

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

March 9, 2017

Jeffrey Bixler called the regular meeting of the Edinburg Township Trustees to order at 7:33 p.m. with the Pledge of Allegiance. Roll call shows: John Hayes, absent; Jeffrey Bixler, present; Diane Austin, present; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, absent; Rob Swauger, present; Sandy Templeton, present.

- I. Jeffrey Bixler called for a motion to approve the Agenda as presented; motion was made by Diane Austin; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.
- II. Jeffrey Bixler called for a motion to approve the minutes of the February 23, 2017 regular meeting; motion was made by Diane Austin; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.
- III. Introduction from Jeffrey to guests attending:
Cliff Durham, ODOT- AECOM Joseph Nelson,
Jody Morris, Resident/Parks & Rec Com.

Cliff Durham was present from the engineering firm that has been detained by ODOT to complete the land acquisition for the State Route 14/County Road 18 intersection project. He said the Township owns property on the northwest corner that will be involved in this project and the State needs to acquire permanent right of way as well as the temporary construction easement. The permanent right of way consists of 0.418 acres and out of that, 0.404 is already within the right of way. This totals 14 hundredth of an acre. The temporary area would be 0.016 acres.

ODOT respectfully asks that the Trustees donate the areas needed for the project and in doing so, waive the right to an appraisal and compensation.

Diane said this property was purchased by a resident and donated to the Township. Jeffrey said he realizes it's a small amount of property but he would like to put this on hold for now in order to receive written clarification from the Prosecutor. Diane agreed. Mr. Durham left a set of right of way plans and the documents that would need to be signed if it is decided to donate the land.

Diane would also like to have John present to make this decision. She agrees it's a small amount of land but receiving legal clarification would be best. She also said that the project would make the intersection safer, which would help the residents.

Jeffrey asked if there were any other comments from guests in attendance.

There were no further comments at this time.

[Mr. Durham exited.]

- IV. CORRESPONDENCE:
 - A. Thank you letter from the Haska family - donation to the APL in honor of Dave.
 - B. ODOT letter regarding land acquisition
 - C. E-Check needed – two smaller Fire Department vehicles
 - D. Portage County Combined General Health District – Advisory Council Dinner March 22. Diane will attend to represent the Township.
- V. OLD BUSINESS
 - A. Parks Committee Progress - The new officers are:
Linda Dillon, Chair; Jody Morris, Vice Chair; Maureen Haska, Secretary.
Jeffrey and Bill attended the meeting. Bill said he facilitated the first meeting per John's request since he was out of town. Jeffrey said it was a very good start and good information was passed. He is very pleased that this Board is in place. Diane agreed.
Diane asked to confirm that the zoning permit fees were waived for Hot Stove to build the dugouts. This was confirmed.

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- B. Recycling Day – Bill reported that the 2015 costs for Scott Disposal was \$4,640.00 and \$303.00 was received for the scrap steel. Diane said there was no money spent in 2016 (except a little overtime pay to Kevin) and money was received in scrap steel. Kevin said he confirmed with Bill Steiner for May 5 from 8 a.m.–8 p.m. All agreed to only accept tires and scrap metal again this year. This will be advertised in the newspaper and on the Town Center sign. Diane will contact Cathy.
- C. Sprint Phone Numbers – Jeffrey asked Rob to email this list to Bill and Jeffrey.
- D. Staples Account – Noreen will not be completely set up on the Staples account until she has been instructed on how to use email and starts using it. Diane will help her with this.
- E. Pharmacy License – The \$150.00 license fee had to be paid in a hurry by Chief Pittinger because Dr. **Bulgrin** wanted to sign and be finished with it and it had not been paid. Bill will issue a reimbursement check to Chief Pittinger with Trustee approval.

A motion was made by Jeffrey Bixler to authorize reimbursement to Mike Pittinger for the \$150.00 pharmacy license fee; this was seconded by Diane Austin. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.

- F. Recycling Program – Bill talked to Bill at Portage Recycling. He will come and talk to the Trustees and then a survey will be sent to the residents. After the results are received Portage Recycling will review the results with the Trustees and then a public meeting will be held. The standard contract is for five years. There is not a per-choice option – it is all or none. The cost would be assessed on the residents' property taxes. Bill was told if the City of Streetsboro decides to contract for these services there will no longer be available bins—additional bins would have to be purchased so it would be a longer wait to get started. They offer either a bi-weekly or weekly pick up. Prices are set within the five-year contract. Recycling reimbursement is down; it used to be \$146.00/ton and is now \$70.00/ton. Bill asked if Parks & Rec's survey could piggy-back on their survey and Bill Steiner said that would be something they could work out.
All agreed to have Bill contact Bill Steiner to come to a meeting to share information.
- G. Comp Time – There was some discussion. All agreed to table this until John is present.

VI. NEW BUSINESS

- A. Tornado Siren – Diane received a Facebook message from a resident about whether the Township had a tornado siren. The Township does not have one. Diane will respond to this resident.

VII. TRUSTEE REPORTS

A. Jeffrey Bixler

He had nothing further to report at this time.

B. John Hayes

He was not present to give his report.

C. Diane Austin

--She asked Bill if he would give her a copy of the Township's tax exempt form in case she needs to purchase supplies in Noreen's place in an emergency. Bill agreed.

--She stated that food is not to be prepared in the concession stand. The Township would be held responsible if something went wrong which would cost taxpayers money if it were taken to court. She wanted the Trustees to prepare now to enforce this. This was tabled until John could be present.

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VIII. DEPARTMENT REPORTS

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

- He reported that they have been servicing the equipment.
- He reported that they have been patching roads.
- He asked about road chip and seal this year. He'd like to get it in process a little earlier than last year. Jeffrey asked if a road survey had been done yet this year. Kevin said they've been basically conducting one as they've been driving around. That's how the list was compiled of the worst roads. The little allotment has been crack sealed but putting a chip on, it would last much longer. The short roads in The Highlands should be done to try to keep them as good as the main road. He added that Porter Road and one part of Stroup Road is in pretty rough shape. Diane said the rotation of one road per year needs to be reestablished. The road in the worst shape should be chosen this year. Kevin reminded the Trustees that they had decided that three miles per year would be done. He estimated that it would be around \$79,000 to do 3.6 miles. Jeffrey said that each year the budget should be set up to repair three miles of road.
- He and Nate were invited to see a Western Star truck in Randolph. Nate attended and brought back the specification sheet; Kevin presented it to the Trustees for their information.
- He presented an estimate to lease-to-own an excavator which would replace the big '97. It did not include a plow which would add an additional \$10,000.
- He reported that they had to close a couple of roads this week due to trees falling over.
- They have taken a couple of trees and stumps out at the Park.
- The flower bed by Rock Spring Road needs to be rebuilt. Jeffrey told Jody Morris to put this project on their Parks & Rec Committee agenda but if it needs minor repair right now, Kevin is to at least make it look decent. Kevin also said the sign needs to be painted. Bill said to talk to the Parks and Rec Committee because there may be someone willing to fix the flower bed and paint the sign. Jeffrey asked Bill to have Terry get in touch with Kevin so Kevin can make his plans.
- He reported that a veteran asked for a memorial foundation to be put in. The policy currently said "Foundations for military markers or gravestones will be free". Bill suggested that "for residents" be added to the policy and the costs be reevaluated. Jeffrey said this policy needs to be reviewed and asked Bill to put it on the next meeting agenda. All agreed.

B. Mike Pittinger – Fire Department

Rob Swauger reported in Mike's absence.

- He reported that they ran 14 calls since the last meeting which, as of the beginning of the month, is lower than last year.
- Firehouse is up and running and he has been sending reports in to the State.
- The dry hydrant that they had installed at Scott Simmons' house was used today and they could fill a 3,000 gallon tanker in four minutes and thirteen seconds which is very good.
- Starting April 1, Palmyra Township will start charging Paris Township a large sum for mutual aid calls. Chief Derek Reid of Paris Township Fire asked if Edinburg would supply mutual aid to them. Rob told them yes, but if it starts being abused, the agreement would have to be reevaluated. Rob presented statistics provided by Palmyra Township regarding the number of Paris' calls within the last year. Jeffrey said the county-wide mutual aid agreement pertains to fire calls only. Diane is not in favor of this. Edinburg residents passed a levy to staff Edinburg's station for Edinburg residents. Edinburg is not Paris' back up. She would, however, consider entering into a contract with Paris Township that is like the one that Charlestown has with Ravenna. Diane and Jeffrey are concerned about how far away Paris Township is from Edinburg. She understands that Townships need to work together but Paris is not currently in a position to staff stations and mutual aid could get out of hand.

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Mutual Aid (cont.)

Jeffrey said this needs to be discussed at a Portage County Township Association meeting. Edinburg would be adding to liability with the distance needed to travel to Paris Township for mutual aid. Also, if Edinburg crews are in Paris, they will not be a reasonable distance to go to a call back in Edinburg when needed.

Rob asked where to go from here, when April 1st comes, do they respond to Paris' calls? Jeffrey said to wait until it can be discussed on the county level. Diane said we should abide by the mutual aid agreement for the county. Jeffrey will review this agreement and inform Rob. Jeffrey asked if there has been discussion about this at the chiefs' meetings. Rob doesn't believe it has been discussed at all.

Bill added that this would be extra wear and tear on the vehicles as well.

Jeffrey will communicate with the other Township Trustees and he will come back with initial guidelines for Edinburg Department to be approved at the March 30 meeting.

Jeffrey stated that the current mutual aid agreement stands in place right now. Edinburg should not be the first squad to be called in to a mutual aid to a township that is not directly connected to Edinburg Township.

--The Fire Association has an Easter Egg Hunt set for April 9 from 2-4pm at the Town Hall.

--He said they will be having a gun raffle in the future.

--He reported the washer and dryer at the station are in desperate need of replacement and presented estimates. Bill said at this time there are not funds appropriated until the property tax payments come in. He would need to advance from the General fund.

RESOLUTION 2017-029 A motion was made by Jeffrey Bixler to purchase the Speed Queen washer and electric dryer from Hartville Hardware at a cost not to exceed \$1,395.00; funds to be advanced from the General Fund to the Fire Fund and repaid after appropriations; this was seconded by Diane Austin. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.

Bill asked that the information be forwarded to him so he could enter Hartville information into the UAN system.

C. Sandy Templeton – Zoning

--She made/received 17 phone calls.

--She issued 1 permit and she is working on others.

--She said that the Park Committee meetings need to be advertised for the public to attend. Bill said they plan to. But since it is not a park district, so they are looking into if it must follow Sunshine Law. He said they will post it on the website once the Board confirms a schedule. They were looking at the 1st Monday of the month, every month.

D. Bill McCluskey – Fiscal Officer

--He presented the Firehouse invoice for payment approval. He asked when this was purchased and said he was not contacted for fund approval. Jeff said it was approved last year and Bill said the trustees said to go with the free program from University as they did not have the funds at that time. He said the Fire Fund did not have the money appropriated for this purchase and would need to transfer from the contingency fund.

RESOLUTION 2017-030 A motion was made by Jeffrey Bixler to purchase Firehouse software program at a cost of \$1,560.00; from the Contingency Fund 2194; this was seconded by Diane Austin. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.

--He presented year end financials.

--He presented an open invoice from the Department of Administrative Services AR – aging statement regarding the Marc's Communication radios. Rob said Mike has not

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mentioned anything to him about this. Jeffrey would like a to send them a certified letter stating that the Township no longer uses these radios.

--Road Department Time Sheets will be redesigned once the trustees confirm comp time policy

IX. A motion was made by Diane Austin to pay payroll and warrants 40022 to 40063; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.

X. A motion was made by Diane Austin that the meeting be adjourned at 9:14 p.m.; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, absent; Diane Austin, yes; Jeffrey Bixler, yes.

Next meeting: Thursday, March 30, 2017

Jeffrey Bixler, Chairman

John Hayes, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer