

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

December 14th, 2017

Pledge allegiance was called by Jeffrey Bixler after opening this meeting at 7:30 pm.

Row call shows Trustees: Jeffrey Bixler: Present, Mr. John Hayes: present Ms. Austin: present, Fiscal Officer Mr. McCluskey: present. Mr. Biltz road department: present Fire department: Rob Swauger for Mr. Pittinger: Present

Guests: Residents, Tim Pfile, Debbie and Chris Diehl, David Starcher, Ed Riggerbach.

Jeffrey Bixler called the December 14th regular trustee meeting to order at 7:30 followed by the Pledge of Allegiance.

- I. MOTION: Jeffrey Bixler asked for a motion to approve the agenda for the December 14th meeting. Diane Hargett Austin made the motion this was seconded by John Hayes row call: Bixler yes, Austin yes, Hayes yes.
- II. Correspondences.

Correspondence from the Bureau of workers compensation was presented by Bill McCluskey. Bill McCluskey stated if the premium was paid for the full year rather than a monthly basis a savings would occur with the premium. Bill McCluskey asked for trustee's approval to pay the estimated amount in one lump sum. But need approval for forward payment.

MOTION: John has made a motion to pay the annual premium and one lump sum. This was seconded by Diane Austin roll call: Bixler yes, Austin yes, Hayes yes.

Jeffrey Bixler presented of communication from Portage County prosecutor's office regarding an Edinburg Township property that has been delinquent on its taxes and is deemed abandoned. [6762 Tallmadge Road](#), the old gas station property. It is going into foreclosure. He discussed forms that are requested to be completed by the zoning inspector. Presently as there is no zoning inspector he will present the issue to our Township attorney for direction on how to complete the form.

- III. Old business.

John Hayes Stated he had gotten two phone calls from Rush Truck Center. Will Parsons stated that they do sell trucks in case the township was interested. He shared the phone number in case the trustees would want to follow up on that next year. He forwarded the phone number of the dealer with Jeff Bixler. He said they were on State contract list.

Diane Austin and Jeffrey Bixler had no follow-up to Old business.

- IV. New business.

No trustee presented any new business.

- V. Trustee reports.

John Again stated he would like to congratulate the new Trustees for the township. And he wish them good luck in their future and in Edinburg future. He stated as Janet Esposito said People that care this is where it's at.

Diane Austin had no trustee report.

Jeffrey had no trustee report.

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VI. Departmental reports.

Road Cemetery parks.

Kevin Biltz reported that he's been plowing the snow keeping the township roads and the cemetery open. He got the hot box from the state to do some road patching and will do more when the weather breaks and the ice and snow is off the road. He reported patching the ramp going into the town hall with some mortar. He reported there was some damage to a downspout at the park by the concession stand that looked like someone had hit it with something. Possibly vandalism. He said that was repaired. He cleaned up the mowers and Equipment, power washing them during the nicer weather last week. Kevin reported the trucks and salt are good.

Fire department report.

Rob Swagger recorded 14 calls: 1 alarm drop, 3 Fires, 1 traffic accident, 1 Mutual aid structure fire, and 6 EMS. He shared a communication he receives from Kevin Coleman Center. He reported there was another alarm drop last Saturday over the weekend and there was nobody there (staff). He said he had a meeting with them today. The letter he handed out had the description that was given to him regarding the Coleman Center Staffing and reported that according to them in 2003 the township trustees were notified of the arrangement. Diane Austin said that at the time she was zoning inspector and she was not aware of such, she believes Jeff Bixler made have been trustee, however regardless they were told that there was 24-hour Staffing at this facility. Diane said that did not change the conditional use however in 2008 when they changed the staffing, then this changed conditional use and the trustees were not notified. Diane and Jeff said they would send this letter to the County prosecutor for review. (Per request of fiscal officer in recording these minutes, on 12/20/2017; Jeffrey clarified in the phone conversation with Fiscal officer that he was referring to the consideration that zoning would need to be involved)

Jeffrey Bixler and Diane Austin continued a general discussion regarding the group home staffing and the calls relating to the fire department due to the smoke alarm. Diane Austin further discussed the Staffing presented in the letter referring to services and staff hours provided.

Rob Swagger continued in regards to the alarm drop stating they (Coleman center) are going to modify the range hood dropping it down and venting it and the smoke detector is going to be swapped out to a heat detector. John Hayes clarified with Rob that generally they are called because of the smoke, because of their cooking. Jeffrey Bixler stated he still plans on contacting the County prosecutor and they will put it on the agenda when information is disseminated, regarding what process needs to be put in place for charges for false alarm drops.

Rob also presented the trustees with a renewal subscription invoice for Firehouse software. At a cost of \$480. Jeffrey asked if all the previous reporting problems have been corrected using this software and Rob Swagger responded in the affirmative.

MOTION: Jeffrey Bixler made a motion to approve renewal of the firehouse subscription Software maintenance program from January 1st 2018 to January 1st 2019 at a cost of \$480 this was seconded by Diane Austin. row call: Jeffrey Bixler yes, Diane Austin yes, John Hayes yes.

Jeffrey read a letter regarding \$150 dues for the Ohio firefighters Association. Jeffrey Bixler mentioned to his knowledge we do pay these dues for the firefighters, not the association. Bill stated in order to complete the invoice he would need an updated firefighter Department roster to include with the payment. He stated if the present roster for the fire department is up to date he can get this information from his payroll program. He reported he will present the roster to all department updates as he does every year at the last meeting.

Bill asked for clarification of the problem with spotted Dog, for the record. Jeffrey Bixler asked Rob Swagger for clarification of problems with the spotted dog technology software in regards to getting all calls. Jeffrey Bixler clarified that they're supposed to be a text alert that goes out with

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the audible signal through their pages and a couple of calls over the last week; those text messages did not go out; so therefore if you didn't catch it on the pager you wouldn't have received it on your text message messages. The trustees also get notified by text. Rob Swagger said that they are missing calls. The problem is the fire department are not receiving all dispatch texts and there is a conflict between the spotted dog technology and Ravenna dispatch.

Rob Swagger stated Ravenna dispatch would rather them use their program; active911. Rob said he's comparing pricing for active 911 and spotted dog and they will go from there. With the active 911 they just hit one button for each department. With the text they do now with spotted dog they need to text everyone. With the active 911 they have a screen and once they hit the button it also confirms that everyone receive the text. So it has a lot of the same features like in house messaging but the benefit would be that dispatch knows that everyone received the text, since it is internet-based; And doesn't rely on various cell phone carriers.

Fiscal Officer.

Bill McCluskey presented the PO'S, blankets certificates, and warrants for trustee approval.

Bill presented two cemetery deeds for signature. He reported he received Bond information for the new trustees and will be sending that into OTARMA. Bill presented two receipt books to the trustee, John for Kevin and Diane for Noreen. These will be used for receipts and as part of his auditing process. He needs to have copies of the old completed receipt books in the fiscal office records. The three process receipt, one receipt for the Department, 1 for the fiscal officer and 1 for the person making the payment. He reported that the audit of another County department found fault in regards to the handling of payments and the keeping of receipt books. He is attempting to prepare for the 2018 audit.

He reported he had prepared two packets for the incoming trustees that includes all of the payroll forms required for him as well as a copy of the most recent Ohio ethics Law booklet and The Ohio Sunshine manual. He also included the latest version of the employee manual for the township.

Jeffrey Bixler Said that was good.

Rob Swagger asked Bill with the new tax law they're saying everyone needs to fill out a new W-4 and he was wondering if Bill could get any information on how to get these forms filled out and correctly completed for his fire department employees. Bill said the 2018 form was not approved by the IRS as of last week and they have directions with it. He will see what he can do to help the process.

- VII. MOTION: Jeffrey Bixler asked for motion to pay the bills warrants 40457 Through 40478. Diane Austin made the motion John Hayes seconded. roll call Jeffrey Bixler yes, Diane Austin yes, John Hayes yes.
- VIII. MOTION: Jeffrey Bixler ask for a motion to adjourn the township trustee meeting at 7:54 p.m. Motion made by Austin seconded by Hayes .roll call: Bixler yes, Hayes yes, Austin yes.

Jeffrey Bixler, Chairman

John Hayes, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer