

MINUTES OF THE HOWLAND TOWNSHIP BOARD OF TRUSTEES

The Howland Township Board of Trustees held their regular meeting on May 13, 2026, at 6:00 pm at the Howland Township Government Building, 205 Niles Cortland Rd. NE, Warren, OH 44484.

PLEDGE OF ALLEGIANCE:

Roll Call: Matthew Vansuch – Present
Dr. James LaPolla – Present
Frank Dillon – Present

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to suspend the readings of the April 8, 2026, regular meeting, and the April 29th special meeting, and accept them as written.

Roll Call: Matthew Vansuch -yea
Dr. James LaPolla -yea
Frank Dillon -yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to authorize Fiscal Officer Thomas Krispinsky to pay all outstanding invoices incurred and approve all warrants issued.

Roll Call: Matthew Vansuch -yea
Dr. James LaPolla -yea
Frank Dillon -yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on **2026-064:**

Per the recommendation of Administrator James Pantalone, approve to accept the Ohio Emergency Management Agency FY2023 State and Local Cybersecurity Grant for \$12,800.00 with a local match of \$3,200.00.

Roll Call: Matthew Vansuch -yea
Dr. James LaPolla -yea
Frank Dillon -yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2026-065:**

A RESOLUTION ADOPTING A CYBERSECURITY POLICY FOR HOWLAND TOWNSHIP IN COMPLIANCE WITH OHIO REVISED CODE SECTION 9.64 AND HOUSE BILL 96.

WHEREAS, the State of Ohio enacted Ohio Revised Code Section 9.64 through House Bill 96 of the 136th General Assembly, requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

WHEREAS, the purpose of Ohio Revised Code Section 9.64 is to strengthen the protection of public records, sensitive information, information systems, and technology resources from cybersecurity threats, unauthorized access, and operational risks; and

WHEREAS, the Board of Trustees of Howland Township recognizes the importance of safeguarding confidential and sensitive information entrusted to Howland Township and maintaining the integrity, security, and availability of township technology systems and operations; and

WHEREAS, a draft Cybersecurity Policy has been prepared, reviewed by Township Administration and information technology professionals, and recommended for adoption as a framework for compliance with Ohio Revised Code Section 9.64 and House Bill 96; and

WHEREAS, said policy establishes guidance and standards relating to access control, system security, data protection, incident response, employee awareness and training, vendor management, and cybersecurity governance, while providing for consultation with information technology professionals and legal counsel for implementation and customization;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Howland Township, Trumbull County, Ohio, that the attached Cybersecurity Policy is hereby adopted as the official policy of Howland Township in compliance with Ohio Revised Code Section 9.64 and House Bill 96.

The Township Administrator is authorized to implement and distribute the policy to township departments, employees, elected officials, and applicable contractors in coordination with the Township's information technology providers and legal counsel.

This Resolution shall take effect immediately upon its passage and adoption.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution 2026-066:

Per the recommendations of Administrator James Pantalone and Fire Chief Ray Pace, approve removing part-time seasonal employee Ian York from the Township payroll, effective 5-1-2026. Ian is not returning for the summer of 2026.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2026-067:

Per the recommendations of Administrator James Pantalone and Fire Chief Ray Pace, approve the hiring of Alexander Rich as a Full-Time Firefighter/EMT, effective May 2, 2026.

Starting Base Rate: 90% - Current Firefighter base pay - \$21.50 an Hr.

Alexander will receive all benefits per the Township Personnel Policy and the Howland Township Fire Department's IAFF Local 2786 Contract.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2026-068:**

Per the recommendations of Administrator James Pantalone and Fire Chief Ray Pace, approve accepting the award and payment for the Enbridge Safe Community First Responder Program Grant for \$5,000.00.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2026-069:**

Authorize the Fiscal Officer Thomas Krispinsky to supplement the following appropriations from unbudgeted fund money:

Fund 2111– Fire District Fund

2111-220-215-0000 Ohio Police & Fire Pension Fund - + \$12,000.00

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2026-070:**

Per the recommendation of Police Chief Nick Roberts, the Board of Trustees of Howland Township "DO NOT" request a hearing for the transfer of the D5, Liquor Permit from Adam May Inc 2851 Larchmont Ave., Howland Township, Warren, OH 44483 to GKS Gas Inc. Sunoco Larchmont. – same address.

D5 ORC 4303.18 Spirituous liquor for on-premises consumption only, beer, wine, and mixed beverages for on-premises or off-premises in original sealed containers, until 2:30 am.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2026-071:**

Per the recommendations of Administrator James Pantalone and Public Works Director David McCann, approve re-hiring Brandon G. Null as a variable-hour, part-time seasonal employee in the Public Works Department, effective May 11, 2026, at a rate of \$13.24 per hour with no benefits and scheduled on an as-needed basis.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Dr. James LaPolla and seconded by Matthew Vansuch to vote on Resolution **2026-072:**

Per the recommendations of Administrator James Pantalone and Public Works Director David McCann, approve hiring Nicholas Spatar as a variable-hour, part-time seasonal employee in the Public Works Department, effective May 18, 2026, at a rate of \$13.24 per hour with no benefits and scheduled on an as-needed basis.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution **2026-073:**

WHEREAS, the following list of properties have been identified during the month of May 2026 in violation of the Howland Township Resolution 2003-58 (Abatement, Control or Removal of Vegetation, Garbage, Refuse or Other Debris, and Howland Township Resolution 2002-93 (Establish Fines), where the yards have not been Maintained

WHEREAS, Howland Township has identified the said properties that the condition of high grass and/or garbage, refuse or debris poses a safety and health threat to the neighborhood. The unsightly appearance of the properties is detrimental to the aesthetic value of the neighborhood and would cause a depreciation of property values and

WHEREAS the Zoning Office has contacted the property owner, and the condition of vegetation, garbage, refuse, or other debris has yet to be abated.

WHEREAS, at least seven days before providing for the abatement, control, or removal of any vegetation, garbage, refuse, or other debris, the board of township trustees shall notify the owner of the land and any holders of liens of record upon the land that the owner is ordered to abate, control, or remove the vegetation, garbage, refuse, or other debris, the owner's maintenance of which has been determined by the board to be a nuisance.

WHEREAS, if that vegetation, garbage, refuse, or other debris is not abated, controlled, or removed, or if provision for its abatement, control, or removal is not made, within

seven days, the board in performing that task shall be entered upon the tax duplicate and become a lien upon the land from the date of entry.

NOW, THEREFORE, BE IT RESOLVED that Howland Township declares and finds the following properties to be a nuisance.

<u>Parcel</u>	<u>Address</u>
28-217700	8376 Anderson Ave.
28-446750	8099 Castle Rock Drive
28-217100 & 28-216900	4205 East Market Street
28-468840	3908 Hightree Ave.
28-458450	1524 Niles Cortland Road SE
28-226801	2790 Valacamp Ave.
28-517680	552 Willow Drive
28-338650 & 28-338649	3283 Niles Road
28-900678, 8067	Raglan Extension

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

Read Resolution 2026-075 before 2026-074

A motion was made by Dr. James LaPolla and seconded by Frank Dillon to vote on Resolution **2026-075: Zoning Commission Case #2026-C-02**

WHEREAS, the Howland Township Zoning Commission has recommended to the Board of Trustees a zoning text amendment that includes acceptable uses and development standards of the new Mixed-Use District (MXD), roadway standards applicable across the township, new standards for evaluating future rezonings, and updated definitions as shown in Exhibit C - Summary and Text Amendment, and;

WHEREAS, the Howland Township Zoning Commission held a public hearing on February 18, 2026, and continued on March 18, 2026, and where, after public testimony, the Commission unanimously recommended to the Howland Township Board of Trustees to approve the text amendment as modified; and,

WHEREAS, the proposed text amendment is consistent with the 2023 Howland Township Comprehensive Community Plan, and,

WHEREAS, the Howland Township Board of Trustees, pursuant to law, held a public hearing on April 29, at 5:00 pm and reviewed the recommendation of the Howland Township Zoning Commission, public testimony, and all other documents presented to the Board of Trustees, and;

NOW THEREFORE, BE IT RESOLVED that the Howland Township Board of Trustees accept the recommendation made by the Zoning Commission to approve the text amendment, and as shown in Exhibit C- Summary and Text Amendment of this resolution.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to vote on Resolution 2026-074: **Zoning Commission Case #2026-C-01**

WHEREAS, the Howland Township Zoning Commission has recommended to the Board of Trustees that an area located west of Niles-Cortland Road SE and south of State Route 82, including properties accessed from Dawson Drive, Kenyon Drive, and Hiram Place, from Corridor Review District–Two (CRD-2) and Commercial (C) to Mixed-Use District (MXD) as shown in Exhibit A; and,

WHEREAS, the Howland Township Zoning Commission held a public hearing on February 18, 2026 and continued on March 18, 2026, and where, after public testimony, the Commission unanimously recommended to the Howland Township Board of Trustees to approve the rezoning; and,

WHEREAS, the proposed Mixed-Use Zoning District was a recommendation of the 2023 Howland Township Comprehensive Community Plan, and therefore the rezoning from its current zoning classification of Corridor Review District – Two (CRD-2) and Commercial (C) is in conformance with the Plan; and,

WHEREAS, the Howland Township Board of Trustees, pursuant to law, held a public hearing on April 29, at 5:00 pm and reviewed the recommendation of the Howland Township Zoning Commission, public testimony, and all other documents presented to the Board of Trustees, and;

NOW THEREFORE, BE IT RESOLVED that the Howland Township Board of Trustees accept the recommendation made by the Zoning Commission to approve the rezoning of lands along Kenyon, Dawson, and Hiram, and as shown in Exhibit A - Zoning Map of this resolution.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

REPORTS FROM DEPARTMENT HEADS:

Administrator James Pantalone: I'm happy to report that the Banner program for our veterans in the community is closed. The banners will be out between Memorial Day and Labor Day. We are always updating our website and the township app, so please keep checking both. This weekend will be our annual township garage sale. If you want a list of the sales, check the website.

Police Chief Nick Roberts: With the weather breaking, it brings out more people speeding. Our department will place our speed signs in the township in areas where we receive calls about vehicles exceeding the speed limit.

Planning Director Kim Mascarella: I would also like to thank the Zoning Board for all the work they have done for the township.

Zoning Director Dan Morgan: We have issued 14 permits in April. Since April one to today, we have had 71 property maintenance cases in the townships.

Fiscal Officer Tom Krispinsky: Howland High School senior, Rylie Homa, was the recipient of the Township's Administration scholarship. She will be attending Youngstown State University. After the first half of real estate tax collection closed last month, the township received \$116,000 less this year than last year. After speaking with the Trumbull County Auditor's office, they said that some residents pay the full amount for the year, but with all the changes happening in the state, dealing with property taxes, they were told to pay only half because the Auditor's office will not be issuing refunds.

Trustee Dr. James LaPolla: With all the construction underway at Rt 46 and Market St., I want residents to know that our annual July 4th parade will still take place.

Trustee Matt Vansuch: With the passing of Allen Seman, a Howland Township Park Board member, I want to thank him for all the time and service he has given to the park. I would also like to thank the Zoning Board Commission members for all the time and hard work they put into the township.

COMMENTS FROM THE PUBLIC:

Tony Merolla, Howland resident, had a question on the Township's Transient list. Administrator James Pantalone told him that if the vendor is not on the list, the residents should let us know. After our Special meeting on April 29th, he emailed Rep Thomas with a few questions, but has not heard back from him. Trustee Dr. LaPolla told him it was better to text him.

Bob Wishart, Howland resident, had a question about the Township's cemetery and water runoff because his property has been flooded a few times. Administrator James Pantalone told him that when the Township does any work there, we always have an engineer approve our work. He also had a question about the sidewalks at the DDI, since nobody was using them. Trustee Vansuch told him that the sidewalks will extend from the DDI to North River Rd when the final project is completed.

A motion was made by Matthew Vansuch and seconded by Dr. James LaPolla to adjourn the regular meeting at 6:48 P.M.

Roll Call:	Matthew Vansuch	-yea
	Dr. James LaPolla	-yea
	Frank Dillon	-yea

Approved by: Thomas Krispinsky Dated: 5/20/26
Thomas Krispinsky, Fiscal Officer

Approved by: Frank Dillon Dated: 6/04/2026
Frank Dillon, Chair