

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Administration Building

January 10th

2019

CALL MEETING TO ORDER BY: Chris Diehl @ 7:30 p.m. Pledge of Allegiance

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

Guest: Carla and Jerod Holtz

I. MOTION TO APPROVE AGENDA: January 10th 2019

Moved by: Jeffrey Seconded by: Tim
Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

II. MOTION TO APPROVE MINUTES:

A. 12/13/2018 Regular Meeting

Moved By: Jeffrey Second: Tim
Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

B. 12/27/2018 Reorganization

Moved By: Tim Second: Jeffrey
Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

C. 12/27/2018 Regular Meeting

Moved By: Tim Second: Jeffrey
Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

III. CORRESPONDENCE:

A. Portage County Recorder Lori Calcei; Dated December 27th 2018; Re: 317.081 Zoning Resolutions and Amendments; As a reminder, please be advised that per the Ohio Revised Code, the following section is a requirement of our office to notify your office of the following: The County Recorder shall keep County and Township Zoning Resolutions, including text and maps and amendments to them in the Recorder's Office and make these documents available for public inspection during normal business hours. By the fifteenth day of January each year, the County Recorder shall notify the Board of County Commissioners and the Board of Township Trustees of the Board's duty under Section 303.11,303.12,519.11 and or 519.12 of the Revised Code to file Zoning Resolutions and Amendments in the Office of the County Recorder. The fee provided in Section 317.32 of the Revised Code shall be charged for each Resolution and Amendment filed in the Office of the County Recorder. The required zoning fees per the Ohio Revised Code are as follows: Zoning Resolution require a \$50.00 charge for the entire document, regardless of number of pages included and are to be filed within 30 working days after the effective date. Zoning Amendments require a \$20.00 charge for the entire document, regardless of the number of pages included and are to be filed within 5 working days. Please note, this letter if for your information and does not require any action until you are ready to record a resolution or amendment. Thank you in advance for your attention concerning this matter. Respectfully Submitted Lori Calcei, Portage County Recorder.

B. Southeast Primary School Information; I am guessing that they want us to put this on the township sign Jesse; you could probably just give that to Shannon Right? All it is just information about Kindergarten Registration and so I am going to pass this down to Jesse.

C. Bill: We did get the Road Mileage. Jeffrey: Yes, the mileage; I signed it and gave it to

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through the grapevine that Kathy was quitting that position. Bill: We have two main people that have contacted through emails that were interested; I am not sure how it has evolved with that. Chris: Well if we have already pursued that; that is fine. Tim: They are going to make up some banners and stuff too; and they want some input from us about that and they are going to have a float for the parade; they are working on getting the word out.

VI. DEPARTMENT REPORTS:

A. Kevin Biltz- Roads/Buildings/Cemetery/Park Report: Roads: We borrowed a hot box from the State using it with hot mix and it is working real well. We had to put a new sending unit in the one ton; the line rusted off on the rear tank; so it was time to do something real quick and we took it over to that place in Mogadore D&D; we took it yesterday morning and they had it done by 11:00; so a couple of hours they were done. They put new lines from the back tank to the front tank on the other one because they were in such bad shape. Chris: How much did it cost? Kevin: \$535.00. Bill: I need approval for that because it is over \$500.00. Chris: \$535.00? Kevin: Yes \$535.00.

MOTION:

RESOLUTION:

Motion: To Pay D&D Garage in Mogadore \$535.00 for a new sending unit on the one ton and new lines from the back tank to the front.

Moved By: Jeffrey

Second: Tim

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

Have we got the money from your neighbor for doing those pipes; the \$400.00; Chris: I am not sure. Kevin: I asked Bill and he did not know either; we are going to have to somehow figure something out so before we do this that they can either sign a paper or something so that we can get our money from those guys; because I know that one guy bought the pipe and the other guy was supposed to pay for us doing it (placing and covering the pipe in driveway) Kevin: I never talked to either one of them. Chris: I talked to the one guy about the pipe on the phone. They are probably waiting on a bill or something; I can actually stop over and talk to them and see what is going on. Kevin: Maybe in the future maybe get some type of form or something made up to where before we do a pipe we can have one of the homeowners sign it so that way we are kind of sure to get our money; I do not know how else to do it. Chris: Maybe we could generate some type of form; I hate to put this on you Bill; but could you maybe come up with some kind of Invoice. A statement that we are going to furnish the labor and a load of stone and they agree to pay for the pipe and then a place for them to sign it. Bill: Do you remember what the amount is? Kevin: It is \$200.00 for the labor and the material is \$200.00 and they buy the pipe. Chris: That would be great; thank you. Bill: They do not have to pay for it ahead of time? Kevin: Well they can. Chris: As long as they sign it; I would be comfortable with it anyway; I do not know about these guys. Tim: Yes, that is fine as long as they sign it. Kevin: As long as we have an agreement is what I am saying. We have been working on the lights at the concession building; the 4 outside lights; the night lights would not work and we found out that someone broke the eye off of the back of it; so we ended up getting that eye fixed and we got 2 lights working; 1 is not real bright but the other two keep throwing a breaker when we flip the switch on it so I do not know if we have a bad wire up in there or something. Chris: I am not saying that this is exactly what is going on Kevin but one time they did that whenever I was still here and the inside of the light there is a transformer inside there and it went bad and was making the breaker trip. Kevin: The one in the one corner is real bright and the other one is like half bright and then the other two don't work; so there is a transformer up underneath the silver cover. Chris: Inside, once that transformer goes bad that light is junk; you are probably going to have to buy new lights. Kevin: I should probably just buy

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3 new lights then. Chris: I would; I would not mess with it. Kevin: Because we have been messing with it and we found that eye someone had busted it off completely so we put a new eye on there. Bill: Where did you purchase that eye from? Kevin: Lowe's; I have the bill for it; I have not given it to you yet. That is pretty much all that I have. Bill and I spent some time today; I had two people looking for deeds; Larry Novak is looking for a deed for his Grandpas graves and then another person. Chris: There probably was not any deeds; because when they were given to them there was not any deeds and we used to give a grave site to the residents. Kevin: Then they would own all 5 of them? Chris: Yes, they were actually at one time and that is probably old enough they were given a lot. Kevin: I think that it was back in 70/80. Bill: 1976-1983 we were looking. Kevin: We were looking in those books today. Chris: There probably was not any deed; whenever they were given to the people; there was no deeds. Tackett was looking for one for..... Rhonda: Charlene, they live down there; their last name is different than the kid. Chris: Lee-Ray Lee..... Kevin: They were looking for a Parden (? Unable to hear); there are three buried on that lot, but they wanted to see the deed for it and we could not find a deed for that one either. Chris: Probably not. Kevin: I will just tell them that at the time they just gave them the whole lot. Chris: Yeah. Kevin: I went in there and Bill got all of these deed books out and we started looking through them and man it is confusing as all get out because the lots are not corresponding with the numbers in the book. Bill: The page numbers (in the book). So I am like give me a date and we can go through the dates and find them.

B. Jesse Baughman/Fire Department- For the month of December we had 3 fire calls; 22 EMS calls; 5 of those were mutual aid; we had 3 motor vehicle accidents and 7 service calls; finishing up the year-end reports so I will have that for the next meeting on the breakdown of everything for the whole year; I got the information from Stryker about the cots they finally emailed me over; I was trying to get a service plan for the power cots to go along with our Life Pack and the Lucas; so she sent me three different options; the first one I will pass out is just a yearly preventative maintenance where basically they come in and check it out and make sure everything..... it is just a one time a year preventative maintenance; they will lubricate it and make sure that everything is working; if there is any damage or any parts that need replaced then we will have to pay for parts and labor with this plan; the next two plans are the same except one is a one year contract and the second is a three year contract and this is basically an extended warranty for them and this includes any parts, labor, travel time, plus we get our one year preventative maintenance inspection along with that if we have any unscheduled service problems that covers that; the only thing that the warranty will not cover is batteries and the mattress; if destroy a mattress on it the straps and stuff like that; but everything else on the cots is included in this warranty program; so for the one year plan \$2121. for both of them. The next one is the same plan but it is a three-year service and with that we get a discount; so for the total three years for both power cots and the stair chair it is a total of \$4800.00 for everything and that price is locked in and then we can do those in annual installments; so each year we would make a payment of \$1623.00 for that warranty and again that covers all of the parts and the preventative maintenance and unscheduled services that they may need. Jeffrey: I would like to know the definition of an expendable part. Jesse: Expendable part; the way she described that was the mattresses, straps. It says that replacement parts do not include mattresses, batteries or disposable or expendable parts. Jesse: I think that it would probably be the straps; because that is the only thing that is left; maybe the wheels. Chris: I do not know. Jeff, what do you think? I would almost be leaning towards just this one shot deal at least until..... I know that we have been way lax for a long time on a lot of this stuff and I get that; but I wonder if we could ease into it just a little bit by just doing this one shot deal or something; or do you really think that it is necessary to jump in. Jeffrey: What are we talking; I understand in a PM which is something that we should be kind of

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doing anyway; we should be pulling them out and going over them; doing lubrication on them once and a while; making sure that everything is in working order; that should be part of our daily routine or however you set up monthly or whatever; but this is not like with the Life Packs; with the life packs I agree that we have to put them underneath of a contract a serviceable contract; because we throw ourselves out there for a giant liability but the cot and the chair; I do not know do we. Jesse: The chairs not so much; there is really nothing to go wrong with the chair so much; with the chair I would not object to just do a preventative maintenance with the most on that; the cots though because that they are hydraulic because they are the power cots; with that there is a motor in there that operates that and if that motor would malfunction I do not know if there is a safety on there that would keep that from collapsing if something did go wrong there is a manual over ride to drop the legs down basically and to raise them up if we need to; like if the battery died on us; we can still drop the legs and raise it up and get the cot in and out of the squad. Jeffrey: if the motor fails all you're going to end up doing is going into manual over ride. Jesse: I do not know if there would be a liability with it; my thoughts was because of the hydraulics and stuff the stuff that could go wrong; the expense of having to replace it verses the extended warranty; I do not know what the cost to fix the hydraulics on it would be; I do not have that information. Jeffrey: How old are the cots? Jesse: the cots were bought in 2014 through the grant. Tim: I was looking at these batteries; they are showing them at \$730.00, \$500.00; some of these batteries; that is why especially with the life pack and the Lucas that service plan includes the batteries; so you pretty much pay for the batteries. Tim: How often do the batteries.? (interrupted) Jesse: The batteries go quite often; they do not last very long. Tim: How many batteries do they? Jesse: There are two batteries per unit and then I think that we have 4 spare. Jeffrey: Your spares are not included in the warranty; just what is in your Life Pack. Jesse: Yes, and then the Lucas has one battery; plus one spare battery. Chris: Do the batteries on these cots go bad pretty regularly too? Jesse: They are like a Dewalt battery; the cordless; they look like an oversized Dewalt drill cordless battery; so they last about a couple years. Jeffrey: They are not included in the plan anyway. Jesse: No, they are not; I have one right now that I need to replace on a cot; I need to get a price on it; it was brought to my attention last week. Tim: I just looked at the price; they are on Amazon believe it or not \$730.00; that is for the Lucas. Jesse: I just bought a battery pack for our portable suction unit I think the end of November and that was almost \$100.00. Jeffrey: Here is what I would suggest; actually what I would make a motion for; I would say that we go with the one-year plan PM and I want to do the contract for the Life pack units; but I want to stretch the payments out to be annual for five years with annual installments of \$2,975.00

MOTION: RESOLUTION: 2019-001A

Motion: One year ProCare Service for Power-Pro XT and the Stair-Pro for \$627.00 contract and annual payments of \$2,975.00 for the Life Packs with Physio control.

Moved by: Jeffrey Second: Chris

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

Jesse: I talked to the State Fire Marshall's Office about the Pallet Place and asked what their thoughts were; they are willing to help but she recommended that first I would go down myself independent from the inspector and push the issue on that half first and if that does not help then I can submit a request to the State Fire Marshall's Office to get them involved; but they would rather at first; their suggestion would be for me to go down and push; because right now what we have is he has addressed the code violations that are inside the building with emergency lighting and fire extinguishers; he corrected those; it took him several months to correct those and two or three visits; but he did finally get those; but the way that the property stands right now; we still have no access around the building for our apparatus; which is per the code; so that is the issue

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that we need to push now. Jeffrey: You could sight through the prosecutor's office. Jesse: We can sight through the prosecutor's office; there are a whole bunch of steps to take; but yeah. Tim: Did the fines start now. Rhonda: I am not sure; the letter said the first; but I have not heard from Chris. Jesse: We had a structure fire; we had a week ago I talked to Jeffrey about it that night because of the hydraulic oil that was released inside the building and some other gasses that were released I had to send 7 sets of turnout gear out to be cleaned and inspected; i got those back; I have not received an invoice yet but those did come back clean and none of them were damaged; we also had 6 sections of hose that we may have to replace because they were laying in oil inside the structure; we have washed them once; we are trying to wash them again to see but the outer jacket is pretty saturated with oil so if i cannot get it cleaned this time we will probably have to at least replace six sections; homeowners seem like whatever he needs to do to help us; I spoke with the insurance agent met with him the next day; kind of gave him a heads up and he said that he had to go back and look at the riders that they had on the homeowners policy; if fire department expense is in his policy; I just finished the fire report so I am going to send that to him and I will get in touch with him about that and find out what he has found out about the coverage. Chris: I am sure that you have done some checking; but I am sure that we are not the first ones that have homes saturated with oil; does anyone have any suggestions on how to clean it? Jesse: Dawn dish washing soap is the best I just bought two more things before I came here; so that they could work on cleaning it. Rhonda: The insurance company called me trying to find out what township the fire was in; but he said that he also had a call into you; because he was trying to figure out some information; so evidently you talked to him since then. Jesse: I talked to him personally Friday afternoon.

C. Rhonda Lipply/Zoning: I am working with Chris on the pallet place; he must be working the two jobs because he does not email quite as quick as he used to. Jeffrey: He has not found a replacement for himself yet. Rhonda: Camp Carl. They want to add a cabin, kitchen add onto the lodge and then they want to build a tree house cabin where kids will stay in a tree house. They are trying to get all of the plans together. Another thing that I want to do is make a letter and send it to the zoning board members the commission there are two now that expire at the end of the year; so I want to contact them. John Barber is not on there anymore. I do not know if anyone knows anybody that wants to be on that board. Jeffrey: Then we need to put an advertisement in the paper. We still need to schedule a meeting. Send it out for them to renew and anybody that we do not have renew. Then we need to get an ad in the paper and ask for applicants. Bill: Now is this the Zoning Board or the Zoning Board of Appeals? Rhonda: I think that it is one of each. Chris: That trailer that I mentioned before. Rhonda: Yes, I got all of the information to him; I think that there are two addresses listed for him; I mailed to each one.

D. Bill McCluskey-Fiscal Officer-financial reports, warrants, bills and PO's shared. I put financial reports in your boxes; there is an additional PO on the Warrants to pay the last one will be 41047; you answered my questions about the garage door and I got that done; the internet service was out in the Administration Building Monday; they did not send a technician out today; when he fixed the internet then the phones went out; so he left there until about 5:45pm; so if you hear any complaints the phones were out for probably like 3 hours; when I was putting the new information into the temporary budget that we had approved there was an issue with the park budget we had the temporary budget at \$4,000 and there were some budgets in there for \$1.00 for the bequests; I was not able to put in the computer; when I looked closer at the County Auditor report; it was my mistake when I submitted the report to them; I did not put in the expected revenue that we collect at the park from pavilion rental and the gas leases; so basically there is zero in revenue coming in; so we had budgeted \$4,000 out of the \$6,000 that was there; the way that the UAN system works it would not let me put

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anything in; so it will not let me move on to complete the transaction unless I put something in; so some of the numbers on the report you will see says ten cents or one dollar; just to get everything else in; I just talked to the County; once the year end is done; we send a report to get the amended certificate of estimated monies; so when I send that in; we can make the changes; we do not have to do anything special; since it is coming up anyway; I just wanted to make note of that. I was looking over the Levy; we do have a levy 2191 the Fire Levy; I did put a call into the Election Board to find out when we need to process that; I think if we get on the ballot in March; remember last time we were doing this and they were like you cannot put this on now it is too early; it was for 2018 but the monies are paid in 2019 so my guess is that we would be able to put it on the definitely in November but I am not sure if March would give us two chances. Jeffrey: We will also make a resolution to that when we go to do it. Bill: So I did not talk to Theresa Nielson, they are all out on conference; they will not be back until Monday; so she will get back with me to go over that information; it is just something that I am not really that experienced at. I did hand out the information on the new credit card policy; you have those packets and you just go through; I know basically I have worked on this before; since I worked on it before with the trustees; one thing that was added that I did find out last year at the conference was that the need to have a compliance officer so that is listed in here; when the auditor sent out the bulletin there was not anything specifically about that; on that other issue I know that I went back and forth with a lot of the Fiscal Officers at the conference last year was the person that presented the times that all credit cards would have to be kept in one location with the Fiscal Officer which to me sounded ridiculous; so I looked in here in the samples they are saying that it has to be secured but they are making some variations for whether they have to be kept in the office; I cannot come up here every time you need to use it and you cannot come to me every time you need to use it; so it seems ridiculous; so that was one change; one of the problems that I have noted is sometimes when you use a credit card and sign up for something; I was getting bill for things that Tom Repcik had signed up for because sometimes if you do this at home too, you sign up and there will be an automatic renewal; when you do that; so I was getting bills for Tom; even though he turned in his credit card and it was cancelled; I was still getting bills from these companies; we need to make sure that we do not sign up for any automatic renewals because they are telling me well we charged it you owe it; I did not approve it; nobody approved it; well the credit card is on file; it was just leading to some problems. The auditor is the compliance officer; I did have an issue with some payroll information; while I am talking about payroll. I just want to remind Rhonda you really need to try to get your hours to me once a month; but we did have a problem with the Fire Department; do you want to talk about that today? Jesse: We can. Bill: It is a personnel issue so we might want to do that in executive session to discuss that. Jeffrey: OK. Jesse: I have two personnel that I need to remove but it was brought to my attention that one I guess was never formally approved. Jeffrey: So as soon as you are done with the report we will go into executive session. Bill: There were just a couple of changes on payroll I just wanted to point out that I had to add a second check to someone for half an hour; it was just two different numbers; so he did get paid; I put in a note to him. I am not sure if the automatic deposit will have two payments; but I was able to put it in as one payment for the bank; even though he has two checks it will still go under one payment. Jesse: was that due to something that I did when I did the payroll? Bill: Well on the main sheet there you have 90 hours on his time sheets it was 90.5. I noticed it because on another sheet you have total hours, it said 90.5. Because the payment report that they get is going to be off by that .5 hours; just an auditing thing, in case I get audited on that one it is on the record.

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VII. MOTION TO PAY THE BILLS: Warrants 41034-41047

Moved By: Tim; Second: Jeffrey
Mr. Bixler: Yes; Mr. Diehl: Yes; Pfile: Yes

MOTION:

To go into Executive Session at 8:32PM to discuss Fire Department Personnel issues.
Moved By: Jeffrey Seconded: Chris
Mr. Bixler: Yes Mr. Diehl: Yes Mr. Pfile: Yes

MOTION:

To come back from Executive Session at 8:43 PM from discussing Fire Department Personnel
Moved By: Tim Second: Jeffrey
Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

MOTION: RESOLUTION: 2019-001B

Motion: Mr. Chairman I would like to recommend that we remove Mathew Bennett from the Fire Department Personnel as well as Hannah Case. I would also like to make mention that Mathew Bennet was never a member permanently affixed to the Fire Department, therefore his name should not appear on the Roster. I would like to make that a formal motion.
Moved By: Jeffrey Second: Tim
Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

VIII. MOTION: MEETING ADJOURNED, TIME: 8:44 PM

Moved By: Jeffrey Second: Tim
Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

Chris Diehl, Chairman

Tim Pfile, Vice Chairman

Jeffrey Bixler, Trustee

William McCluskey, Fiscal Officer