

## EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

January 30, 2014

Diane Austin called the regular meeting of the Edinburg Township Trustees to order at 7:30 p.m. with the Pledge of Allegiance. Roll call shows: Diane Austin, present; Sandra Templeton, present; John Hayes, present; Judy Repcik, present; Chris Diehl, present; Tim Paulus, present; Julie Bearss, present.

**RESOLUTION 2014-27: A motion was made by Sandra Templeton to approve the Agenda as presented; this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.**

### COMMENTS OR QUESTIONS FROM PERSON(S) IN ATTENDANCE:

David Starcher, Farmer                      Thomas Repcik, Employee/Resident  
Elizabeth Bann, Resident                      Mike Pittinger, Fire Dept.

**RESOLUTION 2014-28: A motion was made by Sandra Templeton to approve the minutes of the January 9, 2014 Regular Meeting as presented; this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.**

### CORRESPONDENCE

--OPERS Outreach Employer Newsletter  
--GrassRoots Newsletter

### OLD BUSINESS

Direct Deposit of Payroll - Tom contacted Sarah McIntosh of Huntington Bank. She will give a presentation at the next meeting.

### NEW BUSINESS

--Bond Signing – Diane and Tom signed their bonds.  
--2013 Certified Road Mileage – signed by all Trustees  
--Public Records Training – the schedule is in *GrassRoots* – John will need to attend this training.

### DEPARTMENT REPORTS

#### **Julie Bearss - Zoning Inspector**

--She made/received 21 phone calls.  
--No permits were issued.  
--She reported that the Zoning Commission met on January 16 at 7:00 pm in the Administrative office.  
--She will meet with Diane within the week to clarify the process of advancement should an amendment be recommended by the Zoning Commission.  
--The next Zoning Commission meeting is to be held April 3, 2014 at 7:00 p.m.  
--A conditional use application is being put together by Wayne Homes for a new monument sign and a Board of Zoning Appeals meeting will be scheduled as soon as all of the paperwork is in.  
--Twenty new zoning books were ordered from Print and Sign Express in Ravenna. The quantity was based on the previous number ordered. Each one contained one color map and an additional 15 color maps were ordered. The total charged to the Zoning credit card was \$233.45 (Township cost: \$11.40 per book.) A log sheet will be placed next to the books so as each one goes out she will track it.  
--She spoke with Chris Meduri about the availability of audio and written minutes of the Board of Zoning Appeals meetings. He said if they exist they are public record and should be made available upon written request. The Township is allowed to charge the requester for the processing and cost of materials. She has had a request for both the tape and written account of the July meeting.  
She has checked the audiocassettes that are remaining and they've been copied over as is the practice and policy after the minutes of the meeting have been approved. She offered to send copies of the records to the requester once she's received their written request.

#### **Chris Diehl - Roads, Buildings, Cemetery and Park**

--He recommended entering into a contract with Rentway for uniforms.  
The employees would keep their own jackets and Rentway would only charge \$2.00 each to clean them or any other clothing item.

**RESOLUTION 2014-29: A motion was made by Diane Austin to enter into a contract with Rentware for rental uniforms, as presented by Chris Deihl, at a cost of; \$6.95/week per person, \$8.00 Delivery charge, there will be a \$25.00 set up charge also a \$2.00 charge for Jacket cleaning, a Trustee will be required to sign this contract, this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.**

## EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

January 30, 2014

### **Tim Paulus - Fire Department Report**

#### *Non-Transport Billing*

--After several discussions with Chris at Life Force he recommended that the Township begin billing NON-RESIDENTS for non-transport, only if services are rendered—such as a patient assessment and vitals. A resolution is all that is needed.

**RESOLUTION 2014-30: A motion was made by Diane Austin to authorize Life Force Management to begin non-transport billing of NON-RESIDENTS for persons refusing transport after assessment and vitals are completed. The billing rate will be \$150.00 per patient and will follow established billing practices. This resolution is effective February 1, 2014; this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.**

#### *Station*

--The station is having problems with the natural gas flows, which is affecting the operation of the furnaces. A week ago the water lines in the kitchen froze because the furnace stopped working overnight. Mike has insulated part of the gas line and applied heat tape to the other. This will be an ongoing problem if it is not corrected. Nothing more can be done in the current weather. Mike will give further explanation.

Mike Pittinger said the gas line was installed some years ago and it was run on the outside of the building starting with an inch-and-a-quarter gas line but by the time the end is reached, it is an inch. The temperature of gas coming out of the ground is approximately 58 degrees, when the air temperature outside is 32 degrees or lower the gas coming out of the ground gets trapped, forms condensation and loses pressure. Dominion was out last Saturday and there is nothing wrong with their meter; it's definitely something wrong on the Fire Department's end because of the way the gas line was run on the outside of the building. It needs to be installed on the inside of the building; otherwise, if there's another winter with the extreme low temperatures it will do the same thing. He will get estimates to move the gas line and report back.

#### *Portage County LEPC Drill*

--Edinburg Township will be hosting the LEPC (Local Emergency Planning Committee) drill on April 24, 2014. He would like to use the Townhall as a Department Operation Center from 8:00 am to 2:00 pm that day. This will be a Haz-Mat related incident; a countywide drill. He is still working on finding a location.

#### *Permission to begin a CERT*

--He asked the Trustees' permission to start the process of forming a CERT (Community Emergency Response Team). He believes that this would be a great way to get more community members involved. Those community members who have no desire to fight fires or see blood can still be utilized in a disaster. They would be trained to Federal CERT standards and assist the Fire Department in many ways that would free up a trained responder such as calling senior citizens in severe weather, helping to search for a lost child, acting as a status check-in recorder, scribe or someone to answer phones. There would be an application that includes background check and a waiver of liability. He is hoping that within six to twelve months this could be fully functional and would be a great asset.

There are currently no CERT teams in Portage County so he would like to open up the applications to (preferably) Township residents and anyone living in Portage County.

Diane said it's a wonderful idea to get more community involvement. John asked how the residents would be notified. Tim said either through a text message to cell phones or through a telephone tree where each person calls the next person. Julie asked how many people Tim would like on the team? He said the more the better he would just have to plan for the space to train numerous applicants.

All agreed that Tim should begin this process.

#### *Time Warner*

--Time Warner is extremely difficult to deal with. The Township is currently paying \$29.95/month each for two (business and fax) lines at the Fire Department and one line at the Road Department. The two lines at the Administration office cost \$44.95 each per month and they cannot explain why [it cost more] but they may be able to do something better on this line.

He would like to change the Fire Department business line to the Sprint Connect II device for \$19.99 per month (includes equipment) – unlimited use; unfortunately, this will not support a fax line because it's cell-based. The Fire Department is an extremely low volume fax user but they do receive the alarm sheets by fax so he would like to switch to a free or low cost online provider, through which the same fax number is kept, at a cost of \$30.00 per year. It would be computer based and the fax received would just print out on the printer. The Township is not under contract with Time Warner.

The Township is currently paying \$79.99 a month for internet service and Time Warner will not reduce it because it's a business line. Once Sprint turns on the 4G service in a few months, the Fire Department can get a hot spot for \$49.99/month and the computers could be switched to wireless very inexpensively. The only computer that he questions using this is the Fiscal Officer's—will the State Auditor permit this? Judy said she would check into it.

The fire alarm would have to remain with AT&T. Diane offered for the Fire Department to receive their faxes on the Administration's fax machine. Tim will consider this.

All agreed to allow Tim to switch after making sure about the burglar alarm lines that are currently with Time Warner.

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

January 30, 2014

**ADMINISTRATIVE REPORTS**

**Judy Repcik - Fiscal Officer Report**

She presented the following:

--Year-to-Date Cash Summary

--She's still working on the budget.

--John has been added to the Huntington Bank (checking account) signature list.

--She received the Authorized Signers Certification for Star Ohio – all Trustees signed this.

Until the budget is finished Diane told employees not to spend any money that they don't have to.

**TRUSTEE REPORTS**

**Sandra Templeton**

--She requested an executive session to discuss personnel and asked Chris to stay.

**John Hayes**

--He attended the Portage County Solid Waste strategy session number two. It seemed as if there is a lot of concern from the villages and cities in comparison to the townships about who has curbside pick up or who has recycling area. The Resource Recycling System is taking all of this information and will present it to the EPA and the EPA will write a new plan. Some residents were up in arms and others were satisfied. This is something to keep an eye on.

Diane reminded him to stop and see Tim to get an email set up so he will receive the notifications of future meetings.

**Diane Austin**

--This fall, Chris will have served the Township for 35 years and he is looking toward retiring at the end of the year. She said it would soon be time to start taking applications to find his replacement. The goal is to have someone hired by May to allow them to work with Chris for the remainder of the year.

She will draft a "Help Wanted" ad and bring it for approval to the next meeting.

--She will be contacting each department within the next month to gather the information for the Driving Abstracts that need to be submitted to the State.

**RESOLUTION 2014-31:** A motion was made by John Hayes to approve the payment of the bills; this was seconded by Sandra Templeton. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.

**RESOLUTION 2014-32:** A motion was made by Diane Austin to enter into an executive session at 8:15 p.m. to discuss employee personnel; Chris Diehl was invited to enter also; this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.

**RESOLUTION 2014-33:** A motion was made by Diane Austin to come out of executive session at 8:50 p.m.; this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.

**RESOLUTION 2014-34:** A motion was made by Diane Austin that the meeting be adjourned at 8:51 p.m. this was seconded by John Hayes. Roll call shows: Diane Austin, yes; John Hayes, yes; Sandra Templeton, yes.

---

Diane Hargett Austin, Chairperson

---

John Hayes, Trustee

---

Sandra Templeton, Trustee

---

Judy Repcik, Fiscal Officer