

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

August 25, 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, present; Bill McCluskey, present; Kevin Biltz, absent; Mike Pittinger, present.

- I. Guests:
There were no guests in attendance.
- II. John Hayes called for a motion to approve the Agenda as presented; motion was made by Diane Austin; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes
- III. John Hayes called for a motion to approve the Minutes of the August 11, 2016 regular meeting, with name corrections made; a motion was made by Jeff Bixler; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes
- IV. CORRESPONDENCE:
 - A. Playground Grant - Tom Repcik submitted information about a playground grant from Game Time which offers up to 100% matching funds. Bill said he wanted to ask Kevin if there is any particular item that needs to be replaced. All agreed that the Township should take advantage of this. John said he had noticed a couple of pieces of equipment that had gotten broken that could be replaced. Bill mentioned there's a company that sells parks equipment that is musical. Bill will follow up on this.
 - B. Attorney General User Agreements – for Life Force Billing
Bill received a notice from Life Force that he needs to sign in order to give them access to the FTPS (fire reporting) system. All agreed that he should sign this.
 - C. Attorney General's Collections Enforcement Site – This website will be closed for upgrades from August 26 to October 6, 2016.
 - D. John received a phone call from a person asking for the Fiscal Officer and he believed it was the gentleman calling about the cell phone towers again. Bill said he had sent the gentleman an email asking him to email Bill back.
- V. OLD BUSINESS
 - A. Audit – Bill reported that according to the State Auditor, the Township's audit will be posted soon. Once it is posted he will make it available to the public either by posting it or a link to it on the Township's web page.
 - B. Road Bid Sheet Signature – H. Luli's signature is still needed on the Road Bid sheet. Bill said Kevin will call and follow up with this.
 - C. Highlands – John presented photographs of the damaged road in the Highlands. He said after First Energy paved roads a while back, heavy dump trucks, etc. recently used during the construction of a house, did quite a bit of damage to the road. He feels that the parties involved should be held responsible and he asked where it should go from here. Jeff said that the information should be put together and sent to the prosecutor to proceed with court action against the property owner and/or contractor.
John said the prosecutor told him that there is a provision that allows the Trustees to have the liberty for a demand letter because someone needs to answer to this. Diane suggested reaching out to Hershberger at Rockland Homes and showing them the pictures of the damage. She also said that a bond may need to be required. She does not feel that all of the taxpayers should have to pay for the repair of this road. It is the builders and the property owners who should take responsibility for it.

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Jeff said to send a letter and the pictures to Chris Meduri to get his response on how to move forward with this. Diane suggested that John send an email to Chris with the pictures attached.

Jeff said another resource to utilize for the claim would be to submit statements from Mike and Kevin. Jeff had recently asked Kevin to get three estimates on what it would take to get the roads back to proper specifications. Jeff said the proceedings need to start as soon as possible. John said he would do his best to get this to the prosecutor and move ahead to the next step.

VI. NEW BUSINESS

- A. Recycling Center - Bill said he posted a notice on the website to remind residents that the recycling center is for recycling materials only and littering is something the Trustees can take action against; it costs the citizens extra money to clean up garbage that is dropped off; employees are able to report license plate numbers and the camera would possibly pick up license plate numbers. Diane reported that Dave Saltzman said that the cameras listed in the bid would easily pick up license plate numbers and it also would allow employees to view the property on their smart phone or tablet at any time. There will be no additional monitoring fee. Jeff asked how long the footage is stored. Mike (and Diane) said the less cameras you have on the system, the longer it will hold footage. Mike also said that footage could be burned to a disc as often as you like. Mike said he really likes Dave [at Detect Alarm] because he is good and he's local; he comes quickly if you need him.

RESOLUTION 2016-0084 A motion was made by John Hayes to accept the bid from Detect Alarm to install the camera system listed, at the recycling center at a cost not to exceed \$928.00; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

- B. Diane asked if the Township had received a bill from Conrad's since they had to dispose of the extra garbage. Bill said he has not seen any extra charges yet.
- C. John mentioned the picnic tables at the Park and the tree on the corner of Porter and Tallmadge Roads that Mr. Riggerbach brought to the attention of the Trustees at the last meeting. Diane confirmed that the picnic table has been fixed and Jeff confirmed that the tree is infringing upon a road right of way causing a traffic hazard. He would like Kevin to contact the property owner and ask them to take care of it. If they do not, then the proper process of getting it trimmed would have to be followed. Kevin is to report to the Trustees before he or his crew does any trimming.
- D. Dave Starcher reported at the last meeting that there are two large, dead trees on State Route 183 just south of Giddings Road. If they are not removed soon and properly, they will take the power wires down with them and they will block the road. Mike suggested calling the power company. Jeff said the Township could ask the property owner to take care of this potential problem but that is as far as it would go.

VII. DEPARTMENT REPORTS

- A. Kevin Biltz – Roads/ Buildings / Cemetery / Park
He was not present to give a report.
- B. Mike Pittinger – Fire Department
--The 1513 is still out of service. It came back from Lang's and it is in good shape but they need to have the pump tested, possibly the middle of next week, before they put it back in service. Jeff said it is fine to put it back in service now. There should not be an issue because it has been serviced and working fine. He feels more comfortable knowing that they could use it if they had to.
Bill asked for clarification on the invoice for this, since it said for repairs not testing. Mike said the two, \$200 charges are for the initial tests, not for the repairs.

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--Diane asked about a [fire] truck turning 20 years old soon and what has to be done to it when it does? Jeff said it has to pass inspection and as long as it is up to current standards there is no problem. She thought this truck was purchased in about 1999. Bill said the truck was purchased in 2000 according to testing report.

--Mike agreed to put the 1513 back in service now. He told Bill that the Township should be getting an invoice for the repair soon.

--Mike said they are working on getting their ISO ratings where they want them. Diane said the insurance companies are hammering the townships that do not have city water and sewer on their ISO ratings and it is very difficult to get them up. Bill said Mr. Phile reported to him that no one has tested his pond water system in a long time. Jeff said to Mike all these need to be tested.

--He reported there were 17 calls since the last Trustee meeting: 6 Fire, 9 Medical and 2 MVA.

--Diane asked if there has been anything received from the Board of Elections about the Fire Levy. Mike said he has not received anything and asked if he needed to contact them. They need to campaign for it. Diane said advertising should wait until it is approved. Bill said it has been approved but the wording for the ballot is yet to be determined. He will call and ask them where this is at and what to expect. Diane said they need to go online and read all of the regulations regarding funds so they are sure to follow all of them.

--Mike said he will be unavailable from August 31 to September 11 and Rob will be at the helm.

--When he returns there will be training at the station on extrication from school buses. Other fire departments will be attending also.

--Jeff asked about the Staples receipts from the Fire Department that were turned in to him. Mike said they are part of the missing receipts that were mentioned at the last meeting.

--Diane received a phone call from Mr. Barber asking if the Fire Department was burning his house. She referred him to Mike or Jeff. Mike said they will be smoke training (using a smoke machine) in the house only; not burning it. It is too close to the road to burn it.

--Bill asked Mike about the email he received from the prosecutor about the dump truck and bulldozer regarding the cleanup of the Rt. 14 spill. They cannot move forward until they get clarification. Mike said that they had called Kevin for a load of dirt to dike it up at the site. The company wanted clarification as to why they needed the back hoe and dirt and the dump truck. He talked to Chris Meduri and Chris is planning to email Mike back before he sends the company a response. Bill suggested that the Mike go down the list to make sure he is including staff time, shipping costs, etc. when using the products, before an invoice is sent. Diane said this total replacement cost should be what is listed on the invoice. Bill asked Mike to send him the list so he can review best prices for supplies, etc. When charging for an item you need to consider more than just the retail price since there is staff time in ordering, shipping, stocking. And prices change over time.

--Jeff recommends that the Township start using requisitions. Diane agreed. Each department should use the state contract for best pricing. Bill said the Staples account could be set up with administrative approvals. Bill said the account that the Fire Department is using currently, is getting charged taxes -- they need to use the tax free account that the Township has. Mike suggested getting rid of the credit cards if the Township goes to requisitions. Jeff said no, there may be a time when an emergency comes up that the credit card would be needed. All agreed. Bill went over the process that would work best which includes using a P.O.

Jeff would like to see the requisition process be done electronically because there is less paperwork and it is convenient to pull it up on your phone or computer any time. Bill would only need the final invoices printed so the Trustees could sign them.

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C. Zoning

--Diane talked with Sandy and she has been returning Zoning phone calls and there hasn't been too much happening with Zoning. She said that Jeff had met with a couple of residents about complaints.

--Diane asked John if he had any leads on filling the other position. John said the one lead has fallen through. He said there are other leads coming in. He will get resumes from the candidates for the Trustees to review.

D. Bill McCluskey – Fiscal Officer

--Bill asked if the road department actually wears uniforms. Bill said he feels \$28.26 each week for Road Department uniforms is a lot to pay when he doesn't see them wearing uniforms, usually just tee-shirts. He said he was following up with John's suggestion to have Edinburg Township identifiers on the shirts. He said they could buy a lot of tee-shirts for that price. Diane sees them wearing the uniform pants but they are wearing t-shirts with them. John will ask Kevin about this.

VIII. TRUSTEE REPORTS

A. Diane Austin

--She reported that Noreen called her about the Park rental form; she had received a message from a resident to cancel their reservation and that they wanted their rental fee donated to the Park. This brought up the discussion of refunding the fee if the resident asks for it since it is such a small fee. At Jeff's suggestion, all agreed that the form should be changed to say: upon cancellation, rental fee will be donated to the Park fund.

B. Jeffery Bixler

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

C. John Hayes

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

- IX. A motion was made by Diane Austin to pay warrants 39721 to 39736; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

Jeff said that Edinburg Township's display for the Fair needs to be taken there.

- X. A motion was made by John Hayes that the meeting of 8/25/2016 be adjourned at 8:50 p.m.; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

John Hayes, Chairman

Jeff Bixler, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer