

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

November 10, 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; Jeffrey Bixler, present; Diane Austin, present; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, present; Sandy Templeton, present.

- I. John Hayes called for a motion to approve the Agenda as presented; motion was made by Jeffrey Bixler; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.
- II. John Hayes called for a motion to approve the Minutes of the October 27, 2016 regular meeting; a motion was made by Jeffrey Bixler; this was seconded by Diane Austin.
Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.
- III. CORRESPONDENCE:
 - A. John received an email from NOPEC regarding the change in electric; the contract with First Energy is up. Jeffrey said he received a letter in the mail from NOPEC but it did not mention that the contract was up. John received a phone call from Dana at First Energy and she asked him what the Township would do. He told her he would get back to her on this. Bill said NOPEC's rates were not listed—the rates would need to be compared before making a decision. He will follow up on this.
 - B. Brian Peck from ODOT contacted John; he has been surveying the intersection of State Route 14 and 18 where they are planning to put in a passing lane, redo the storm sewers and install new gutters and curbs in late 2017 to 2018. He said ODOT would need to acquire a part of the land, where the gazebo is, for this project but they would keep it to a minimum since it is a public place. ODOT will send the plans to John.
 - C. Jeffrey asked Mike what reporting system they use for EMS. Mike said they use Sansio which is through University Hospitals. Jeffrey received a notice that an upgrade to EMS IRS version 3 will take place December 1. Mike said he has a meeting tomorrow at the hospital and he said this should be the topic of discussion. There is no cost to the Township for this.
 - D. Jeffrey presented the Volunteer Firefighters Dependents' Fund 2017 Annual Certificate of Election of Board Members. Needed are: one resident, one trustee and one fireman. Bill said he would check with Pastor Tim to see if he would serve on this board again.
 - E. John gave a big thank you to the residents for the passing of the Fire Levy.
- IV. OLD BUSINESS
 - A. Portage County Haz-Mat – Mike said he is waiting on a response back from the County. He said do not pay the bill until he receives confirmation from the County.
 - B. Turnout Gear Replacement – State Route 76 spill
Mike said an updated bill, with correct company name, has to be sent to Chris Meduri for his approval; then it can come before the Trustees for their approval. Diane asked when the Trustees could expect this to happen. Mike said hopefully within the week; then he will present it at the next meeting. Mike said he would email the corrected bill to Chris tonight. Jeffrey requested that a copy of this email be sent to him (Jeffrey). Mike agreed.
 - C. Repair Order – Carlisle Way
There has been no response from Chris Meduri on this yet.
Sandy said she spoke to Chris about requiring bonding in the future and he said usually a bond goes by a certain percentage of what a job will cost. As of right now, he's never had townships do bonds like this; it is usually just the county and state. John asked Sandy to talk to Chris specifically about the damage to Carlisle Way and the Township getting

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reimbursed. Micky Marrozzi may also be able to help with this.

V. NEW BUSINESS

A. Diane thanked everyone for helping with Trunk-or-Treat. It was a success.

B. Diane said at Trunk-or-Treat it was discovered that the condition of the inside of the concession stand was deplorable; appliances had been installed and activities are happening that were not preapproved by the Trustees. Jeffrey asked Dennis who is responsible for this and he said the soccer group was the last to use it. Jeffrey will attend the next soccer meeting to present the Trustees' views on the care of the concession stand and what is and is not allowed in it.

Sandy said she talked to Beth at the Health Department and she said a contract needs to be written that each group will sign before they use the concession stand. All agreed.*

Diane had previously called the Health Department and they had sent a violation letter to Hot Stove, so the Township has this documentation should it be needed in the future.

Diane said she was told by the Health Department that because there is no running water in the building, groups cannot obtain a food license to cook there.

John mentioned perhaps it would be written as a lease over a period of time.

Diane said there is a slushy machine and they put in an oven/stove without permission.

Bill mentioned perhaps there is a way they can get a license through their organization and we should review avenues for which this can be resolved.

Diane said without running water we cannot get a license.

John again mentioned a Lease arrangement that may resolve any liability for the Township and as a protective measure.

{*Sandy will ask Chris Meduri if he has a contract like this that the Township could use.}

VI. TRUSTEE REPORTS

A. John Hayes

--He had nothing further to report at this time.

B. Jeffrey Bixler

--He had nothing further to report at this time.

C. Diane Austin

--She had nothing further to report at this time.

VII. Guests: John asked those in attendance if they had something they would like to present. There were no comments at this time.

Rob Swauger, Fire Department David Starcher, Resident/Farmer

VIII. DEPARTMENT REPORTS

A. Kevin Biltz – Roads / Buildings / Cemetery / Park

--They have been working on the trucks.

--They have been crack sealing.

--They have been picking up leaves at the Park and Cemetery.

--He has been getting bids to repair the roof on the mausoleum. Bill said that anyone can bid and all bids need to be kept private (sealed) until the time of their opening and Trustee vote. Bill will look into the funds available for the Cemetery-- this would aid in determining what material should be used on the roof and then specifications can be written so the bids are all for the same type of materials.

B. Mike Pittinger– Fire Department

--He reported that there have been 9 calls since the last Trustee meeting.

--Jeffrey asked about the updated roster. Mike will submit an updated roster. He presented Nate Worley's resignation letter from April 2016 which is the wrong one—he will give the correct one to the Trustees. Mike King will be sending his resignation and all of his gear has been turned in.

Jeffrey said a verbal resignation can be accepted, by a supervisor, as long as it is properly documented with date, time and persons who witnessed it. All agreed.

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Mike asked what to do if a staff member just stops showing up for work. Jeffrey said to send them a certified letter and if it comes back with no response then the Township has documentation that contact was attempted. Mike said he would get Bill the final resignation letter from Nate Worley from the Fire Department as well as Mike King when it comes in.

Jeffrey mentioned that he wants due diligence to keep rosters up to date.

Bill mentioned there is only allowed to be 20 fire fighters on the roster.

John said the procedure should be, once an individual states they quit, the supervisor is to document the communication and notify the trustees. Trustees agreed a certified letter can be sent to unreached employees.

Resolution: 2016-0092

Jeffrey Bixler made a motion to hire Michael Pickens as firefighter paramedic as of October 24, 2016; subject to drug screening and background check; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

Resolution 2016-0093

Jeffrey Bixler made a motion to rehire Kevin Bittner subject to drug screening and background check; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, no; Jeffrey Bixler, -- Before voting, Jeffrey asked Diane to share why she

voted no. Diane expressed her concern over the circumstances that lead to Kevin resigning before.

John asked Mike if he only presents potential employees' applications that he is wishing to hire. Mike said yes, there are many applications the Trustees do not see because he picks the best to present for hiring.

Jeffrey tabled this discussion so that it may continue in executive session.

Dan Peterson-- There was confusion on the payroll log regarding a Mr. Paterson. Bill stated he got no follow-up. He did have another quarterly timesheet for a Paterson, again. He then found out the name was incorrectly spelled on the Fire department timesheet, and it was in fact Peterson. He stated he was still missing information, so he place a packet in Mr. Petersons mailbox with directions for the forms he needs to complete for payroll to be entered. He has not got any back at this time.

- IX. A motion was made by John Hayes to pay warrants 39838 to 39855; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

Jeffrey said Linda Delano called about the four deeds she is still waiting on. Jeffrey asked that this be resolved quickly. Bill asked Kevin to meet with him on Monday so they can get this straighten out.

DEPARTMENT REPORTS (cont.)

C. Sandy Templeton - Zoning

--She reported that she made/received 7 phone calls.

--She said she would have printed her report but her granddaughter used up all the ink in her printer and did not tell her.

D. Bill McCluskey – Fiscal Officer

--He had nothing further to report.

A motion was made by Diane Austin to enter into an executive session at 8:40 p.m. to

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discuss a personnel issue and invite Rob Swauger and Mike Pittinger to join; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

A motion was made by Diane Austin to come out of executive session at 8:55 p.m.; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

Resolution 2016-0093 cont.

Jeffrey Bixler made a motion to rehire Kevin Bittner subject to drug screening and background check; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, no; Jeffrey Bixler, no.

Discussion was had regarding the recording of hours worked by the fire fighters. Bill mentioned he was not aware of any hours not being compensated, but had read different in the Record Courier. A previous discussion earlier in the year, with Chris Meduri was revisited and all agreed every hour worked was to be compensated. Bill discussed the need to Advance money from the general fund to pay for the staffing needs through March of 2017, until collections occur from the new levy. He stated he was not willing to transfer the money, without it being replaced to the general fund, thus it would require and “advance” per the State Auditor.

Whereas the fire fighters are to be paid for all night shift hours at a rate of \$8.10 per hour (at base rate and if not on call back) and presently there is not enough appropriation in any of the three fire department funds to pay salaries through March 2017; Jeffrey Bixler made a motion:

Resolution 2016-0094

Jeffrey Bixler made a motion to Advance fund transfer from the general fund 1000-110-599-000 to the Fire Department 2191 fund to pay salaries and other wage compensation items.

Jeffrey: First Diane : 2nd

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

- X. A motion was made by John Hayes that the meeting of 11/10/2016 be adjourned at 9:17 p.m.; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

John Hayes, Chairman

Jeffrey Bixler, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer