

## EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

March 10th, 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, present; Mike Pittinger, present.

### Citizens present:

David Starcher, Resident/Farmer  
Zac Minnix, Fire Department

Jason Pitre, Fire Department  
Tim Paroz, Resident/Pastor

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

**A motion was made by Jeff Bixler to approve the minutes of the February 25, 2016 regular meeting with an amendment from Diane: Name Larry Hay; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.**

### CORRESPONDENCE:

- A. Brad Cromes, County Treasurer (arrived late) - Handouts included in meeting packet.
- B. Citizens: There were no comments from citizens in attendance at this time.
- C. OTARMA – March is National Ethics Awareness Month - Online classes are available.
- D. Job and Family Services information on Summer Youth Employment Program – This information was given to Kevin Biltz. He will be going to the meeting on Monday, March 21.
- E. Ohio Department of Transportation, Portage County Transportation Day –Tuesday, March 22 at 2:00 p.m. at Lake Hodgson Lodge on Lakewood Road in Ravenna.
- F. Portage County Veterans Service Office gave pricing on flags for veterans' graves for Memorial Day. The flags are donated then Kevin asks the Boy Scouts to put them up.
- G. Portage County Combined General Health District Annual Meeting is March 16, 2016. Diane will be attending.
- H. The Portage County Health Department inspected the Township's system and it passed.

Brad Cromes, Portage County Treasurer, shared information from his office. He said that he is visiting every township and city in Portage County to acquaint himself with everyone and make himself a resource to them. Since he has taken office he has made it a priority to share what his office does and how to pay taxes effectively and make good financial decisions. He said their website has specific information to this end. They also have a Facebook page to get information out to everyone. They have also set up online bill payment with the Auditor. He shared a brochure containing their home improvement information. They are looking at expanding their electronic offerings and improving them in the future. The Land Bank will be meeting at the end of this month to hopefully approve a policy for doing local demolitions.

### OLD BUSINESS

#### **A. Trustee Decision on Vacation Status of Previous Employee - After Review of Prosecutor's Statement**

Jeff Bixler said that [paraphrasing the response from Chris Meduri] Mr. Paulus is not eligible for vacation pay because by the time he was on Workman's Comp he didn't work during that period and his resignation did not accumulate any vacation time. All Trustees agreed.

**A motion was made by John Hayes to deny the request for vacation pay to Tim Paulus per policy and Prosecutor Chris Meduri's direction: he was not eligible for vacation; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, abstain.**

#### **B. Trustee Response to Identification of Training as Part of Wages**

Bill McCluskey shared that according to Fair Labor standards, if the Township is requiring an employee to participate in a specific training then the hours that the training has occurred is considered hours worked and is subtracted from the 1,500 hours. He said the exception would be if they are doing the training because the State says they have to.

Diane asked why this is an issue now and it never has been in the past with past audits, etc.

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Bill said because he understands Fair Labor laws better than the previous Fiscal Officer. When he enters the hours into the system, they have to be separated out.

Diane said the handbook needs to be updated because it currently has certain training listed. After some discussion, the Trustees agreed to **table** this discussion. The new Fire Department leadership would like to see the training requirements become more flexible. All agreed to table this until Jeff Bixler and Bill McCluskey can do more research on the differences between Township required training and State required training and to sit down with the Fire Chief and discuss updating the employee handbook.

### C. Per Diem for the Fire Department Night Crew

Diane opened the discussion regarding the per diem for the Fire Department night crew. Bill said that Chris Meduri has not responded to the Township's questions regarding this yet. She said that Suffield [Township] does this. She asked Bill to follow up with Chris on this. All agreed to table this until a response is received from Chris Meduri.

### NEW BUSINESS

#### A. Anthem Blue Cross/Blue Shield Response Letter

This letter will be filed.

#### B. Fiscal Officer Activities & Goals

Bill provided a copy of his activities and goals to each Trustee.

### TRUSTEE REPORTS

#### John Hayes

He had nothing further to report.

#### Jeff Bixler

--The following will serve on the Indemnity Board for the State of Ohio Department of Commerce Division of State Fire Marshall Volunteer Fire Fighters Dependents Fund 2016:

Fire Department Representatives: Mike Pittinger and Rob Swauger

Trustee Representatives: John Hayes and Jeff Bixler

Township Resident Representative: Pastor Tim Paroz

--He completed the Administrative Assistant/Zoning Inspector/Zoning Secretary job description. This was approved by Diane and John. Bill will put the advertisement in the newspaper.

--Jeff asked Bill if the Chief and Assistant Chief's monthly salary checks have been issued yet. Bill said that they will come out retroactively with the next paycheck.

--Jeff asked Bill if Lori Calcei is still assisting him. Bill said she has assisted two hours during this current pay period.

--Jeff asked if the Board of Zoning Appeals needs to be renewed this year. Diane said yes but she would have to look up who is up for renewal. Diane said the BZA has not had their reorganizational meeting yet this year because they are waiting on the Trustees.

#### Diane Austin

--She read aloud, an email from Mrs. Wilkerson complimenting "the two gentlemen at the Edinburg Fire Department" who checked out her blood pressure on Sunday. She said they were kind and professional.

--She read an email from Lori Ice Bissel on behalf of the Ford family extending their deepest appreciation for the overwhelming love, gifts and the GoFundMe donations. The community stepped up and gave unselfishly to provide for their family during their time of need. They will be having a fundraiser dinner for the Ford family on May 7 at 6:00 pm at the Parish Hall at 251 W. Spruce Street in Ravenna. This is the family who lost everything in a house fire recently.

--At the Reorganizational meeting in January the Trustees agreed:

- The following would be liaisons--
  - John – Road, Cemetery & Park
  - Jeff – Fire Department
  - Diane – Zoning and Town Hall
- That employees are to report to the Department Heads and the Department Heads to the liaisons.
- That approved organizations will have one free meeting per month. Additional meetings will be charged at the reduced rate of \$50.00.
- To change the Town Hall locks and the scheduler, Noreen Brooks, would arrange for the building to be unlocked for the continuity of the Township.

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It is important that the chain of command agreed and voted upon by the current Board be followed. She explained that a group had used the Town Hall recently without scheduling it through Noreen. If the situation happens again, and Noreen cannot be reached, Diane would like to be called. Noreen is a very diligent scheduler and her line of communication is always open. She has been a very big asset and it isn't fair to her or any employees for anyone to not follow the policies and procedures voted on. She has been an excellent employee and she is the person who must be contacted.

### Diane Austin (cont.)

--Diane asked Bill the reason he has approached some of the employees asking them about their duties and the hours that they work. He said he has only asked employees about their hours in relationship to timesheets and he only approached Noreen about the hours to clean up after an election day in relationship to charging the Board of Elections to use the Town Hall. Diane would like everyone to be on the same page so everyone is aware of what's going on. Bill said he felt like he was being attacked and asked that her approach be more cordial.

--She explained that the reason she asked for the account numbers of places like AT&T, Sprint and Time Warner is that she would like to make sure that the appropriate Township employees have access to call these companies in case of a power outage, internet fails, etc. so they are able to act on it right away. John recommended that the department heads and Trustees names be given to these companies to have access in the event of an emergency. Bill will work on this.

--She stated that she had asked for the reports just as a point of reference.

### DEPARTMENT REPORTS

#### **Kevin Biltz - Roads, Buildings, Cemetery and Park**

--They've been patching the roads.

--They finished painting the office in the garage.

--He set up the Township Clean Up for May 6. The Township will only be accepting tires, metal and some appliances. Diane said she will send an email to Kathy so she can get it in for April.

--He received three bids for the security camera system.

**RESOLUTION 2016-040: A motion was made by Jeff Bixler to accept the bid from Detect Alarm to install a security camera on the road building by the Park at a cost not to exceed \$1,690.00 and the monthly monitoring fee of \$34.00; this was seconded by John Hayes.**

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

--A lot of garbage has blown out of the dumpster at the Schumacher Homes construction site. Nate picked up the garbage and Kevin called the supervisor and they said they'd take care of it.

#### **Mike Pittinger - Fire Department Report**

--Since the last meeting there were 7 EMS calls; 4 MBA; 2 structure fires

--They are working on their safers grant which should be completed, hopefully by the middle of next week.

--He would like to receive approval to get the (expired) bottles for the air packs hydrostatic tested.

**RESOLUTION 2016-041: A motion was made by Jeff Bixler to approve the hydro-testing, recertifying, stamping and refilling of twelve O2 bottles at a cost not to exceed \$700.00; this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.**

--The have received the Knox boxes from the grant. They are allowed to install these on up to 42 commercial buildings and the rest of them can be installed on the homes of the elderly and persons with disabilities. Jeff commented that he wanted to make sure that the Fire Department has a process for the security of the access codes for these boxes installed on Township buildings.

**RESOLUTION 2016-042: A motion was made by Jeff Bixler to approve that the Fire Department install Knox boxes on Township buildings; this was seconded by Diane Austin.**

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

#### **Zoning Department**

Jeff reported that there was one permit issued this month.

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Diane said the ad for the open position should be run in the newspaper March 17 and 18 and a copy of the ad should be posted on the Township's Facebook page. Applications will be accepted until March 28 and interviews set for March 31.

**FISCAL OFFICER REPORT**

**William McCluskey – Fiscal Officer**

--He presented his Action Plan.

--Diane suggested that Kevin could do some of the building tasks (like thermostats) to help ease Bill's load. Bill will keep this in mind.

--The Memorandum of Agreement from the State Auditor's office is complete. The auditing firm is Charles E. Harris & Associates. A full audit will occur this year. The cost is \$4,800.00.

--The year-end financial reports were completed and sent to the State Auditor.

--Diane recommended that each Trustee go over the handbook, make their notes and then meet together in order to meet a deadline to complete this. Bill will email the most up-to-date copy of the handbook to each Trustee.

**RESOLUTION 2016-043: A motion was made by Jeff Bixler to authorize Life Force to send non-compliant EMS service user to collections; this was seconded by Diane Austin.**

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

A motion was made by Jeff Bixler to pay the bills; warrants 39481 to 39498; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

A motion was made by Jeff Bixler that the meeting be adjourned at 9:10 p.m.; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

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John Hayes, Chairman

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Jeff Bixler, Vice Chairman

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Diane Hargett Austin, Trustee

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William McCluskey, Fiscal Officer