

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

CALL MEETING TO ORDER BY: Tim Pfile @ 7:30PM Pledge of Allegiance

Fiscal Officer: Roll Call

Pfile Chair: Here, Vice Chair, Bixler: Here, Trustee Diehl: Here, Fiscal Officer:

McCluskey: Here, Roads, Cemetery, Parks: Biltz: Here, Fire Department: Baughman:

Absent Zoning, Lippy: Arrived at 7:55.

Guests: Joy Gerhartinger, Kellie Zajackowski

I. MOTION TO APPROVE AGENDA FOR: 2/27/2020

Moved By: Jeffrey

Second: Chris

Mr. Diehl: Yes Mr. Pfile: Yes

Mr. Bixler: Yes

II. MOTION TO APPROVE THE MINUTES: 2/13/2020

Moved By: Jeffrey

Second: Chris

Mr. Pfile: Yes Mr. Bixler: Yes

Mr. Pfile: Yes

III. CORRESPONDENCES:

A. Chris: Portage County Health District their advisory meeting and dinner it is Wednesday March 18th, they need to have at least one of us go, I guess all of us could go if we want. Bill: The Chairman is the appointed rep unless..... Tim: I will try and go, if for some reason I can't, I am on the advisory committee anyways so. I got a copy of it.

IV. OLD BUSINESS:

A. Jeffrey: I contacted the water softener company and those charges will be removed from our bill. They are coming to get the equipment. We had some good conversation with the regional manager about how poorly they took care of the Township and he says that we will make sure that is better when we install the new one and I said No you don't have to worry about that. I have had a couple of phone calls from the local guy from regional so I think that it should be wrapped up and I also had a call from Steve Miner in reference to the purchase of the equipment. It was a good conversation, I think it would be a good idea if we got together with him and one of the Trustees and the Township guys and had some discussion, I think that it would be a good idea.

B. Tim: Dumpster Day, We talked about putting some limits on Dumpster Day, this is just an idea, this is something to begin with to put something together. If we need to expand on this or change it or whatever, that is just kind of an initial idea of what we could put in the paper. Chris: Just so that you know what we are talking about, once a year the township sponsors a clean up day, people can bring in stuff more or less that they can't get their regular trash guy to take care of and sometimes we get a little bit abused and we want to try and set some limits of what people can bring and cannot bring and so forth. We have actually set it for May 8th and we are just trying to get some preliminary thoughts of maybe how to limit it. Tim: We want to put some limitations on it because are getting beat up. Take it maybe make some additions to it, change it around, however you guys think, I don't know exactly how to work it, that is just a start. Jeffrey: I think that it probably wouldn't be a bad idea if we got a hold of Portage Recycling and found out what the regulations are. Tim: Right, I put these down, because we just know, we should put that in there, we can't do anything until we have their regulations, Right. Kevin: I don't know if he even knows yet. Tim: This is early, I am just trying to get ahead of it so that we are not at the last minute. It wouldn't hurt to put it on the sign pretty soon, at least the dates. Jeffrey: Exactly. Kevin: People have already called me. Tim: So, Can we have the Fire Department put in on the sign, could you handle that? Jeffrey: Yes. I will take care of it. Chris: I agree that it ought to be on right now, but maybe what we could do is put it on and then take it back off and then put it back on. Tim: That would be a good idea. Tim: By the end of March I would like to have something to put in the paper. Kevin: I will try and get a hold of Steiner and some sort of plan.

C. Tim: Did everything get straightened out on the purchase of the Kubota's. Did you check with everything? Bill: Yes, I am having problems getting on the website for Administrative Services, but I talked to Vince Coia and he says well the government

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

pricing than the State's pricing so he basically says that you are getting it cheaper than getting it through the Department of Administrative Services. Jeffrey: They are just going to come back and tell us what the government price was. Bill: I can always go less, but I can't go more than what the contract is. It should be fine. Tim: So they can go ahead and order everything? Bill: Yep.

V. TRUSTEE REPORTS:

A. Chris: There is a bad spot over on Porter Road, It is kind of right in the center of the road down there at that culvert just off of 18. Kevin: We put stuff in there and it just doesn't seem like it wants to hold.

B. Jeffrey: Do we have any idea what roads that we are talking about resurfacing?

Kevin: Chip and Seal yes, I want to do Giddings from 14 to Alliance and then from 14 to 18 and then we will be pretty much all the way around. Tim: We talked about maybe next year about maybe doing something with the park and the cemetery maybe. Kevin: Yes, Then maybe next year we could get the park and cemetery and chip those roads.

Jeffrey: I wonder if there is a possibility of getting some help to do that. Maybe that is something that we could look into, since we are applying. Like a grant or something.

Kevin: It would be nice if we could get a grant for the park and cemetery. The cemetery shouldn't take much there is only one lane basically, so we are not talking about a whole lot. The park is a little bit though. General Conversation of trustees with Joy, guest, about park trails and usage.

Tim: Speaking of chip and seal, do we want to wait until next month to do the bids on chip and seal. How much time do we need for advertising and all of that, should we wait until the beginning of April? Last year I think that we opened the bids on May 30th, well that was the year before. Do we want to wait and do that next month? The notice to bidders for chip and seal. Bill: If you have the information, it seems like you always get the same people that are bidding, but if you want to give more time for people to see, maybe you could get some other bids. As long as you have the specs I can do it. Chris: Does it make any difference the sooner. Tim: It doesn't really make any difference, I just didn't know. Chris: His Schedule. Bill: 20 Days. Jeffrey: If we get it done a little bit quicker, we can still set the scheduling but it gives him the opportunity. Tim: It is going to be the same, the only thing different is that we are not doing to do, we are only going to bid MC3000. Why don't we go ahead and advertise for just like last year. 400 ton of slag and 10,000 gallons of MC3000 more or less. Kevin: It should be pretty much the same amount of road. Bill: You will need a date for when you are going to open it and then you will need a resolution. Jeffrey: Once we get the bids that is when we do the resolution right. Bill: Yes, because , well if you approve your budgets today. Tim: So we will open bids on April 30th. Bill: So the bids will have to be received the 29th. End of business day.

Tim: I have some census information if anybody wants to look at the information, there will be some jobs census taking, \$16.00 plus mileage, supervisor makes \$17. something.

VI. DEPARTMENT REPORTS:

A. Kevin Biltz-Roads, Buildings, Cemetery, Park Report: We have been working on the hot box. Painted it and put new hinges on the doors. We put some chain link fence together and painted it, we are going to put chain link fence around that tank down there to keep people out of it. The fence is for the park to put around the holding tank at the concession building. I found a grant writing class through the Medina County Extension office. I would like to send Nate to the class, he is still learn-able. This class will teach him how to find a grant and prepare it. The class is three days. The cost of the class is \$150.00. I found it in the Farm and Dairy and I think that it would benefit the Township, the Road Department and the Fire Department. I ran this off so you guys could see where I am coming from. It is put on by Ohio State. Jeffrey: There are more grants out there than we even know. Tim: I don't have a problem with it.

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

MOTION:

RESOLUTION: 2020-026

Motion: To approve up to \$300.00 for Nate and possibly someone from the Fire Department to attend Grant Class in Medina.

Moved By: Chris

Second:

Tim

Mr. Pfile: Yes

Mr. Bixler: Yes

Mr. Diehl: Yes

Cemetery: We had a funeral last week and we got about 15 ton of salt today.

B. Jesse Baughman-Fire Department, Report Calls:

C. Zoning-Rhonda Lipply: I don't have a lot. Just working on that other stuff that we talked about before and taking calls. I did have the Land Bank call me and I have to call back tomorrow. They said something about a Township property. Chris: It is Larry's old gas station, is what they are calling about. I imagine. Rhonda: Who does it belong to, It still belongs to Larry right? Bill: No, It went to court and it was taken out of his hands, I think it goes to the state. Rhonda: I am going to need an address. Chris: 6725. Bill: He is coming to the next meeting (Administrator from NDS). Chris: No, It has to be an even number.

D. Fiscal Officer- William McCluskey-shared warrants, PO's, Permanent Budget: I did send an email to you all where I prepared that I went through all of the expenses for 2019. I just realized that I didn't give you the financial reports. I was trying to get this budget done for this meeting. I did send an email with what I had prepared, I went through all of the expenses for 2019, the computer system does not do it in a way that is easy to handle, so what I did was prepared it by department, by code, so the cost center, for example, these were all repair and maintenance supplies, these are all supplies for gasoline, this is the utility bill, so that is what I sent you, so on the budget break down sheet, those things are all going to be listed under other expenses, those are controlled in each of those categories. The Auditor of the State requires that we have set up in our appropriations that the Trustees allow the final appropriations at the fund, program and major objects level, that is the least restrictive you can be and our policy, so therefore, I have broken it down at the fund and department level and the personnel services, which is basically salaries and then others, those are the three levels. So I totaled those up, compared them to the budget that we have already approved. In some cases, there were some changes, for example, we talked about the lawn mowers and stuff, getting that in, there have been some salary changes, so those are all taken into consideration, I brought up some of those numbers. This is sheet (Fund level) that will go to the auditor and will not change. When I enter the permanent numbers the "personnel" and "other" will change so I will give you those at the next meeting, although fund level for each will remain the same. At this point right now we just have a temporary budget, so for or example, I can't really pay for those lawn mowers yet if you bought them, because we don't have that money in the temporary budget, but it is in the permanent budget, so I have to go into the system and put in those permanent numbers, when I put them in I actually have to go through each line item salaries, office supplies, so those other expenses will actually be broken down in to those categories, utilities, electric and all of that, then I will give you a print out of what that break down is once all of that is put in the computer. So that is our budget. Chris: So you need a resolution to approve this then right. Bill: Right. Bill: The other restriction is I do have to keep it within the amended certificate amount that we received from the County, so I couldn't do this until we got that. So I got that. Jeffrey: Do we need two resolutions, is that the way that I read that? Bill: No the second line is for my certification signature.

Resolution 2020-027. Motion to approve the following final permanent appropriations for 2020 at the Fund, Program, Major object level (pg.2-4) legal level per Ohio Rev. Code 5705.38

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

Edinburg Township 2020 Permanent Appropriations

Appropriations Summary By Fund

1000 General Fund Totals	\$517,528.65
Special Revenue Fund Totals	\$664,778.87
2011 Motor Vehicle License Tax	\$13,860.00
2021 Gasoline Tax	\$110,222.00
2031 Road and Bridge	\$30,000.00
2191 Fire Station -Special levy operating	\$112,314.00
2192 Fire Operations- Special Levy	\$128,518.00
2193 Edinburg Township Park	\$3,907.00
2194 Capital Fire- Special levy/capital Improv.	\$125,921.87
2231 Permissive Motor Vehicle License Tax	\$40,036.00
2281 Fire and Rescue, Ambulance and EMS Serv.	\$100,000.00
Permanent Fund Totals	\$2,431.00
4951 BEQUEST - CLARK \$200	\$100.00
4952 BEQUEST - OGDEN \$93.99	\$50.00
4953 BEQUEST - W. B. SHILLIDAY \$500	\$300.00
4954 BEQUEST - HAWN \$500	\$100.00
4955 BEQUEST - BRIDGER \$200	\$100.00
4956 BEQUEST - SHILLIDAY/BACON \$200	\$100.00
4957 BEQUEST - W. D. BACON \$198.45	\$300.00
4958 BEQUEST - HUGHES \$2500	\$100.00
4959 BEQUEST - DETWILER \$2000	\$281.00
4960 BEQUEST - I. SHILLIDAY \$5000	\$1,000.00
Total of all Appropriations	\$1,184,738.52

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

	Department	Total Appropriation	Major Object
<u>General Fund Total</u> \$517,528.65	Administration	\$349,997.65	
		Personal Services	\$75,374.00
		Other Expenditures	\$274,623.65
	Street Lighting	\$4,700.00	\$4,700.00
	Trash/recycle	\$6,000.00	\$6,000.00
	Town Hall	\$13,600.00	
		Personal Services	\$8,000.00
		Other Expenditures	\$5,600.00
	Zoning	\$12,593.00	
		Personal Services	\$5,750.00
		Other Expenditures	\$6,843.00
	Cemeteries	\$13,700.00	
		Personal Services	\$12,000.00
		Other Expenditures	\$1,700.00
	Parks	\$14,938.00	
	Personal Services	\$9,050.00	
	Other Expenditures	\$5,888.00	
Capital Outlay	\$102,000.00		
	Parks	\$0.00	
	Roads	\$67,000.00	
	Motor Vehicle	\$35,000.00	
<u>Special Revenue Total</u> \$664,778.87			
2011 Motor Vehicle License Tax	ROAD	\$13,860.00	
		Personal Services	\$0.00
		Other Expenditures	\$13,860.00
2021 Gasoline Tax	ROAD	\$110,222.00	
		Personal Services	\$89,000.00
		Other Expenditures	\$21,222.00
2031 Road and Bridge	ROAD	\$30,000.00	
		Personal Services	\$0.00
		Other Expenditures	\$30,000.00
2191 Fire Station -Special levy operating	FIRE	\$112,314.00	

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

		Personal Services	\$94,676.00
		Other Expenditures	\$17,638.00
2192 Fire Operations Special Levy	FIRE	\$128,518.00	
		Personal Services	\$105,897.00
		Other Expenditures	\$22,621.00
2193 Edinburg Township Park	PARK	\$3,907.00	
		Personal Services	\$0.00
		Other Expenditures	\$3,907.00
2194 Capital Fire- Special levy/capital Improv.	FIRE	\$125,921.87	
		Personal Services	\$43,200.00
		Other Expenditures	\$82,721.87
2231 Permissive Motor Vehicle License Tax	ROADS	\$40,036.00	
		Personal Services	\$0.00
		Other Expenditures	\$40,036.00
2281 Fire and Rescue, Ambulance and EMS Serv.	FIRE	\$100,000.00	
		Personal Services	\$40,000.00
		Other Expenditures	\$60,000.00
Permanent Total			
\$2,431.00			
4951 BEQUEST - CLARK \$200	Cemetery	Repair maintenance	\$100.00
4952 BEQUEST - OGDEN \$93.99	Cemetery	Repair maintenance	\$50.00
4953 BEQUEST - W. B. SHILLIDAY \$500	Cemetery	Repair maintenance	\$300.00
4954 BEQUEST - HAWN \$500	Cemetery	Repair maintenance	\$100.00
4955 BEQUEST - BRIDGER \$200	Cemetery	Repair maintenance	\$100.00
4956 BEQUEST - SHILLIDAY/BACON \$200	Cemetery	Repair maintenance	\$100.00
4957 BEQUEST - W. D. BACON \$198.45	Cemetery	Repair maintenance	\$300.00
4958 BEQUEST - HUGHES \$2500	Cemetery	Repair maintenance	\$100.00
4959 BEQUEST - DETWILER \$2000	Cemetery	Repair maintenance	\$281.00
4960 BEQUEST - I. SHILLIDAY \$5000	Cemetery	Repair maintenance	\$1,000.00

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 27th

2020

MOTION:

Motion: Move that we approve the Permanent Appropriations for 2020. (Attached)

Moved By: Chris

Second: Jeffrey

Mr. Diehl: Yes

Mr. Pfile: Yes

Mr. Bixler: Yes

RESOLUTION: 2020-027

Jeffrey: (Discussion of Employee manual) We do need to change the header page and bring the Township Trustee's and Fiscal Officer up to date, the only other thing that I saw was that we have to make some additions to some things that we have done in the Township and it also is set up already, that any member of the joins the Township as a part time or full time employee, has to read and sign off on reading the manual. As soon as we get the new header put in there I will get them out to the Fire Department and we will get one, what I would like to see if you guys are in agreement with this, I would like to see the Township Road Department have their own. The signature papers come back to you (trustee) for the final and I will do the same thing with the Fire Department so that they have their own (manual) that they keep at the station and we will get each one of the members to sign off on that accordingly. Tim: Sounds good. Jeffrey: And it will be something that you will need to do also Rhonda. Everybody good with that? Tim: Yes. Chris: I think so.

Bill: As far as follow up with that you are going to highlight what you want me to retype in the system or.... Jeffrey: Yes, I will give it to you, it is not much, it really isn't much. Anytime we make a change to the rules and regulations, we have to just add what our changes were, signed off by the Trustees and then like for example, the vacation changes that we made, that needs to go in there because that doesn't follow the current plan that is in there. So we have to put that in there as a change that we made. Bill: Not counting vacation, not counting holidays, when calculating hours worked for overtime, that has changed. Jeffrey: Also the one thing that was didn't quite make any sense to me was our missions statement, I am kind of looking at our mission statement, the way that it is written in our manual. I will work on that a little bit and bring to you guys, if that is alright. Tim: Yep.

VII. MOTION TO PAY THE BILLS: WARRANTS 41604-41620

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler:

Yes

MOTION:

Motion: To go into Executive Session to discuss man power , personnel, at 8:09 pm.

Moved By: Jeffrey

Second: Tim

Mr. Diehl: Yes

Mr. Pfile: Yes

Mr. Bixler: Yes

Motion: To come out of Executive Session at 8: 20 pm

Moved By: Jeffrey

Second: Tim

Mr. Diehl: Yes

Mr. Bixler: Yes

Mr. Pfile: Yes

VII. MOTION: MEETING ADJOURNED, TIME: 8:21 pm

Moved By: Jeffrey

Second: Tim

Mr. Diehl: Yes

Mr. Pfile: Yes

Mr. Bixler: Yes

Tim Pfile Chris Diehl, Chairman

Jeffrey Bixler, Vice Chairman

Chris Diehl, Trustee

William McCluskey, Fiscal Officer