing on February 23, 2021, at 5:00 p.m., for a nuisance violation at 2414 Glenmont Drive NW, Jackson Twp.

3-0 yes

Fiscal Office

ATTACHMENT 01/12/21 J

Hawke moved and Pizzino seconded a motion to pay the bills in the amount of \$812,432.04.

3-0 yes

ATTACHMENT 01/12/21 K, L, M, N, and O

Hawke moved and Pizzino seconded a motion to approve the minutes of the December 8, 2020, December 16, 2020, December 17, 2020, December 21, 2020, and December 28, 2020 Board of Trustees' meetings.

3-0 yes

ATTACHMENT 01/12/21 P

Hawke moved and Pizzino seconded a motion to approve the monthly reports for December 2020.

3-0 yes

ATTACHMENT 01/12/21 Q

Hawke moved and Pizzino seconded a motion to approve the following appropriation transfer request for year-end balancing transfers for a total of \$125,013.17.

From Code	Description	To Code	Description	Amount
101.110.5299	Discretionary P/S	101.110.5198	Trustee Salaries	\$ 404.00
101.110.5485	Electric	101.110.5490	Sewer	\$ 471.72
101.115.5385	Other Expense	101.115.5508	Tool Purchase	\$ 167.80
		101.115.5526	Fuel	\$ 372.21
		101.115.5652	Capital Equip	\$ 24.49
101.140.5299	Discretionary P/S	101.140.5120	Over-time	\$ 26.15
101.150.5340	Advertising	101.150.5432	Computer Services	\$ 1,082.89
204.310.5299	Discretionary P/S	204.310.5245	Uniform Rental	\$ 78.48
204.310.5387	Discretionary	204.310.5420	Striping Services	\$ 18.75
		204.310.5488	Water	\$ 39.08
		204.310.5490	Sewer	\$ 152.12
		204.310.5514	Sign Supplies/Materials	\$ 54.11
209.250.5299	Discretionary P/S	209.250.5230	Workers Compensation	\$ 1,377.94
210.212.5490	Sewer Station 2	210.211.5490	Sewer Station 1	\$ 304.68
210.211.5488	Water Station 1	210.211.5492	Trash Station 1	\$ 302.61
214.510.5385	Other Expense	214.510.5804	County Auditor Fee	\$ 1.12
214.520.5488	Water North Park	214.525.5488	Water South Park	\$ 228.10
101.110.5387	Discretionary	101.111.5957	Tfr JEDD to Gen Capital	\$ 2,819.62
		101.111.5958	Tfr JEDD to Fire Capital	\$31,093.74
		101.111.5959	Tfr JEDD to Hwy Capital	\$54,899.83
		101.111.5965	Tfr JEDD to Hwy Capital	\$31,093.73
				3-0 yes

ATTACHMENT 01/12/21 R

Hawke moved and Pizzino seconded a motion to request the advance of Real Estate Taxes from the County Auditor.

3-0 yes

Routine Business**Announcements**

- Next regular **Board of Trustees'** meeting, January 26, 2021, 4:00 p.m., Executive Session and/or Work Session; 5:00 p.m., General Session, Jackson Township Hall.
- **Celebration Meeting**, January 26, 2021, 3:00 p.m., Jackson Township Hall.
- **LOGIC**, February 4, 2021, 9:00 a.m., via video conference. Those interested in participating should call (330) 830-4285.

- **Zoning Meetings:**
 - Board of Zoning Appeals – January 14, 2021, 5:00 p.m., via ZOOM video conference. Those interested in participating should call (330) 832-8023.
- **Yard Debris / Waste Site**
 - Secure load before leaving for site
 - No plastic bags
 - Closing date – January 18, 2021

Old Business - None

New Business

**RESOLUTION 21-013 ATTACHED
CONDITIONAL PART TIME FIREFIGHTER HIRING**

Hawke moved and Pizzino seconded a motion that pursuant to the Part time Firefighter hiring policy and authority granted in ORC Section 505.38 “to provide for the employment of firefighters as it considers best”, we hereby appoint the attached listed persons to the position of Part-time Firefighter, conditioned on his successful completion of required physical and psychological examinations and negative drug test.

3-0 yes

**RESOLUTION 21-014 ATTACHED
PUBLIC WORKS CLERICAL ASSISTANT (PART TIME)**

Hawke moved and Thomas seconded a motion that pursuant to the Township’s Hiring Policy and ORC Section 511.10, Stephanie K. Holben is hereby appointed as part-time Public Works Clerical Assistant for the Jackson Township Public Works Department, effective January 19, 2021, with a two year probationary period, who shall receive an annual salary of \$24,752.00 (\$17.00 per hour) and the benefits of a Class D employee as described in the Benefit Package for Management Personnel, contingent upon successful completion of a background check and any other requirements.

3-0 yes

Public Speaks - None

Hawke moved and Thomas seconded a motion to adjourn.

3-0 yes

Todd Hawke

Randy Gonzalez