

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

November 14th

2019

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

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

Guest:None

I. MOTION TO APPROVE AGENDA FOR: 11/14/2019

Moved by: Jeffrey Second: Tim

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

II. CORRESPONDENCE:

A. Chris: Bill put this letter in here the Portage County Engineer evidently they got a grant for a Portage County Hazard Mitigation Plan. Jesse: I got an email on it I haven't read through it completely yet. Chris: I almost think that maybe this letter probably goes down to you anyway. They are having a planning meeting one and planning meeting two. Bill: I circled the date on that envelope just so you know. Because I thought that it said something about a November 1st. meeting. We didn't even get the letter by then. Chris: The meetings aren't for a couple of months now. February and April.

B. Chris: I guess that we all got an invite to NOPEC's....., must be their annual meeting or something, but it is already over with so, that was a little bit late too.

III OLD BUSINESS:

A. Chris: We needed to sign that contract again for the recycling, they sent us another one.

B. Tim: I talked to Mr. Patrick about the drainage on Stroup Rd and we walked over everything and he understands the problem and that the water is to go west now and he is more than willing to do whatever Soil and Water tells him and correct the problem with the pond and correct the problem with the permit and with the neighbors and he wants to take that water that is in the front there and just put it into that little pond area there, that seems to be all worked out with him.

C. The contact policies, we have been having some problems with Kevin and Nate as far as the comp time. Their comp time, I guess the policy is now the guys, they have to have it all used up by the end of October and they can start adding it up again the beginning of November, that is the Policy right now. The problem that we run into is now this time of the year they are trying to use it up, but yet they are working overtime and it is kind of turning into a little bit of a mess. What I think is. **Chris:** How come we have to have it used up. **Tim:** That is what I don't know, that is the old policy. So what I am proposing is why don't we just make it to where as long as it doesn't go over 80hrs, they can use from it and add to it as long as it never goes over 80 hours and it just kind of works as a revolving. The idea was they can't get 80 hours every year and keep adding it up, well I understand that, just make it 80 hours as a limit and if it is October and they still have 40 left then they can only add 40 more until they use them. Anyway that is what I think would be a good idea to keep it from getting confusing. **Jeffrey:** I thought that we did change that. **Tim:** The last couple of years it has been this time of year. **Tim:** I remember that we revised it probably three years ago. **Bill:** There was a revision originally you couldn't count Holidays, Sick Time, Vacation as part of the comp time. So the revision was you couldn't use comp time or overtime to create more comp time was the last revision. As far as the system, the UAN System there is no problem doing it that way, it is actually easier for me in the long run, the problem comes into if say Kevin's time sheet say he earns 5 hours of comp time, so he puts it down as comp time, I go into the computer and enter it as 5 hours of comp time it converts that to 1.5 times that and it adds that hour on his time sheet as available comp time (hours), if it is over 80 though it doesn't give me a warning saying that he is past 80 so you have to pay him,

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or says that he only has 4 hours that you can add to the bank. I don't get that warning so it is going to be up to them to keep track of it if I don't catch it. Tim: Does it show on their checks? Bill: Yes, It shows how many.... Jeffrey: It shows on the check its time and a half. Bill: It is already converted. Jeffrey: If you have 40 hours of comp time it is going to show 60 on the check. Bill: Yes, so if it says 79 hours on the check and then on the next time sheet he writes I just got 8 hours, I will put it in the computer, it will let me put it in, it just won't add more than 80, so you are going to have to keep track. That only happened once I think it was 1.5 hours. I had to pay you overtime once. Tim: Anyway, I think that it would simplify things and make it easier on the guys, it would make it easier on Bill and there wouldn't be all of this at the end of October trying fidget all of this together. Bill: In this case they worked overtime in October too. So it's like if you work it and add it in October is that going to the next year or this year. Bill: I have no problem with it. Tim: Bill and I kind of talked about it and I think that it would make it easier on everybody. I don't know what we have to do to make a policy change like that. Jeffrey: You just have to make a motion to revise the policy according to what you want to do.

MOTION:

Motion: Not to exceed 80 hours of comp time and there is no end date or beginning date.

Moved By: Tim Second: Jeffrey

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

Chris: Bill can you make a note some place so that when we do the re-organizational meeting we can address this.

D. Jeffrey: I think that we should talk about the squad, It didn't get advertised for this month, so it would have just showed up at the auction and maybe some potential buyer would not have had an idea it was there so we postponed it. I guess my question is that I didn't see anything in Hayes' website or anything even acknowledging that the squad was there. Jesse: It is not there yet. Jeffrey: No, but if it would have been, who is supposed to contact Hayes that it is going there. Bill: I already contacted them to say what do you need from us, the title, blah, blah, blah. Jeffrey: You contacted Hayes' Auction? Bill: to say that they would be bringing it in, I talked to Katie because I was worried about advertising, and she said that they advertise it twice in the Farm and Dairy, a lot of times they, other townships, just let that go as the two advertisements required, but I had already put it in legals as selling on the 16th, so then I found out that it wasn't, so I put in another legal saying that the date was changed to the 14th of December. Once they get it they will advertise, I don't know what their cutoff date is. Jeffrey: Like I said I would like pictures and I was kind of expecting to see something their photo coming or something and I saw nothing. I agreed with what Jesse and Bob had talked about, not putting it in then (the November auction), but I I wanted to make sure that I didn't miss something. Jesse: They are finishing up tonight and tomorrow trying to get the name off of it and stuff.

IV. TRUSTEE REPORTS:

A. Tim: I wanted to mention about this article, basically what it amounts to is Bill Steiner's proposing Portage Recycle charge everyone in the county the same whether you're a community like ours with dumpsters or the same that he is charging the communities that have curbside pickup and then reimburse the townships for the price of what we pay for the dumpsters. It is going to the commissioners and the commissioners are kicking it right back to him and telling him to take it to the trustees at the next dinner which is this coming Saturday. I can imagine that is not going to go over well for him. Right now it is \$600.00 per dumpster and we have 6. the biggest problem with it is he doesn't have a set price and wouldn't have a set price until, it says that it is unclear what the rates would be. \$3.00-\$5.00 per household. I don't know what you guys think about it, he is going to be there. I am planning on going. Are you guys planning on going? Chris: I am. I

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don't agree with it either. One resident called me about the article in the paper and he isn't very happy either. I told him our hands are somewhat tied, we keep on getting pushed, the EPA pushes the County and then the County pushes them. I personally not very happy with their whole recycling program. I don't think that it is a recycling program. Tim: No, It is a garbage dump. Chris: When it first became Portage Recycling it was a pretty good deal and they took care of stuff that you couldn't get rid of anyplace else and it seemed like that is what is should have been, now they are down to being a local trash pick up. Tim: They are not going to do tires now either. If we are going to do tires this spring it is on us completely. Kevin: See when China was buying all of that he was all gung ho taking that stuff. China is not buying the plastic, glass. Tim: The only thing that is going right now is the aluminum, card board and newspaper a little bit. Chris: It seems like to me that he mines well just close up shop over there and let people take care of their trash the way that they usually always take care of it. Tim: I don't know if the State of Ohio or EPA or anybody makes Portage County do that, I never did understand what it is. Chris: Way back when it first started, I thought that the EPA made them come up with some kind of a recycling plan and that is where it got born. Tim: Well according to the article this doesn't pay for itself what we pay for this out here. Chris I feel that we are kind of stuck, but I would like to have him answer some questions Saturday night. I still don't think that it is a recycling program at all really. Tim: I think that he is walking into a mess Saturday really. Also at the dinner there is going to be an election for President and Vice President. Sue Fields and Nick Coia are running for president and whichever one of them doesn't get that is running for Vice President against Ed Dean. I guess we get one vote so whatever. Bill: I text Lori (OTA Secretary) about that today and she says that every elected official gets a vote and I asked if you had to be there and she said that she would get back to me on that. I was going to go and now I have a catering job. (Update at time of transcription- Active member must be present to vote).

V DEPARTMENT REPORTS:

A. Kevin Biltz- Roads/Buildings/Cemetery/Park Report: We have the garage ready to spray foam insulation on Saturday. They are going to spray in the office back wall where the water lines come in. We fixed the road in the Highlands (Carlisle Way), it turned out alright. We serviced the trucks. We did some ditching on Giddings. The Porta-Johns in the park were picked up.

B. Jesse Baughman,-Fire Department Chief: Total Fire Department runs for the month of October 1st through October 31st 2019 are 30. Fire: 4 MAG 1 MAR 2, EMS: 15, MAG 2, MAR 2, MVC: 4, MAG 2, MAR 0, Open Burns/Grass Fires 1, Service Calls 6. Others: 0. Total number of runs to date as of October 31st 2019 is 345. Total number of runs to date as of October 31st 2018 was 281. 1511 will be ready for auction finishing taking off the decals, will be taking it over for December on Monday 11/18/2019. Front flasher and read tail/brake light replaced on 1518. Auto charger for 1518 seems to be running a lot better. Would like to make arrangements to have Falls Way Equipment to look at water level lights as soon as I get the charger back in. Started looking at the board generators for 1513. A hydraulic generator can cost up to \$10,000, but could be put into 1518 after 1513 is retired. A diesel generator will be around \$5,000. I am still looking at options. Chris: In my opinion I would rather put a hydraulic generator back on it. The diesel generator, what happens with it are they going to be able to put it in a spot. Jesse: That's the thing it is still going to be in the same place. Unless we went with a completely portable one in a compartment that slid out, but we don't have the room for it. Chris: I would really like to lean towards another hydraulic one and guess I would hope that if you check with some of these places and get it down a little bit cheaper. I would definitely like to go with a hydraulic one if you could possibly get it down to about \$7,500.00. Jeffrey: I agree with Chris whatever we put up there could be a challenge down the road. Jesse: When I started looking the other day I honestly had no idea what kind

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of prices that they were, I about fell out of my chair. Jeffrey: Did you get any pricing on that auto charger. Jesse: It was \$385. They have a price list for repairs unless that when they got it if something more drastic was wrong then they said that they would email me with a quote, I never got one so I am assuming that it will be the \$385.00. I spent almost \$100.00 for postage to ship it down there next day, I haven't heard back from them. New furnace is working well.

MOTION: **RESOLUTION:2019-055**

Motion: Move that we replace the Furnace at the Fire Station.

Moved By: Jeffrey Second: Tim

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

Jesse: He actually found that the heat exchanger was cracked and so it was dumping gas, the heat exchanger was under warranty but because it was never registered we would have had to go back and try to find the bill of sale plus the receipt for the installation. Then it was going to take three weeks to order the heat exchanger because it is not local. Jeffrey: Did we register this one? Jesse: I have not seen any paperwork on it yet. Bill: Yeah I have not actually gotten the bill of sale but called and they said it would be \$3800.00. Jesse: Last Friday we had our hose and ladder tested I felt so bad for those guys, it was miserable, all of their clothes were frozen when they started. All of the ladders passed it and all of the hose passed except for 2 sections of 1 3/4 and 2 sections of 2 1/2 and a 25 ft section of 3 1/2. All of our large diameter hose passed. The ones that failed were actually just spare hoses. Bill: While we are on that I have a question. So in the minutes you approved \$2,200.00 for Waterway of Southwest. So I guess that I am confused, I thought that you guys had Seal master that, so I have a bill for Seal master for \$2,500. Tim: That is the crack and seal. Chris: That is the Road Department. Would like to apply for ODNR Division of Forestry Grant to purchase some Turnout Gear and replace dry hydrant heads on some ponds. This is a 50/50 matching grant with the maximum reimbursement of \$10,000. Jeffrey: You can apply, I would like to know the total number of money that you are thinking that it is going to be, not the grant the total amount due. Jesse: When I get the quote for the gear and stuff and price the heads, I will get all of that put together. I have until the end of January. Would like to hire Patrick Pellin for part-time FF/EMT-A. I have known Patrick for a long time, you probably know Patrick Jeff. Chris: Where is he from? Jesse: He lives in Newton Falls. He was volunteer for Lake Milton for 20 some years. Instructor at Maplewood, he has been retired from Lake Milton for over a year or so. Jeffrey: Why did he retire from Lake Milton? Jesse: Some of the issues with the new chief and stuff down there I think. he was also going through some personal things at that time also. Jeffrey: Is he caring a Medical? Jesse: No he is an advanced. He would be available evenings and weekends. He would be one, he is here because he wants to get back in, he is not going to use us as a stepping stone for a career department.

MOTION: **RESOLUTION:2019-056**

Motion: Move forward with the application of Patrick Pellin to get the prerequisites completed.

Moved By: Jeffrey Second: Tim

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

Bill: I could offer \$500.00 in the More Safety Grant to help offset some of the grant, we still have time to submit the \$500.00 for Safety Grant that we talked about at one point for the Fire Department, If that is what you would like to do, I got it started and Jesse could fill out contact information. Chris: this is for this year, you were actually talking for next year aren't you. Jesse: I am trying to move forward with this grant as soon as I can. Jeffrey: But this one right here would help us get some piece of equipment. Either a new head or something like that. Bill: It has to be safety. Jeffrey: Does he need to finish filling this out? Bill: Yes, I will just give it over to him. Just when the check comes it has to come to the township.

C. Zoning Rhonda Lippy- Just answered some phone calls. Tim: You sent the

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registered letter and everything? Rhonda: Yes. Tim: Tim stay on it we need to make sure that he follows through.

D. Fiscal Officer-William McCluskey-shared warrant, PO's, financial reports. So I did submit the bill for the cement floor for \$4,550.00 for the garage, NOPEC approved it but they still have not deposited the money into our account, but the payment is in here, so right now the Township is paying it, but that money should be coming back in soon. Tim: Did they give you an extension for the balance? Bill: It is still good, the next thing would be the foam going in and then we have another one for the next year and we submitted, Kevin gave me some quotes for garage doors. I am actually going to make a change because originally we said that the township would pay for \$3,000 of the total program so the foam is going to use up and the garage doors we are going to have it used up. So all that we have left is whatever the difference between that \$6,000 and the 4550. ORTARMA Insurance premium came for next year so the full about township insurance is \$18,277 which is like a \$350.00 increase from last year. So we can just accept that we do have the money encumbered for that I had \$20,000 because I wasn't sure how much that it would go up, but we do have the money to pay that. We have the option of increasing liability on the policy so if we go from a 4 million liability to a 5 million it would cost \$921.00 more, if we go to 6 million \$1,794 a year if we go to 7 million \$2,615 more. Jeffrey: Do we really want to increase it. Bill: There is some variation some items have deductibles, some don't but. Chris: As far as I am concerned we can leave it the same. Tim: I think so. Jeffrey: I think so, so we will keep it the same the way that it is.

MOTION: **RESOLUTION:2019-057**

MOTION: T accept the ORTARMA insurance coverage of 4 million at the price of \$18,277.

Moved By: Jeffrey Second: Tim

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

Bill: I did find the deed for the township park, I don't know if you remember but Tim had been working on this application for real property tax, I also found the last one that was submitted originally, the form has changed a bit, but this form needs completed and I don't really feel comfortable completing it, I guess some of the questioning is for example let me give you a list of questions. During the years in question was any part of this property leased or rented to anyone, used to operate of any business, used for agricultural purpose used to produce any income other than donations. So that would be an example of questions we have to respond yes or no to. Then it doesn't say who exactly has to sign the application. It does say I declare under penalty of perjury I have examined this application to the best of my knowledge and believe that is turned in correct and complete. Tim: When I went up there that was one of the ones that I went up and talked to them about and I didn't really get any clear answers other than they don't know. Bill: I pulled out revised code and I was looking through it and it is too much for me, but maybe prosecutor. Tim: I asked them about we have pavilions, I guess technically they even said are those people paying to rent them or to reserve them. I said that they are really reserving them. Bill: They could use them for free but they might not be available. Tim: So that cleared that up for me, there was a couple of other things like that, but they didn't have any real clear cut answers, basically they said fill it out the best that you can and send it. If you want me to sign it I will sign it, I don't care. Bill: I just added a couple more comments where I was breaking down because there are two items and it says please describe what it is used for so I did take the one lot and wrote the park and the other the garage and salt shed so I separated those in the description. Tim: They were very and there is someone in the office there and this is their job and that person could answer none of the questions that I had. Bill: So at this point I did find the deed and I am going to turn in that deed and the old approval form because the only thing that changed basically was those dugouts. I do have that I will turn it with it. As far as the Roads garage I couldn't find anything on

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that property, I would have to do a title search to find that, but you said that they wouldn't necessarily need them. Tim: If you go on their site all of this information is already supposed to be there and it is not. Bill: I have to make three copies. So something that I have been lax on is the record retention policy review, every year we have to review the record retention policy so the committee is basically the two officers, me and the chairman, I did do it once with John Hayes at one point, so I would like to get that scheduled sometime this year. The issue is that it has to be on public record, so you can always go over and look over the policy that is already done. I think that we could just attach the meeting after a regular meeting. Chris: We can do it after the next meeting if you want. Bill: How about in December instead of the next meeting. Bill: I do have a call into the historical society to talk about it because basically you have the Records Retention Policy that the Ohio Historical Society has already approved saying for example we have a cassette tape of the meeting, once the minutes are written and approved we only have to keep the tape for a year and then we can throw it out. What is involved with the Historical Society at this point is I just can't throw it out and dispose of it, I have to write a log of what it is that I want to dispose of and send it to them for them to approve, but yes it is disposable according to your records. So what has happened over the years to my best guess is nothing has ever been disposed of, so I have drawers full of cassettes in there and drawers full of stuff so it almost like going back and doing a full inventory of what is in there and everything. So I wasn't so concerned but I have a term for four more years so I figure that I have 4 years to take care of it at this point in time. That is going to be on my list for next year. I might ask for some help to come in and help with that inventory going through all of that stuff, so I just wanted to alert you. I am going over the whole process with the Historical society. I think that there are some weaknesses in our plan and I don't think that everything is going to turn in like it was supposed to have been. It was just not a super priority of mine. We weren't getting rid of stuff so it's not like we broke any law, but we need to get rid of some stuff. I also need to clarify I just found out in the summer that there is actually files and stuff over in the road department in cabinets, Kevin showed me some stuff, I know that there is stuff in zoning, we were looking through and found some stuff in the back cabinets. I know the Fire Department has records. I just wanted to clarify with public records what I technically have to be in charge of. Just a reminder we will doing a temporary budget to carry us through January so we will have to do that sometime in December that will be coming up. I didn't know if you wanted to plan a date for the re-organizational meeting. I need 10 days to publish it. Jeffrey: January 2nd 2020? Agreement to January 2nd at 7:30 pm 2020.

VI. MOTION TO PAY THE BILLS: Warrants 41444-41465

Moved By: Jeffrey Second: Tim

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

VII.MOTION: MEETING ADJOURNED, TIME: 8:28 PM

Moved By: Jeffery Second:Tim

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

VI. MOTION TO PAY THE BILLS: Warrants 41444-41465

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Chris Diehl, Chairman

Tim Pfile, Vice Chairman

Jeffrey Bixler, Trustee

William McCluskey, Fiscal Officer