

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

November 21st

2019

CALL MEETING TO ORDER BY: Chris Diehl @ 7:30PM Pledge of Allegiance

Fiscal Officer: Roll Call

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

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

Zoning: Lippy: Arrived at 7:45

Guests:

I. MOTION TO APPROVE AGENDA FOR: 11/21/2019

Moved By: Tim

Second: Chris

Mr. Diehl: Yes

Mr. Pfile: Yes

II. MOTION TO APPROVE MINUTES: 11/14/2019

Moved By: Tim

Second: Chris

Mr. Diehl: Yes

Mr. Pfile: Yes

Bill: I did make one correction at the top it said that Jeffrey Bixler was not here and I changed it to here and a couple of typos.

III. CORRESPONDENCE: Chris: This was in my mailbox I guess that it came certified from Portage County Health District regarding storm water maps, they are updating the files on the storm water maps and so forth, they are still looking for any new catch basins, new retention ponds and that sort of thing, if we know of any of these, they want us to report them. Do you keep that stuff in a file? Bill: Yes.

IV. OLD BUSINESS:

A. Chris: Jesse did you, did Mike Hershberger give you a bill for putting that turbo on?

Jesse: No, I haven't seen it? Chris: I didn't know whether I needed to call him and see

about getting that. Jesse: No, I haven't. I have the bill for the turbo itself, which I turned

in from Alliance Motors, but I do not have a bill for labor. Chris: Then you said before

that you still had the old turbo. Jesse: Yes. Chris: If you bring it down here that guy

from Alliance Motors, he makes a loop once a week anyway, he could probably just pick

it up and nobody would have to take it back down there. We will just have to call him

whenever its here. Bill: I did have that invoice pulled, have we discussed it under

different terms at a meeting, turbo or is that the terminology you guys used. Chris:

Turbo charger. Bill: Which truck? Jesse: 1518. Bill: So we never actually had a motion

to approve. Chris: I think so. Tim: I thought that we did. Chris: Yeah. It has been a

pretty long time. Bill: It might be in that October meeting Minutes. Jesse: It was

before that. Chris: Part of the problem is that the guy that was going to replace it about

the time that we wanted it replaced, why he was getting ready to go on vacation and then

when he got back I dropped the ball and forgot to get back in touch with him. Bill:

That's fine, I did look for that motion, so the core we get \$300.00 back when they get the

core. Jesse: Yes. Bill: It looks like it is on the bill right now. I will call them. Chris: If

you haven't made up the check yet I wouldn't, I would just deduct it, because it will be

before your check is. If you haven't made up the check yet. Bill: OK, And I have to call

them anyway because there is actually a credit on that account and they did not deduct

that credit. I thought that it was an invoice and it wasn't, it was a receipt. So I paid a prior

bill which ended up being a credit. On the bill that I just got from them, that credit is not

there.

V. TRUSTEE REPORTS: None

VI. DEPARTMENT REPORTS:

A. Kevin Biltz-Roads/Buildings/Cemetery/Park Report: The garage is insulated and looks real nice. We have been ditching on Porter Rd. We had to have new transmission coolant lines replaced on the chevy dump truck. We had the furnace in the garage looked at and it needs a new blower. We have been doing leaves in the park.

B. Jesse Baughman- Fire Department Report Calls: 1511 will be delivered to the auction tomorrow Friday November 22. Do I take the title with me? We don't have to sign it or anything do we? Bill: Somebody has to sign it that is why when I gave it to you I said

Edinburg Township Trustees – Regular Trustee Meeting

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November 21st

2019

Katie should be able to tell you what needs to be done. Jesse: OK, So I will take it with me. Chris: If she needs one of us to sign it in front of here, why let us know I can stop by one day. Bill: It has been advertised in Legals, so I have that 10 day deadline so we are plenty ahead on that and at this point in time, it might get at least one maybe two in the Farm Paper. We are required to have 2 postings. Received quote back from Finley Fire Equipment on 2 Harrison Hydra-Gen generators (see attached copies). Both are 8KW and include the 45CC HYD pump and digital gauge. They both cost \$8169.20. I have emailed the rep back to get a price on installation but have not heard back from him yet. Tim: So this is just the unit? Jesse: That is the way that I took it from the email, was that it was just the cost of the unit. Still About \$2,000.00 less than what I got from that other company wholesale so. Chris: I am in agreement that this is the direction that we need to go Jesse. Is there any way of knowing how this brand is holding up or anything? Jesse: The only thing that I can do is I can google and see. Chris: Maybe do a little bit of checking I guess. Tim: Have you talked to any of the other departments to see what they have. Chris: It would make us feel a little bit more comfortable. Would like to use the MCR-16/C because it has a smaller footprint and would take less room if converted to 1518 down the road. Tuesday we had a Mutual Aid Fire in Paris Township, on Griffith Rd and 1513 ended up in a ditch, It was about 7:00 at night the driveway I guess was on a really steep angle coming back as they were trying to pull into the driveway to go up. I haven't gotten the actual written report from the operator yet, Jeff tried to make the swing a couple of times and when he went back in the second the rear tires on the passenger side went off the road and into the ditch. It got stuck, he didn't try to force it or get out he just let it sit there, Captain Grudosky informed me that the truck had a pretty good twist to it , had Complete Towing pull it out. We off loaded all of the water before we did. Came out really easy. Nothing looks like it is damaged but would like to have it checked out to make sure that nothing with the frame is damage and that the alignment is OK. Bob gave me Akron Wheel and Frame; I don't know if there is somewhere else that the township uses typically. I would like to schedule that and have it looked at just to make sure that nothing is twisted and that the shackles are in good shape. I am assuming Bill that you will get an invoice from Complete. 1513 is going to need new tires. Rear tires have some pretty good chunks out of them and are well over the life limit for Fire Apparatus. Front ones I guess have been replaced at one point I am not sure when, Bob was telling me that Tim had them replaced. The back tires are definitely going to need replaced. Will check into government pricing, I am not familiar with it so is there some place that I need to go. Kevin: We go to Great Lakes down there. Chris I would check with Great Lakes then I would check with Summerel Tire in Ravenna, they are a Good Year Dealer. Good Year is usually the one that has the Government Pricing. Jesse: Waterways of Southwest tested our hose in 2017 and was never paid for the work. Speaking to Bob Grudosky and some other people on the department, they knew about it also. Apparently what happened was in 2017, Bob told Pittinger that we needed to get the hoses tested, Mike was delaying and delaying, Bob called the guy and scheduled him to come out to do it, we have used them prior years, well Mike never brought it to the Trustees for approval. The guy came and tested the hose. Mike I don't know if he panicked because he didn't have it approved or what. Bill: I am just so scarry. Jesse: This is what I heard from Bob and a couple of other people, Mike said that he was going to take care of the Bill himself. Tim: How much is the bill? Bill: \$ 1,569.70. Jesse: So when I called the guy, he had mentioned it to me, I said this wasn't me. He said I know I understand. The guy could have easily told me to go fly a kite. He worked me in and stuff. I spoke with the owner when I scheduled this year's testing and informed him that I would speak with the Trustees. He sent that bill along with our new bill for this year. I think that he needs to be reimbursed. Chris: Yes. Tim: Definitely. Jesse: Obviously it was something that was not expected at this time. Bill: I looked back and I don't have any record of dealing with that company since 2016. Jesse: I didn't bring it with me tonight, but I do know that I have the test report. Tim and Chris: No, we need to pay him. Bill: Since it such a old bill, I actually do have to call to call the Auditor, to see how they want me to handle it, because I am really not sure, because all of the accounts

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

November 21st

2019

are closed out, I can pay it out of a Fire Fund, I have the money available to pay it, money is appropriated to be used. I can take care of it, we have like other expenses in the 2192, I don't want to use the 2192, because that is for salaries, so I have an unencumbered amount in 2281 Fire Fund that I could use to pay that. It will have to be like a then and now purchase order because obviously the service occurred way back when, September of 2017. I will go ahead and do the paper work, I can go ahead and have the check written as well if you guys agree to sign off on the PO, I could have the check ready at the next meeting. I will just have to talk to the Auditor about how to enter something like that.

MOTION: RESOLUTION 2019-058

Motion: To pay the bill for \$1,569.70 from September 2017 to Water Ways of Southwest.

Moved By: Tim

second: Chris

Mr. Diehl Yes

Second: Mr. Pfile: Yes

Bill: So I got a bill for Shamrock Gear restoration for cleaning after a house fire. I could go ahead and process that, I just had a question, is this something that we bill like the insurance company of the house. Jesse: We possibly could but I know that particular house doesn't have insurance. When we had to have the gear cleaned from the machine shop fire on Industry Road, because a lot of the oil, they didn't in their insurance policy there was nothing to cover for it either, they didn't have a rider in their insurance. So I don't know. It is something our gear has to be cleaned on the regular basis anyhow. Bill: I just knew in the past bills have been sent to companies or whatever to see if. Tim: If they don't have any homeowner's insurance though. Bill: Right. I just wanted to make sure so that it didn't slip through.

C. Zoning-Rhonda Lipply-None

D. Fiscal Officer-William McCluskey- shared warrants, po's, Financial reports, Records retention policy review Did get Historical Society, 1997 last approved certificate.

Invoices in question. Levy renewal. I just want to say that I did take information to the County and drop it off. I asked what kind of a notification will we get from them? They said Oh you will hear from the State before we even hear. I will let you know when that happens. Apparently they send a ruling directly. I brought up at the last meeting about record retention, I was working with the Historical Society, so I talked to them and basically, so what I handed out that smaller sheet, I was trying not to print too many copies, this sheet here is actually the policy that the Township has, it says these are the records that we have, that we keep and the schedule, when I was talking to her, so that was presented in 1997. I presented it to her some of the things that I had and she said that they were not on that schedule, so one of the processes that we will have to go through is complete a new RC2 Form, document all of the records that we keep back in 97 we might, at this point in time we might have different records than what we had back then. Different formats. So I have to complete a brand new RC2 Form. In order to do that we just have to do inventory, so what I did was printed out Fire Department and the Road and Zoning and what it is basically it can just be used to look over so like accident reports and report of personal or property damage involving a Township vehicle or occurring on County Property would be an example. Their suggestion is that we keep that for 6 years on here. So if the Fire Department has an accident report on file we just have to make note that the Fire Department has it, so if you just highlight it if you have those. When you get further into the document it actually breaks it down into like Police Department, there are departments in here that we don't have. We don't have animal control. So there is a lot of other stuff in here. This is there generic, this is what we suggest booklet.

There is a section for Roads, Zoning and Fire. I would like you to review the whole thing since we are a smaller township and we don't have those departments, you might have some other stuff in your office. So I have to do an inventory of those. I will take that information and compare it to the RC2 Form that is submitted if there is something different I will add it, but I still need to know where if you have accident reports in the

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

November 21st

2019

Fire Department over there I need to know that there are accident reports in the Fire Department. It will be up to the commission so at this point in time its the chairman and the Fiscal Officer will decide if we are going to keep those reports there or if we are going to move them to the office, we just have to decide what that location is going to be. Then we follow the retention schedule so basically every year you would look and say any reports that are older than 6 years old we can throw out, in order to throw those out however, you have to fill out another form. Here is an example of that form, where you list what it is that you are throwing away and send that to the Historical Society, they review it and say yes, we agree that you have it listed in your schedule and yes we agree you can throw it out, but they get the final word on if they actually want to let you or not, generally they are looking to see if there is any historical significance to it whether they keep it. So here is an example of one that was sent the last time that there was one sent was in 2000. So basically I have close to 20 years of files that I have to go through to bring them up to date. Like I said It wasn't something that I wanted to tackle immediately, it is going to take some time. Jesse: So you don't want this all done by next meeting? Bill: Next year this time I would hope that I would. Jesse: I am still finding files that I didn't know were there. Rhonda: I do have a question. Say you scan a lot of your stuff into the computer, so it is saved into a file, is a hard copy still required? How does that work now. I just want to know in this day and age, how does that work? Some of those plans for those buildings are massively huge and take up a lot of room. I didn't know if I scanned all of that stuff and kept the application. Bill: I would have to talk to you about it, that is just an example. I understand generally like some of those things. So what we would have to do is develop a policy that this is how we scan it and then there is a whole separate policy of how do you protect computerized data. Rhonda: I can imagine. I just didn't know if that was a thing. Bill: There is like a whole section for that. Bill: We have all of our documents and everything for all of the business that I do, is on computer on disc, however I am still required every year to print out because the state auditor wants this in hard copy. So the State Auditor might direct how long we have to keep stuff. Some places have whole buildings just to hold stuff. They may say that we are out of space and need to start scanning, It doesn't say that you can't scan those, but then you have to have a policy that we can these after a certain amount of time. So if you could just look through that list, if it is something that you have in your department that you are aware of, just high light it and if you could get it back to me in 3 weeks, is that enough time? Jesse: OK. Chris: He is going to have a lot of stuff to do at the end of the year here. End of January or February. The first of February even. Bill: And that would be great for me because I have yearend that I will be going crazy with anyway. I did get a letter from the Board of Elections just as a reminder that next primary election in 2020 is taking place on March 17th. The filing deadline is 90 days prior to the date of the primary election, or December 18th 2019 no later than 4:00PM. One of the things that we need to look at is Levy's that are going to be coming up, so in 2020, we have the end of two Levy's, the General Fund Levy which is approximately 45,000. and the Fire Protection Levy which is 121,000. So those the last collection we are going to make for those is in 2020. I remember working on this, the only reason I remember, I remember working with Jeff Bixler once and he is not here, I was going to ask him tonight, not ahead and did one of these, because I remember I was driving to Columbus in January for an OTA Conference and on the phone with him about how we had to get this in and once we got it all signed and took everything in they are like you guys are too early. You can't put it on until November or it is going to change the collection. So I just need to clarify. Tim: Is that a 1mil levy or what is that for the General Fund. Bill: I would have to pull the records, that is why I wrote the amount that it brings in. I think 2016, so that was like right as I was coming into the picture. Chris: If they send us a notice then. Bill: They don't follow up we have to take the initiative. If we miss the levy that is our problem, they don't send us something that says hey. Chris: So this is just an generic letter that goes to everybody. Bill: That is just a generic letter that goes to everybody. In response I pulled out the documentation, I had to look at when our levy is due. Chris: Are you going to check with these guys and see when we need to move on this. Bill: Yes, when

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

November 21st

2019

we need to put it on the ballot and you need to decide if you want one chance or two chances. Chris: We need to run it as soon as possible, but we don't want to do it too early I guess. Bill: Right.

VII. MOTION TO PAY THE BILLS: Warrants 41466 thru 41477

Moved By: Tim Second: Chris

Mr. Diehl: Yes Mr. Pfile: Yes

VIII. Motion: MEETING ADJOURNED, TIME: 8:05

Moved By: Tim Second: Chris

Mr. Diehl: Yes Mr. Pfile: Yes

Chris Diehl, Chairman

Tim Pfile, Vice Chairman

Jeffrey Bixler, Trustee

William McCluskey, Fiscal Officer