

# Edinburg Township Trustees Meeting

At Edinburg Town Hall

December 27th

2018

CALL MEETING TO ORDER BY: Jeffrey Bixler @ 7:32 p.m. Pledge of Allegiance

Fiscal Office: Roll Call; Bixler Chair: Here; Vice Chair Diehl: Here; Trustee Pfile; Here; Fiscal McCluskey: Here; Roads, Cemetery, Parks: Biltz: Here; Fire: Jesse Baughman: Here; Zoning: Lippy: Here

Guest: None

## **I. MOTION TO APPROVE AGENDA FOR: December 27th 2018**

Moved by: Chris      Seconded by: Tim

Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

## **II. CORRESPONDENCE:**

**A. Jeffrey:** The new house bill 3312 and if you take a look at it is reference to the credit cards that the township has and putting procedures together so that we can make sure that we are not having some mis-spending of the credit cards; but as I read down through this I see where a lot of this stuff in my opinion was actually in our re-organizational meeting; the way that we dispense our credit cards; who is responsible and how much they are aloud to spend per; I am thinking that part of that we have covered; but I have to get a little bit more in depth to see what we are missing unless Bill you have something else. Bill: Well we have started a policy before; I can get you a lot more detailed document; I know the Ohio Township Association last year I sat through a class on that. Jeff: I could probably bring it up on the website too. Bill: I probably still have it on a flash or something; I will print out the description like I said and sitting through the class the only component that was more complicated was having someone to actually do an audit quarterly; but as far as what we had written up before of how the credit cards are used by law pretty much follows the guidelines from the state auditor put together and Chris Meduri approved it too.

## **III. OLD BUSINESS:**

**A. Reorganization** Meeting 12/27/2018; we did that today so that is taken care of.  
**B. Property at Rock Spring/Tallmadge:** Chris: Refresh my memory why the Church thinks that the property is already in their name. Bill: When they did the title search; the only title they can find for the property states that the Church owns that property. Chris: Because I went up their and did a little bit of digging myself and I could not find that any place that it said that the church owned it; I went back in 1850 and 1856 it actually shows that it was giving; it did not say actually who gave it but it says that it is a township property; that it is a township green on the documents and then. Bill: I know that comment that your making; I know the title agency when I spoke with them but I can give that document. Chris: Yes, I would to see that; I got another place that they sent me to look; I have to look to see if we can find where it was actually given to the township and how the township ended up with it; because even the tax maps now say that it is a township green; I do not know. Rhonda: Well has anyone been paying taxes on it. Chris: Well I guess that is why nobody really technically followed through with this paperwork because either case; whether it belongs to the township or belongs to the church would not have been paying taxes on it anyway; so that is the other reason that it just kind of faded away. Bill: The county auditor through the treasurer we get charged those taxes and they have no documentation to document a date that the township filed for an exemption for that property either or documentation of a transfer from any person to the township here. Chris: I think that probably what the problem is because it happened so long ago. Bill: Paperwork was not probably past due or whatever. Chris: I went up there and did some checking and I did not go back; but I went up to the historical society because they actually had some more records than the recorder; but they gave me the file to look at; at the recorders office; where to look at and I did not have time to go back and check that; so I am going to go back up and take a look at that and see if I can find anything; we will get it sorted out one way or another I guess.

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C. Tim: Did Deerfield pay us for the VBox Bill do you know? Bill: No, I have not yet sent them an invoice. invoice; but it should be taken care of. Jeff: The Salt Shed is complete; We are just waiting on a final; I did get told that we ran over on the concrete so when we get the final bill there is about \$600.00; Just a heads up I guess we will have to make an amendment right for paying that; we made a motion for a specific price. Bill: Do you want to wait until I get it. Tim: I guess that way we know exactly. Jeff: How did we run over on concrete again? Tim: Well our road department dug the footer so I will let Kevin answer that. Kevin: We had one end not deep enough and the other end to deep; because we did not check the laser properly. Jeff: That laser; that new laser that we bought for the. Kevin: Well we just thought when you shut it off it went back to zero; which it does; when we started digging the footers and it was still set at 1% grade; because that is what we usually; we go out to set it we set it up from point A to point B then we zoom it in and it sets itself; but know we know.

#### **IV. TRUSTEE REPORTS:**

A. Tim: Baseball, eventually we are going to have some people joining us from baseball; Palmyra is wanting to combine Palmyra with Edinburg; I guess there are two, Hot Stove and Sandlot. General discussion regarding Hot Stove League.

#### **IV DEPARTMENT REPORTS:**

A. Kevin Biltz- Roads/Buildings/Cemetery/Park Report: Roads: We have the salt building roof on and it looks good. We just received about 100 ton of salt. We have been doing some ditching. We put a post under the girls restroom and now the door works. We did some patching.

Parks:

Cemetery: We tried to blow some leaves they were wet and you could not hardly walk down there last week.

We have some more ditching that we want to get done.

B. Jesse Baughman/Fire Department- First of all I have the personnel for the Indemnity Board: Jacob Knittle and Hannah Hull for the Committee. The following is a one-year strategic plan for 2019 for the Edinburg Township fire Department (VFDF). Jeff: I would like to take some time for us to read through and digest this and then bring it to the next meeting and go over it a little bit further. That is what I would like to do if everybody is in agreement. Everything that I have read on here I kind of expected; I think we need to review the training and have some real discussion on it. Jesse: The only thing that I will add is attached that separate sheet that is in line under the equipment paragraph 2 the service and maintenance so this is the quote that I have received from Physio Control for the two units; we have three Life Packs and we have the one LUCAS CPR Machine the two Life Packs are already underneath that 5 year plan that was purchased when they received those through the grant so those are taken care of; this third life pack and the LUCAS there was never a service plan for that so this is a comprehensive service and warranty maintenance plan so that total cost for both of those for a four year plan basically is total \$11,900. and those can be paid and broken up into an annual cost which I have at \$2,975.00 that is for both of them; Jeff brought up the question before the meeting if that includes batteries; that does include batteries for both units; which is the big expense; the batteries alone cost just about what each one of those annual service plans for the equipment is; so the other one is the Stryker; I have been playing phone tag with Allison from Stryker; I finally actually was able to physically talk to her today; she was supposed to send me an email prior to the meeting and I have not received it yet; so as soon as I get those I will put those in your mailbox's so you can have that to look at also along with this. The Stryker is the 2 power cots and our stair chair; basically our stair chair because there are no hydraulics and the age that it is; she can give me a quote for it for maintenance or an extended warranty; but most likely it will not be worth putting money into it; there is not really that much to go wrong with it for what the expense is; but I will also have that quote to go with it; so I should receive that by the first of next week. As far as my five year strategic plan I would like to create a questionnaire submit the questionnaire to Fire Department Personnel, Trustees and even a random selective

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number of residents in the community to create certain questions and get input from all aspects before I actually create that five year plan to see what the envision of department personnel, the board of trustees and the residents and kind of work towards that; I would like to do this here very soon so then by June I would be able to have that Five Year plan complete; I have been kind of looking on the internet and researching how other departments create the five year plan and ten year plan and that seems to be the common denominator among-st them to work off for the basis; so that is my thought on that. Jeff: What I am looking for in a five year plan is find out and I agree that you should be talking to your departmental personnel and even Kevin you should have a plan because I dislike us getting all of the sudden we just have all of this equipment that needs to be replaced and we are trying to figure out how; whereas if we have a plan to day we should do this here and this here; it gives us the opportunity to maybe look ahead and make some good business decisions on our end; now what you want to do with the residents is entirely up to you; do I think that it plays a part in the plan that I am looking for? No, but I do think that it is good information. Jesse: When I submit my trustee reports I usually submit our total run reports for the month; is that OK or do you want that somehow different; because I know the one meeting you asked me if I had them. Jeff: For me personally I like to look at them because it gives me an idea of what we are doing and how we are doing what and where. Jesse: And that part I am going to continue; as far as do you want them broken up for each meeting or just once a month. Jeff: Just once a month. Jesse: I will have Decembers and the year end break down at the first meeting in January.

C. Zoning- Rhonda Lippy: Not much has been going on right now; not too much building is going on right now. I did research some on that guy down there on 14 apparently he is from Akron; I got a little bit more information why it is there; I have to research who it actually is. Chris: What about the pallet guy? Rhonda: The beginning of January; I have to get the rest of it to Chris and then it is up to him and he will follow it through from there. General Discussion regarding the pallet place.

D. Bill McCluskey-Fiscal Officer-financial reports, warrants, bills and PO's shared. I need to get a motion to earlier in the year we had done an advance from one Fire Department Fund 2194 to Fire Department Fund 2192 to pay salaries before the end of the year, and I have to transfer that money back so it is just to approve that transfer back.

**MOTION: RESOLUTION: 2018-102**

To pay back transferred funds from 2194 to account 2192. M

Moved By: Jeff Second: Chris

Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

Just a reminder everyone has an employee date sheet that I put in everyone's box; just look through all of the address's; phone number's and emergency contacts and withholdings to make sure that is all still accurate and put it in my box; so that I can update the system and close for all of the taxes and stuff. Life Force wants to know if you want to send those to collections. Jeff: Have all of the Trustee's had the opportunity to review the attached documents for sending to collections? So Accounts VINTER, LOWGER, HOLNIC, FAIMIR and MAROWE.

**MOTION: RESOLUTION: 2018-103**

Motion to send accounts VINTER, LOWGER, HOLNIC, MAROWE and FAIMIR to collections by Life Force.

Moved By: Chris Second: Tim

Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

Jeff: Congratulations you have all been rehired for the new year your liaisons will be getting in touch with you if there are any changes to your structure of any type and thank you very much for your past service, we appreciate it very much.

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## **V. MOTION TO PAY THE BILLS: Warrants 41013-41033**

Moved By: Tim ; Second: Chris

Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

## **VI. MOTION: MEETING ADJOURNED, TIME: 8:06 p.m.**

Moved By: Tim Second: Jeff

Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

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Jeffrey Bixler, Chairman

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Chris Diehl, Vice Chairman

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Tim Pfile, Trustee

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William McCluskey, Fiscal Officer