

Edinburg Township Trustees – Regular Trustee Meeting
(Amended and with corrections)

At Edinburg Town Hall

May 26th,

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, absent; Shannon Paulus, present; Kelly Crislip, present.

I. John welcomed those in attendance.

John also welcomed student government pupils and welcomed them to stay after to have papers signed

Citizens present:

Sandra Templeton, Resident	Stephanie Gilcrest, Asst. Zoning	Julia Cottrell, Resident
Ashley Hunsicher, guest	Sam Stonekiny, guest	

There were no comments from persons in attendance at this time.

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

John Hayes requested a motion to approve the minutes of May 12th 2016 regular meeting

Diane Austin: I'll so move.

Jeff Bixler: I'll second.

However discussion occurred about the flow and whether things were complete, although Diane said the changes she requested appeared to be made. Bill mentioned he had made the changes she mentioned.. Discussion about format of minutes continued and Bill agreed to review the tapes again. John asked for a motion again.

III. A motion was made by Diane Austin to approve the minutes of the May 12, 2016 regular meeting with a stipulation to review it later; this was seconded by John Hayes. Roll call shows: John Hayes, no; Diane Austin, no; Jeff Bixler, no.

The minutes were not approved at this time.

IV. CORRESPONDENCE:

A. Portage County Health District

Information was presented about a mosquito spraying contract with the City of Kent Health Department. For more information visit www.co.portage.oh.us/MosquitoControl.HTML
Jeff suggested that this be tabled until he can receive more feedback and go to the website and get any other information available. John agreed.

B. Landmark Dividend: Interest in buying cellular lease from Township

Bill said this is a marketing flyer. After discussion Bill said he would attempt to find out if any leasing files still exist with cell towers. In township

C. Receipt of Donation from Sheraton Suites for Fire Department fundraiser

John asked if anyone knew anything about this.

Shannon said the only thing she can guess is that the Fire Association is holding a poker run and they've been contacting companies to get donations and they probably sent it to the P.O. box and Bill has it and he's not sure what it's for.

Discussion commenced with information that it is likely for the Poker Run for the Fire Fighter association. All agreed that any donations to such organizations should clearly be addressed to the FFA and not the Edinburg Fire Department, as well as any checks written to the FFA, not the Edinburg Fire Department..

V. OLD BUSINESS

A. Parade Committee

John said this was discussed earlier and they are all set with the Parade. All agreed. He said he hopes it goes great.

B. Life Force Fire Call Log Coordination – on agenda but skipped at last meeting

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Discussed Discrepancy in agenda from Bill's note sheet of agenda and actual agenda, was supposed to say Regional planning, not Life force.

Bill McCluskey: I talked to Andrea at Life Force since we have a significant increase in the number of calls here at the Fire Department I just wanted to make sure we're capturing the billing on those calls so I'm trying to find a way to look at checking to make sure that the bills that are being sent to Life Force are being picked up and that Life Force is getting the information that they need to make sure that we're getting reimbursed for—

Shannon Paulus: I do. I track the calls and what types we have. I can always shoot that to you in an email 'cause I keep a detail—I keep a log of the dates and what type of call it was so you'll know if like 143 is a squad call, fire call or an MVA and I can send that to you so you know what line numbers go with what type of call.

Bill McCluskey: Right, then I can follow-up to make sure Life Force is actually doing the billing for those.

Diane Austin: I'd like to ask a question, just because I don't know for sure. How does Life Force get the information?

Shannon Paulus: We enter our reports into the system; once our report has been entered into Help EMS that information is then shot over to Life Force for billing. That's how they get it.

Diane Austin: That's all automatic?

Shannon Paulus: Yeah, it's all automatic. It's just like with Fire House. Like with our fire reports—we enter our fire reports we upload them to the state and they get all the information that they need so it's our Help EMS just, it shoots, it's just part of the programming, it just shoots those calls over to Life Force for billing if it's been a transport.

Jeff Bixler: Is there any type of a receipt that comes back from Life Force stating that they received it?

Shannon Paulus: I don't know.

Shannon presented a packet from LifeForce that was sent to the fire department. Bill said the information is usually addressed to him and took the information. He said he will contact lifeforce to find out and correct the change

End of Discussion.

(Returning to previous discussion Correspondences A.)

John asked if there's a cost to the mosquito spraying.

Jeff said that is an awareness thing and said it would be a good idea to add the link to the Township website so residents could read the information about it. He said it should be posted on the website Bill said he would do so. John asked if there was a fogging system for the township. Kevin said no. Bill mentioned the letter he sent to trustees had information about follow-up on pooled or setting water can be evaluated.

C. Moneys/Donation report follow up from the Fire Department

John presented unfinished business item C.

Bill said he had given the trustee all a letter about it., to review a policy for the Fiscal Department regarding monies that come in the mail to the Township.

Diane asked if it could wait until Bills discussion of department reports.

NEW BUSINESS

There was no New Business to discuss at this time.

TRUSTEE REPORTS

John Hayes

He had nothing further to report at this time.

Jeff Bixler

He had nothing further to report at this time.

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Diane Austin

She had nothing further to report at this time.

DEPARTMENT REPORTS

Kevin Biltz - Roads, Buildings, Cemetery and Park

--They've been busy with the Park and the Cemetery.

--They've checked the roads. The bids for the roads were in the paper on Monday and again on the next Monday, Bill interrupted saying it will be Sunday as there is not paper on Monday, Memorial day.

--They plan to get out and start patching and mowing roadsides next week.

--He and Nate went to a meeting last week on traffic safety. He said it was interesting but hard to do when you only have 2 people. They were reminded to make sure their signs are up and watch out for traffic. Jeff asked how many vehicles they take out with them when they go to patch if there's just the two of them. Kevin said they usually take one truck and the tractor. John mentioned concern that many people don't watch their speed. Since there aren't so much secondary roads so people go faster and are on cell phones. He is concerned about their safety. John reminded to put up more signs. Kevin also mentioned if the signs are farther apart, people forget they are there. Jeff asked about taking more trucks. Jeff asked if they're pretty well lit up. Kevin said they have the S and V signs and the truck has the lights on it and the tractor has a flashing light. Kevin said they are looking to change color of lights and shirts as these are more common and don't create the same level of caution..
Jeff wanted to make sure there's one vehicle at point A and the other at point B and they are working in the middle so one vehicle protects them. He would like a vehicle in the middle to protect them. He also told Kevin to bring it to the Trustees attention if he feels there needs to be some different kinds of lights acquired for their added safety.
Kevin said they will start wearing the vest with the reflective silver on them more often.

--He and Nate also went the APWA snow meeting at the Summit County Fairgrounds.

--They've mulched and planted a lot of flowers at the town center, cemetery and park. He mentioned they were watering with a jug,
Diane mentioned there was a sprayer, Kevin said it is not working but has spray in them, (weed killer).
Diane mentioned there was a sale at tractor supply

--He has received compliments on the Cemetery

Kevin said he could not plant flowers (at the town center) since they just have stone under it. (Mulch)
John complimented him on the Town Center and Cemetery and expressed his appreciation for his hard work.
. He mentioned someone came over and said it was too thin, and that he would help pick up the tab for more (Bill). Diane said she donated some money and Bill confirmed his comment and donation, and added that it doesn't do any good if it is too thin, Kevin said they ended up going through 20 yards of mulch John asked him where he got the mulch. He said from the place on 44 north of Ravenna. All agreed it looked nice.

Jeff reported that he received a call from a resident concerned about the way the road crew was putting up flags with a squad following behind. He asked Kevin if they were tied off when they're in the bucket. Kevin assured him that they were harnessed in and the bucket is square box strapped to the back hoe. John said they Township would try to upgrade in the future. Jeff said he's not opposed to renting a bucket. John commented that going up in an aerial bucket is a high risk thing—you have to have some experience. His thought the aerial might be the worst of 2 evils. Jeff said they could do an online OSHA training course for this.

Diane asked if the Park has been a little better. Kevin said yes, they seem to be cleaning up better. He went in this morning and the large garage door was wide open. He notified Jason and then closed it and locked it. Bill asked "their door" or the concession stand. Diane said our concession stand. Diane said she talked to Noreen today—Bill has tried to get a Hot Stove schedule but could not find a complete one online. The residents have now rented both pavilions for July 4th for a graduation and wedding reception. They were told that there is a possibility there may be a baseball game that day.

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John spoke with Mr. Gump and told him about the schedule and trash clean up issue. He said he'd pass the word on to the coaches and secondary's. He said Mr. Gump knew it was an issue on a big event like that, and regular evenings. John asked him to come to the Trustee meetings, he plays on Thursday nights but he would try to send somebody. John said it's still up in the air.

Bill asked John if he had his number because he needs to talk to him about sending the bill for the port-a-johns. John said he did not save his number. Kelly said she could give Bill his number.

Kevin told Bill he should be getting a bill regarding the extra dumpster pick up. Bill said he did.

B. Mike Pittinger - Fire Department Report

Shannon Paulus gave Mike's report in his absence:

--There were 12 calls since the last Trustee meeting on May 12: 6 EMS, 3 MBA, 3 Fire

--She said she was asked to ask Bill about the program that generates invoices for the haz-mat calls.

Bill said the Township does not have anything in the Township's system. Bill said he told Rob that he could use Microsoft and write up a bill. She said she would make an invoice and give Bill a copy of it so he knows what they're sending out. Diane asked if it has to go through the Prosecutor's office. Shannon said no.

Diane told Shannon to check her files for old haz-mat calls; there should be a copy of one (approved by the prosecutor) that she could use as a template to make this new one. Bill said he would check Tom's old files.

--She asked if there has been any progress on the Cadet Program bylaws that were submitted.

Jeff said he talked to Rob at the last meeting and told him a couple of different items he felt should not be a part of the bylaws. Jeff was waiting for Rob to make those changes but everything else looked good. Also, the prosecutor sent back his questions regarding the insurance so these need to be addressed before it can move forward.

--She reported that the Association has tabled the discussion about the Cleveland Indian grant and the checks for the bleachers until further information can be found. They are checking into this situation and the Association will report back to the Trustees once they have all of the information that they're looking for.

John inquired about the bleachers. Jeff said in order to install bleacher that would be approved by the Township's insurance the cost would be anywhere from \$4,500 to \$8,000 per set. Kevin said fourteen sets are needed -- two for each one.

Diane said that everyone is having the same issue—the insurance company is cracking down. She said another township asked for our bleachers when we were getting rid of them but we had to refuse because the insurance company said they are no good and that's why we had to get rid of them.

--Jeff gave Shannon the binder for employee hiring that Bill gave him for review. He found that it's quite in-depth and has everything that would be needed when a new employee comes in; it would be a useful tool to make sure everything is covered. Bill said it would protect them too.

Diane said the employment application forms need to be completed to, they contain emergency contact information and other stuff that needs to be filled out by the newest employees who have not done so yet, so all of the departments are consistent.

--She reported that Rob said he thinks he turned in all of the financial stuff for Scott Taylor along with a voided check. Bill said he has everything on Scott except his application. She will get him a copy of it.

--She and Adam attended the FDIC Fire Department Instructors Conference in Indiana. She entered a drawing while there and she won a set of vacuum splints and a pump; she has donated them to the Department. The Trustees thanked her.

--She submitted invoices to Bill.

C. Kelly Crislip - Zoning Department

John asked how zoning is going and she said it was going great.

She apologized that due to printing issues she could not present them with a copy of her report.

--She received and returned 6 phone calls—three of which were complaints.

She also asked about getting an email address link added to the Township's website for her. She ended up giving her personal email address to a resident who wanted to email zoning questions to her.

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John asked Bill and he said he just set up his own email account. Shannon said the Fire Department uses their Go Daddy accounts all the time. Bill said it is not a good idea to use her personal email for zoning. Jeff agreed. Shannon suggested switching over a Go Daddy account from a past employee for Kelly since there is a limit on how many we have, and then add the link to the website. Bill will follow up with this.

Diane asked if everything was taken care of with John Barber and Kelly said yes. Jeff says he has the letter now; John signed it and he will drop it off to Mr. Barber. John asked if this letter was reviewed by the prosecutor. Jeff said no, this was followed off the example that was reviewed by the prosecutor in the past.

D. William McCluskey - Fiscal Officer Report

--He presented financial reports.

--ODOT Winter Salt Contract – emailed to Trustees before the meeting.

Kevin said by June he needs to receive the 60 ton purchased last year. Jeff asked why the Township would enter into this contract for 60 additional ton if 60 ton are still coming from last year. Kevin said because it's cheaper now, if the Township would need it, than if he has to buy it later. Jeff asked if Kevin has room for the current 60 ton and he said yes. Bill asked if the contract says that the Township *has* to buy 60 ton. Kevin said 90% [has to be purchased] and it's better to have it than to need it. He has quite a bit right now and the extra he had to dump and push it. Diane said this past winter was unusual and not much was used but in the past the Township has used over, more than using under. Kevin said he has a lot of table salt now but it is free.

RESOLUTION 2016-064: A motion was made by Jeff Bixler to participate in the ODOT Winter Contract (018-17) for road salt; not to exceed 60 ton; this was seconded by Diane Austin. Roll call shows:

John Hayes, yes; Jeff Bixler, yes; Diane Austin, yes.

--He presented a policy for the Trustees to review that would go to all employees regarding the correct processing of cash and receipt of donations. He gave the Trustees a copy of the Ohio Revised Code and the Ohio Ethics Code as well. Bill said it has been leading to problems when it's not followed. This is how Chris Meduri told him he should present it. Jeff said this will need to be incorporated into the handbook if the Trustees decided to utilize it. He would like to take it and digest it first. Bill said to let him know if they have any questions or see something with which they don't agree. Bill added, "It's a team here".

Diane said the Fire Department's mail box is a Township mail box; she asked if since the Association is a 501(c)(3), and wondered if they needed their own post office box somewhere separate? Bill said it would make it a lot less complicated, however, if the mail is written out to the Association and it comes through the Township mail box, then he can forward it to them. If it says the Edinburg Fire Department it will need to be opened and reviewed first.

Diane Austin: But that would still make it a Township mail box, technically at the Fire Department.

Bill McCluskey: The Fire Department is part of the Township. Edinburg Firefighters' Association is an organization that is totally separate from Edinburg and therefore the Edinburg Firefighters' Association needs to deal with their own finances. I have no control over 'em, it's up to them how they want to handle them. Anything that's related to the Township has to come through here. If a check says Edinburg Fire Department it comes into the Edinburg Township it does not go into the Edinburg Firefighters' Association period.

Diane Austin: Right, that's when I asked about the donations, well, it was with Judy's memorial—how were the checks made out?

Bill McCluskey: Correct and we've asked for that information to be reviewed and be presented for quite a few meetings now and no one can give me a bottom line of a copy of those checks that were given to the Fire Department and deposited into the Edinburg Firefighters' Association.

Shannon Paulus: That's what was tabled at the last Association meeting -- they're getting copies of all that and they are gathering the information to report to the Trustees.

Diane Austin: Ok, so they're getting copies of the checks.

Bill McCluskey: They need to report it to me as well as the Trustees.

Diane Austin: Well, it will be at the meeting, right? They'll bring it to the meeting to all of us.

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-Bill presented collection reports from Life Force.

He recommended sending all to collections as they were either non-responsive to collection efforts, or actually received the money from the insurance company but have not forwarded it to the township. Hunrob was an account that the patient has passed away and there is no money in the estate to pay the Township. Bill recommends closure on this account. Trustees reviewed the accounts before the motion. Bill reviewed and also included other requests handed to him earlier from Shannon Paulus. Some addressed, but needed to review two of them later as they were more complicated.

RESOLUTION 2016-065: A motion was made by Jeff Bixler to process the billing for Life Force as presented for Scomer, closure and. Scrher, Berlyr, Panana, Brolis, Poslar, and Kuhmar to go to collections; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Jeff Bixler, yes; Diane Austin, yes.

--He received a statement from Kevin asking for authorization to pay for tickets for American Public Works. Kevin said the APWA was for two non-member tickets totaling \$100.00 and the \$25.00 is for when he had Ohio Public utility come out for fixing the ditches on Giddings Road; there is a new rule that everyone has to pay \$25.00. Bill asked if he was fine on the permissions on this and John said yes. Bill confirmed with Kevin that there was no receipt or ticket stub given. Kevin said, right. This is why Bill wanted this to be reflected in the meeting minutes. John agreed to vouch that Nate and Kevin attended. John again mentioned the need for everyone to give the fiscal officer records.

--He gave the Trustees a copy of a list of 45 documents that he has been asked to prepare for the auditors.

--He requested authorization to allow Kelly to assist him with the audit preparations. The Trustees agreed that either Kelly or Stephanie could assist him.

--He reminded all staff that he needs receipts for everything. He is missing thirteen receipts of out eighteen purchases at Certified Oil. Shannon said she knows she has some of those. Bill said everything is a month behind so if he gets the receipts on the pay week—Jeff said once a week—Bill agreed to at least once every two weeks, then he would not be behind. Shannon said she would collect them and put them with payroll. Bill said that's fine. Bill said Fuelman cards are fine to use but if they use a Visa to pay for gas the Township gets charged tax. Shannon asked Bill if last month he was given a folder stapled together that said "receipts". Jeff said they did the last time – it's the one that Bill is still missing one from April and a couple from May. Shannon said she has one from April.

Bill mentioned he will not be available Monday, June 6 so he has requested that payroll (including quarterly as listed on agenda) be submitted by Sunday afternoon, June 5. Shannon agreed.

A motion was made by Jeff Bixler to pay the bills; this was seconded by Diane Austin.

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

A motion was made by John Hayes that the meeting be adjourned at 8:52 p.m.; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Jeff Bixler, yes; Diane Austin, yes.

John Hayes, Chairman

Jeff Bixler, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer