

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

March 31, 2016

John Hayes called the regular meeting of the Edinburg Township Trustees to order at 7:30 p.m. with the Pledge of Allegiance. Roll call shows: John Hayes, present; Jeff Bixler, present; Diane Austin, absent; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, absent; Rob Swauger, present.

Citizens present:

David Starcher, Resident/Farmer
Jason Pitre, Fire Department
Nathan Worley, Fire Department

A motion was made by Jeff Bixler to approve the Agenda as presented; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeff Bixler, yes.

A motion was made by Jeff Bixler to approve the minutes of the March 10, 2016 regular meeting; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

CORRESPONDENCE:

A. Letters from Ohio Insurance Service Agency

B. Edinburg United Church Rededication Service– invitation to a celebration of their new construction on April 24 at 4:00 pm.

OLD BUSINESS

A. Salary Rate Per Diem for Fire Department Evening Shift

Jeff said that he has read over the information that Bill sent to the Trustees. His suggestion is to meet with the prosecutor in a work session and review all of the information to receive a group answer.

Jeff will see if Chris Meduri and Diane Austin are available to meet on Tuesday, April 19 at 6:00 pm in the Administrative Office then contact Bill so he can put the legal ad in the newspaper. Jeff told Rob Swauger that he or the Chief should attend this meeting also.

B. Resumes for Zoning/Administrative Assistant – John picked up the submitted applications. Jeff has gone through the applications and he plans to call several of them who indicated that they are seeking full time positions to make sure that they understand that this position is only part time.

He also noted that there is a group of applicants who live within a five-mile radius of the office. He suggested that these be evaluated a little heavier due to the Zoning office hours being by appointment or call only and this person would be coming into the office for an hour or two at a time. The Trustees agreed that Jeff would make the initial contact with the applicants and a Trustee review of the applications submitted would also take place at the April 19 work session.

NEW BUSINESS

1. Jason Pitre - Stepping down from Captain Position

Jason announced that he is formally, as of tonight, completing his responsibilities as a captain of the Fire Department and will be going back down to a staff member position relinquishing all responsibilities of the supervisory roles. He had given his resignation to the Chief and Assistant Chief a couple of weeks ago.

Jason Pitre (cont.)

He finished out the month to end [this role] on a positive note. Jeff asked him if he has spoken with Mike and Rob. Jason said yes, just about some differences of opinions as far as how things were going. He felt at this time it would be better professionally for him to step down because he didn't want professional differences to get involved with personal relationships; he still very much wants to be part of the Department.

Rob said he is (and others are) disappointed but it is his decision. Jeff wanted to make sure it was handled through the right process which is through his department heads before it came to the Trustees. Jason agreed. John expressed that the Township would hate to lose Jason. Jeff said he wanted Jason to know that he thinks he's done a great job.

2. Alarm Protection at the Garage

John said the alarm went off last night at the garage. It was a good test because the police were there and the alarm company called both he and Kevin (Kevin said it went off a second time). They think it was a raccoon that set it off. Detect [alarm company] went out also and told Kevin if there are any more problems like that they will change it. The Sheriff deputy told John that Detect Alarm is great about getting 'bugs worked out' of the system. Kevin called Kozma [electric] about the lights blinking on and off all night. He is waiting for their reply. John said he thinks it could use one more light on the west side of the building. The security points on

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overhead doors are excellent but any animal could set it off and then would the Township be charged for the repeated tripping of the alarm? Kevin said he doesn't think they've ever been charged when the alarm goes off at the other building. John asked if they would be able to change the motion detector into just an interior motion light rather than having it be connected with the monitored security system. Kevin said he'd ask Detect Alarm about this.

3. Occupational Health Liaison - University Hospital Portage County

John said the Township would need to appoint an Occupational Health Liaison to discuss if an employee gets hurt and to keep them working. Bill called the number and but the representative was not in at the time and he hasn't heard back from her yet. Bill asked Rob if this is the same company that gives the results after the physicals are done. Rob said yes. Bill said this is probably a liaison with the Fire Department then. John asked Bill if he would want to do this. Bill said it would make sense to have him do it if Workers' Comp is involved. Bill will follow up with Sheila Howell for further information.

TRUSTEE REPORTS

Jeff Bixler

--He asked Bill if the Township has been receiving donations in Judy Repcik's name. Jeff received correspondence asking if the money sent in on behalf of Judy is going toward the bleachers. Bill said he has not seen anything come through yet--only for Johnny Mullins. Jeff said they'll have to find out where that's coming from.

--He asked Kevin the status of the repairs at the intersection of State Route 14 and Tallmadge Road. Kevin said they are not putting turn lanes in until spring of 2018. Kevin went to the meeting and talked to the representative from the State of Ohio about the radius and he said he doesn't know what to do; he tried to fix it and they just get over farther. Kevin said getting turn lanes may help alleviate the corner getting torn up.

--He asked if Rob has been reviewing the Fire Department Code of Conduct because it needs to be revised. Jeff has gotten about half way through it and there are several things that need to be revised including the Mission Statement. He asked Rob to start reviewing it and a meeting will be set up later to discuss it.

--He gave Amber's information and Fire Department receipts to Bill.

--He gave a receipt to Bill from using his credit card for a Fire Department purchase.

John Hayes

--He asked Kevin to contact someone about cleaning up the stray stones that a dump truck dumped that are now making their way onto the road near the grocery store. Kevin will call the Portage County office tomorrow.

--Clean Up Day – Friday, May 6

John asked Kevin if everything is falling into place for this event. Kevin said he talked to Bill Steiner and he will bring tire dumpsters. Kevin said Terry Tomer and Broadway Scrap in Alliance will bring free dumpsters for the scrap iron. Bill will check into the payment received from Kevin Scott Dumpsters in 2015 and report back.

--Memorial Day Parade - Monday, May 30

He asked for suggestions for this event. Rob said Shannon Paulus would be interested in helping if Sandy would guide and help her. It was suggested that an advertisement for help be put on the Town Center sign. Bill will put an advertisement on the Township website and Diane could put something on the Township Facebook page.

--John suggested having an aerial photo taken of the different areas of the Township and put the photo on the Township website. He has does this for his business and it has generated some excitement [with his customers.] Jason Pitre said he has a drone and would be willing to take these pictures for the Township.

Diane Austin

She was not present to give her report.

DEPARTMENT REPORTS

Kevin Biltz - Roads, Buildings, Cemetery and Park

--They've been patching the roads and staying ahead of it.

--He attended the ODOT meeting where they talked about the State Route 14 & 18 intersection construction is scheduled for spring of 2018.

--He is meeting with Portage County personnel on Monday at Stroup Road to go over the chip and seal of that road. They will give the Township an estimate on this project.

--He gathered prices for crack sealing. The best price he found was \$.89/pound including [use of] the machine. He's hoping two tons would do both allotments at an approximate cost of \$3,560. He's put some signs up at the High School asking for teen help with the project – through the JFS TANF program.

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David Starcher said if he's available at the time, he would be willing to help with this. Kevin said he'd let him know.

--He said the security system is up and running.

--He received two bids for putting down playground turf. After contacting several places he was told to contact the source: Woodland Mulch which sells pure mulch (no bark or poison ivy) and they would haul it to the Park and dump it on the parking lot for Township staff to spread. He met with the insurance representative and he said the gravel has gotten too hard in the fall area around the playground equipment.

RESOLUTION 2016-044 A motion was made by John Hayes to purchase engineered wood fiber from Woodland Mulch for coverage of 250 square feet of Edinburg Park playground, not to exceed \$3,700.00 and per recommendation of Township's insurance company; this was seconded by Jeff Bixler.

Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

Jeff asked the Department Heads to, in the future, state in their request to the Trustees, which one of the quotes that they recommend purchasing and why.

RESOLUTION 2016-045 A motion was made by Jeff Bixler to authorize the Road Department to purchase material from Seal Master to crack seal the roads at Bingham Place and Highland Hills at an estimated cost not to exceed \$4,000.00; this was seconded by John Hayes. Roll call shows:

Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

David Starcher offered to help with this also.

--They fixed all of the soldiers' flag holders at the cemetery and replaced the broken ones.

--There are a couple of large headstones that need to be reset when the ground dries out. He will purchase the glue substance from Portage Marble to do this. Bill said there is money in the Cemetery fund for bequests but he is looking for documentation to confirm how it is to be spent. John said to keep looking into this and report back. David Starcher suggested starting a Friends of the Cemetery fund to allow residents to donate toward Cemetery upkeep.

--They've been fixing the graves with top soil as needed.

John told Kevin that he and Nate are doing a fine job.

Mike Pittinger - Fire Department Report

Rob Swauger gave his report in his absence.

--He presented a copy of the Cadet Standard Operating Guidelines and Procedures. There are a couple of errors in it that he'll have Zach correct. He will submit the corrected copy for approval at the next meeting.

--He gave a list of supplies needed for the Fire Department to Bill. Jeff asked if the total is over the \$500 spending limit. Rob said probably not but they would need a Township credit card that works -- Mike tried to use it and it still does not work. Bill said he contacted the credit card company and activated it online so it should work now. Bill will follow up on this. Jeff will give his Township credit card to them for now so they can make the purchases. Bill is in the process of setting up a Staples Business Advantage account online that includes tax exempt status for the Township so Mike & Rob can purchase supplies online and have it delivered to the station.

--He presented the results of the inspection completed on the Fire Department's alarm system by State Alarm.

--He reported that the Township will receive a check for \$1,326.00 from the Haz-Mat call (tanker fire) in Paris Township last November.

John asked about Chief Pittinger's status. Jeff asked when he will return. Rob said Mike is in and out and Rob calls him for direction on job tasks. Rob reported that Mike said he should have a better idea next week.

Zoning Department

Jeff reported that there were no permits issued and he will follow up on the two calls that came in.

John asked if the Township equipment, approved to go to auction, needs to be advertised in the legal news.

John asked Bill to look for the title for the 1700 International Loadstar tar truck or call the Portage County Title Bureau to request a copy. He will ask the Auditor's office about posting in the legal news.

FISCAL OFFICER REPORT

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--He attended the Local Government Conference in Columbus. He told the Trustees to let him know if they would like a copy of the disc containing the Power Point slides from this conference. While he was there he learned that blanket certificate (BC) purchase orders (PO) need to be signed by Trustees. He presented previous ones for signatures.

--He will be updating the Township website on Wednesday April 6

--Requested approval to transfer funds.

RESOLUTION 2016-046: A motion was made by Jeff Bixler to approve the transfer of funds within the general funds, other, to 1000-120-370-0001 to pay health department inspection septic, 1000-120-322-0019 for dumpsters at administration (recycle) and 1000-610-322-004 for garbage collection fees of the park; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

RESOLUTION 2016-047: A motion was made by Jeff Bixler to approve the transfer of funds within funds EMS 2281-230-420-0000 (other expenses) to 2281-230-599-0000 to pay to reimburse an insurance overpayment of \$25 to LOGDEA; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

RESOLUTION 2016-048: A motion was made by Jeff Bixler to approve Blanket certificate to pay Ohio Edison Street Lighting. Account coding change need transfer of funds from 1000-110-599-0000, other, to 1000-310-351-0000, General Fund, (Public works:) Lighting, Electricity; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

--He has not received the permanent appropriations from the County Auditor yet. The Auditor requires that the authorization of the certified budget be entered by April 1st of each year.

RESOLUTION 2016-049: A motion was made by Jeff Bixler to authorize the Fiscal Officer to set the permanent budget to the one submitted to the County Auditor then make any adjustments once the certified copy has been received; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

--Due to a valve repair during the fire force self-contained breathing apparatus tank testing, the cost was \$147.00 greater than the amount of \$700.00 approved at the March 10, 2016 Trustee meeting.

RESOLUTION 2016-050: A motion was made by Jeff Bixler to approve paying the additional amount of \$147.00 from 2191-220323-0000 for a total of \$847.00 for the Fire Force self-contained breathing apparatus tank testing -- amending resolution 2016-041; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

--Bill informed the Trustees that all non-residents and all patients who are non-responsive to billing or insurance requests need to receive Trustee authorization to be sent to collections for payment of EMS services.

RESOLUTION 2016-051: A motion was made by Jeff Bixler to approve six closure authorizations from Life Force. Claim #s: HIBEDG, BLUDAN, SPEJON, HAUALB, and GRIMIC; this was seconded by John Hayes. Roll call shows: Diane Austin, absent; John Hayes, yes; Jeff Bixler, yes.

John said an invoice was put in his Trustee mailbox from BoundTree Medical for items shipped to the Fire Department on March 8th. He gave this to Bill.

A motion was made by Jeff Bixler to pay the bills; warrants 39500 to 39526; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Jeff Bixler, yes; Diane Austin, absent.

A motion was made by John Hayes that the meeting be adjourned at 9:00 p.m.; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Jeff Bixler, yes; Diane Austin, absent.

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John Hayes, Chairman

Jeff Bixler, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer