

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

March 8th

2018

CALL MEETING TO ORDER BY: Jeff Bixler @ 7:30 p.m. Pledge of Allegiance

Fiscal Office: Roll Call; Bixler Chair: Here; Vice Chair Diehl: Here; Trustee Pfile; Here; Fiscal McCluskey; Here; Roads, Cemetery, Parks: Biltz: Here; Fire: Pittinger: Here; Zoning: Lippy: Here

I. MOTION TO APPROVE AGENDA For: March 8th, 2018 regular meeting

Moved by: Tim Seconded by: Jeff

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

II. MOTION TO APPROVE MINUTES: Feb 22nd 2018 regular meeting

Moved by: Tim Seconded by: Chris

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

III. CORRESPONDENCE:

A. Jeff: Portage County combined general health district on the waste water treatment system this is our annual permit; the cost for the permit this year is \$275.00; the check is due payable to the Portage County Health District.

B. Jeff: Coordinator Response Exercise for programmed pipe lines; basically is a seminar; program and venue information includes a meal and it is going to be in Youngstown Ohio in case anybody is interested in attending; I will pass that around you guys can look at it.

C. Jeff: We also received approval from the Portage County Building Department to have the baseball organizations go ahead and start to build the dug outs that they wanted to build; there is couple stipulations on it; we will have to have inspections of the footers and so on; do you know who was heading that up by chance Kevin?

Kevin: I was talking with Jodi.

Chris: Saudi is helping with that too; they didn't approve it yet did they?

Jeff: I think they did; it is on the next page.

Chris: The architect called me and said that I have to go to a meeting.

Jeff: The last page; there was some questions on it for the restroom; they said that OBC 2017 incorrectly listed on submission; that might be what he needs to go and clarify.

Chris: He called me and we have to go to a hearing.

Jeff: This is where I came across; inspections required; I misread that It is just saying foundation, building and footers are all going to have to have a rough and final inspection.

It was just on a separate page, You're right I don't see anything approval wise. Now what are you going to do at that.

Chris: Presently we have our Port-A-Johns; that's what they have and they approved it before because they understand why it is; see comment above; approval pending results of various appeal; that is what we have to do.

Jeff: I did read in there where they.

Chris: Tony is supposed to let me know when and where I need to go; the last time I had to do this; we had to do this for the cemetery for the building up there; we had to do it for that and I had to go to Ashland; that is one reason I told them to go ahead and put me down; without necessarily checking with one of you two; because if we had to go there during the day that I could go for sure.

Jeff: I appreciate that. Tim: I do too.

Jeff: Your right that hearing is not close by.

Chris: It wasn't before.

Bill: Did they get a copy of it; the hot stove?

Jeff: I don't know if they did or not.

Chris: I talked to Saudi because I am going to meet with them tomorrow afternoon early evening; they wanted to know where the water lines where and the construction guy is supposed to be there also.

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Tim: Isn't there an electric line that goes over to the old batting cages or something; do you know where that is at?

Chris: Yes, I can't imagine that would be; It's live but it wouldn't be in there.

Jeff: All the dug outs are going to be out at the field.

Chris: There wouldn't be any electrical; I am not positive where they're going; but I couldn't even imagine being in trouble with water lines.

Jeff: Does it tell what the date is on this; did you see that?

Chris: I didn't read the whole thing; you probably have that right there.

Jeff: They will probably notify us by mail at hearing time.

IV. OLD BUSINESS

A. Jeff: E-Check update; did we get that figured out and completed?

Kevin: All the trucks have to be done on odd years; no matter what year the truck is township vehicles need to be done on odd years.

Jeff: So that means we are going to do them this year and again next year, because we missed last year.

Mike: I didn't realize that we needed to test diesels until Kevin and I got looking into it; then we found out.

Kevin: If it is not a 1 Ton; if it is under 10,001 it has to be e-checked; even if it is a diesel.

Chris: Couldn't we just say that it is under 10,001

Mike: I feel with the water weight and the pump in there it would put it.

Kevin: It doesn't matter; it goes by the GVW.

Jeff: Goes by Gross Vehicle Weight that is stamped in the door.

Jeff: OK, so that is going to be taken care of tomorrow.

B. Tim: I have sent the Thank You's to Henry Bierce and Complete Towing. I dropped the concession contract off to Chris Meduri he is going to have it this month back to us; the only thing that he noticed that it was kind of open ended; he wanted to know the time line; I told him yearly; is that correct?

Jeff: Yes

Tim: The other thing I found out that the sign that says your entering Rootstown was put up by the County Engineer; should I get a hold of him and ask them to move it or is it not a big deal.

Mike: It is a big deal and I will tell you why; because as the fire department we have had it happen; people get into an accident in that intersection and guess what; it says Rootstown and they call dispatch and tell them they are in Rootstown; Rootstown's dispatch usually notifies us and says its yours.

Jeff: Its a delay; now its a delay.

Jeff: Tell them to get it moved; it would be nice.

B. Chris: I forgot to get a hold of Chad Murdock about setting up that class for zoning; so I will make sure that I make a point of it; write myself a not to get a hold of him to see about that class.

IV. NEW BUSINESS:

A. Tim: I am going to try to meet with baseball and soccer about the storage room next to the concession stand and see about what is going to stay, what is going to go, cleaning it out; I am going to take charge of that if that is OK, getting that cleaned up with them; I may put in a couple of shelves, extra shelving; is that a problem; I know we have three weeks; if I have time between now and the next meeting is it a big deal if I purchase some shelving as long as its not extravagant.

Chris: I don't have a problem with that.

Tim: There is some in there; some of it is probably OK, but some of it is junk, its got to go.

Jeff: You have your credit card right.

Tim: No, but I can figure something out. Somebody contacted me regarding the phone

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number on the website for zoning; does that forward to your phone.

Rhonda: It forwards to that other phone.

Tim: The 325 number

Rhonda: Yes, That is what this phone is the 325 number.

Tim: OK, because they said that they called and they didn't get an answer.

Jeff: They might have called; I think there was a gap in there Tim; because I received a couple of calls; One of them was Cindy LaMonde she wanted to get a hold of us and talk to us about something.

Rhonda: I talked to Chris about that; she wanted to know if we wanted to purchase the property beside the cemetery. That is what that was about.

Jeff: I know that there was probably a gap in there.

TRUSTEE REPORTS:

A. Chris: I haven't had a chance to talk to Rhonda about it; somebody just gave me a verbal complaint; I am going to have to track it down a little bit; they seemed to think on Giddings Road that somebody is living in a camper trailer; they gave me an address and so forth; but they didn't give me a phone number to call them back or a name so. I was by there one evening last week and I did see a light on in the trailer so there might be a problem there; but I am not sure which direction; maybe Rhonda might want to send them a letter; they didn't even give me a witness complaint; so I am not sure that we do to much about it anyway; do we?

Jeff: Well if we observe something and we decide that it needs to be addressed then it is addressed; but if someone calls up and complains if they don't come in and do a written complaint; it is not a complaint; they have to come in and give us a signed complaint form and fill it all out and everything; otherwise we will not; on a normal inspection if you see something that doesn't quite look right we have the opportunity to investigate it; understanding that entering on properties you can go out and knock on a door and if they leave you say good bye. I mean as far as it goes we have real limitations on how we can enter people's properties; like anyone else you can walk up to the door and ask them a question.

Rhonda: And all they would have to do is tell me "no" basically; there is nothing I can do.

Jeff: Not unless you have proof of it; that is why we want to make sure if someone complains it is a written complaint.

Bill: They can do a written complaint on anything or do they have to fill out a specific complaint form?

Jeff: They have to fill out a specific complaint form; there are complaint forms in the office.

Bill: So they would have to call and come in.

Jeff: Say for example the individual were to call you back with this complaint; we would love to look into this but we need for you to come in and fill out this complaint form; that would be your response back. If they say well I am not going to sign a complaint; then say well sorry we will not move on that complaint.

B. Tim: The Park Board met yesterday after the meeting; they would like to have a community yard sale on Saturday August the 4th from 9:00-4:00; they are wanting to put together a map with people in the community that are having a yard sale and sell the maps; I think they want to work out of the town hall here and do that; they wanted to know if they could have the town hall for free to do that.

Jeff: Lets look and see if we have anything on August the 4th.

Tim: They are also going to work with the church, Edinburg United Church and have spots over there to rent; so they are working on that; they are going to have Memorial Day Parade meeting on March the 21st and I don't have a time for that and I imagine that they would probably want you to go Chris, if you can; I will get back to you on the time; They asked again about a budget for the bicentennial.

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Tim: Terry said that he is going to put together a list of what they are going to use the money for and that way we would have a better idea of why they need what they need and then we can make a more informed decision of what we are going to do.

Jeff: Tim to be honest with you I would like to know what their thought process is and I would also like to know what their estimated monetary needs are going to be.

Tim: I think that is what they are going to put together for us.

Chris: I guess I would like to know a little bit about what they think that they are going to need this money for I guess.

Tim: Like I said they are thinking about a parade; they are thinking about a festival at the park and maybe some fireworks and so forth; so I am sure; I don't know what fireworks cost; I know that they are not cheap; have to check into permits on all of that; I hoping that they are going to put together a list of costs for all of that; and then we are going to have to talk about it and decide what we think is good for the community.

Rhonda: Were they discussing a food truck; is that what I remember from last time.

Tim: They are just throwing out ideas; they don't have anything specific yet. I am worried about parking; I am worried about advertising; if you advertise, how many people are you going to have; is this just going to be an Edinburg thing; It doesn't sound like it; It sounds like they want to involve more outside the community.

Rhonda: More like Summer-fest in Garrettsville; or something to that affect.

Tim: I am not sure; they want to involve other historical societies from other townships; so I don't know what that involves; and they even talked about even parking at the auction and transporting people; so I am not sure how all of that would work out; these are all just ideas that they have and I don't know.

Chris: Brain storming.

Tim: Yes; so we need to kind of work with them and get a more concrete idea of what is the reality of all of this.

Jeff: When your discussing this and bringing all of this out; this yard sale that they are doing; I am sure they are doing this to generate some funding; is the funding going to be used for the parade; is the funding going to be used for the things in the park; what are their thoughts of for this money and is this money that they are going to have from this going to be given to the township to manage.

Tim: The way that he talked is that it would go to the township to be put in either parade fund or another fund in a line item; and we would manage it; that is the way they want to do it.

Jeff: Those are kind of crucial things as far as it goes for us to know.

Tim: They want to add to that and see how much money they can put together for this; then they would like us to try to supplement.

Rhonda: They could try working with the Fireman's Association.

Tim: They want to do that; they want to work with the firemen; they want to work with the Girl Scouts, Boy Scouts all of that.

Rhonda: They have their own bank account.

Tim: As it is getting closer; they are anxious about not waiting to the last minute; they want us to really put some thought into it and discuss it with them.

Jeff: We are talking 2019 May?

Tim: July 2019; I think that is what it is.

Bill: They are going to try to organize things; get vendors; they do need a heads up because most schedule a year ahead of time.

Jeff: I am going to tell you that I am probably not going to be in favor of the fireworks; we are a board but right now that is my thought.

Chris: I guess that I would be a little bit hesitant too; for sure the only way that I would be in favor of fireworks at all is if they hire some company to come in and do it for sure.

Tim: That is what they said; they would have to have a professional come in.

Chris: I can't hardly imagine us being able to afford that; even with the \$5,000.00; I really kind of think it will be cost prohibited; if they want to check into it; I don't have a problem with them checking into it; they need to know that I personally wouldn't be in

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favor for sure unless it was done by a professional bare minimum and I could even lean with you Jeff not even doing it at all; if they are really dead set on it why if they really think that they can afford it; which I don't even think that they are going to be able to afford it; it would have to be a professional.

Tim: They mentioned that they have talked to the fireworks place here in town and they think that they are going to work with them and help them out with it and also as far as the professionals to do it; they are working on it and I think that is where they need to show us that they can get the permits; that they can have professionals; before we make a decision; how much of it they can get donated; it is a work in progress.

Chris: Can we back the meeting up a second; I did forget one thing; the phones; I did end up ordering another phone and it should be here probably any day; it is going to end up being a new line; it is just going to be added on our plan that we already have; should just be minimal cost because it is just going to be at the bare minimum; a flip phone; they needed another flip phone for the fire department; they still need a third phone and come to find out that phone of Nates' that line was already disconnected; that line was already shut off; somewhere along the line that line had been shut off. This one; I already told Rob; we had some trouble getting the other two turned on; we had some hoops that we had to jump through to get them turned on; but we did get them turned on; but this one here; because it is a new phone; new line and so forth; I guess all they are going to have to do is just power it up and it will be ready to go; that is what I told Rob that according to the way the other ones came; that one should be here any day.

C. There is no change to this verbiage; this is just the resolution that

Bill: So the first one is the resolution we had in January; that was to purchase the New Holland; then on March 1st at the meeting we went over the paperwork at the meeting and the price that came in was less; that includes some of the forms; in that resolution it said to fill out a tax form ---G was one of the tax forms that I had to complete; it lists the lease price; the principal price basically broke it all down so that is the resolution; but I had to break it down into the principle; the forms that we had to fill out; so the price was actually; the original price on the original document was ----.24 and the final lease contract was ----.17; the difference between 24 and 17

Jeff: It says the total amount to be financed was \$70,631.24; this one right here says \$70,631.17; so we already have the resolution in place to put everything in including the down payment; but there was some not actual revisions but some language changes that came back from Chris Meduri and the simplest way for us to do this would be to just approve the document the way it is written here and still having the original approval date of March the first for it.

Bill: Chris you asked me about a purchase order today; so I did copy our purchase order and I took it over and I didn't talk to Steve; his staff, she is the one that does the financing; I talked with her and I asked her; you want a purchase order for the whole amount don't you; she is like well yeah; Well I can't give you a purchase order for the whole amount; because I can't enter a purchase order into the system without the funds available to pay for it; so I talked to a couple fiscal officers about how they handle it; they said usually we just send a letter; so this resolution states the amount in the contract, so I told Miners that I would bring this over and give them a copy to send with the PO that we did approve; she says that she thinks that would work.

Jeff: That would get them the money for the lease company.

Bill: Right.

Tim: So this is the amount that we are going to pay with interest and all of that; is that what that is?

Bill: That is with interest; but it is 17 cents instead of 24 cents.

Jeff: On this page right here it shows the final; we originally approved this amount and then it ended up being this amount.

Chris: We need a motion for this?

Bill: No, just sign it on the last page here.

Jeff: OK, then that is all I have under trustee reports.

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DEPARTMENT REPORTS:

A. ROADS, PARKS AND CEMETERY- Kevin Biltz

Kevin- We have been patching; we got new tires on the dump truck; we picked up the trailer and the mini this week; put a new muffler on the International; we have been servicing the zero turns; we patched the roof at the fire department; I asked Rob if it leaks and he said that he didn't notice it; so maybe we got that; I have the tire dumpster scheduled for May 4th and 5th; I have a steel dumpster coming from Broadway Iron and Metal for free they are just coming up and dropping one off; I have two bids for the garbage haul away; one of them from Haul Away they are from up around Cleveland; they were at \$650.00 that was for 40 yard and then I had Kevin Scott said he would do it for \$630.00; Kevin I know he will pick them up on a Saturday if we need them; a years ago they had couple of the other companies and they wouldn't come out on Saturday to pick up the dumpsters when they were full; this Haul Away they were up towards Cleveland that way; it is hard to find 40 yard dumpsters that want to come out on a weekend.

Tim: What are the actual hours going to be? Do we know yet?

Kevin: We haven't discussed that; I just got the prices; tire dumpsters are not a big deal; he will haul them out on Saturday and the metal Broadway said if we needed another dumpster which I don't see us filling up a 40 yard dumpster with steel; Dennis said; and I think that he did it last time for us and I think he is doing Palmyra's and Deerfield's and Atwater's now; he will come out on Saturday and move them around and do whatever we want. We cut some dead tree's down at the cemetery and Mrs. Stout called and wanted to know why her cemetery deed was not notarized; she said that it is not a legal document she feels if it is not motorized; I told her I didn't know.

Bill: The comment on the bottom of that the State Cemetery Association says it does not have to be notarized; it is written on the document; it can be notarized but it doesn't have to be.

Chris: It doesn't need to be notarized.

Tim: Did she say something about a trustee's signature or something.

Kevin: No, she said something about John was on there, but she just got it a week or so ago and she was wondering why there not signed.

Bill: It was late, I admit that it was late.

Kevin: She said that she worked at the bank for forty years and she feels that nothing is legal unless it's notarized. I will call her and tell her to read at the bottom of the paper.

Bill: There is an area on there that can be notarized; but it doesn't need to be.

Kevin: The gas well people are getting ready in the next month run the electric line down there and I need to get with you Chris so we can mark where the water and electric are run up to shelter B; they are going to come down the drive way just past the play ground and then head for the oil well; they are putting electric over to the oil well.

Jeff: For the new motor.

Kevin: For the electric motor; they are taking the hit and miss out; we had a lot of trouble last summer when it hit to fire up it smokes; every-time it smokes somebody in the park calls the fire department and thinks it is on fire.

Chris: Are they just going to do an open trench?

Kevin: Yes, they are going to dig a trench and fill it all back in and put in electric; they are going to come off of that meter by the concession stand and come out about four feet and going to put their own meter in; then they are going to dig a trench all the way straight down and over.

Jeff: How far is that going to be? How far of a run is that?

Kevin: Not very far; straight down along the roadway and then straight across right past by where the picnic tables are right now; they are going to go over there and put an electric motor in; they are going to do that in a couple of weeks. They need to know where the water lines that comes across there and goes to shelter B and the electric line

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about where; and that is all that I have.

Jeffrey asked for a motion to approve dumpsters for the cleanup day.

Jeff: What is cost of that?

Kevin: \$630.00

Bill: How many dumpsters?

Chris: Whatever it takes; I don't know if we can put a number to it.

Kevin: You can't put a number to it; last time we did 7.

Chris: In the past I have done 4 and I have 8.

Bill: I need a number so that I can create a PO and certify those funds; so I need a guesstimate on it.

Jeff: 8 would be good; maximum 8; if something comes up and we have to make a decision, we can do that; as far as a time frame goes; what time do we want to do it; what time on Friday night to.

MOTION:

Resolution: 2018-035

Motion was made to use Kevin Scott for the Dumpsters; Up to 7 dumpsters at \$630.00 Per Dumpster.

Moved: Chris Diehl Second: Jeffrey Bixler

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

Time of day discussion:

Chris: It use to be 8:00-8:00 on Friday and like 8:00 until noon on Saturday; what do you guys think.

Jeff: Makes no difference to me.

Kevin: We could do 8-8 or 8-7.

Jeff: Let's keep it the same 8-8 and 8-12.

Kevin: The problem is when you leave on Saturday; they don't stop coming; there is no way to shut it off; because you can't close this because of the recycling; you can't put trucks across the driveway.

Tim: Well with the cameras out there; if they are dropping stuff off after it is littering or the same thing as people dumping stuff.

Kevin: We caught someone again this week; someone dropped a bunch of fence posts off in there; we got them; they admitted to it; it is hard not to admit when you have pictures of him. Recycle looks in there when they come to pick up; they check it and they pulled all the fencing.

B. FIRE DEPARTMENT-Mike Pittinger

Mike: We made 3 EMS calls; 1 Mutual Aide EMS; 3 Mutual Aide Fire Calls; 1 Road Hazard; 1 Carbon Monoxide alarm; We got the extensive list on 1513 on the Engine; in my opinion the only thing at this time that I feel that we need to do is item number 25 the steering axle springs need to be adjusted and reworked; I am waiting on quotes; the rear brakes and front breaks; the tank fuel gauge; and the rear axle bolts need to be snugged up; which I would rather them do it than us do it; I think that is a liability on the axle; the other items on there I agree with you Jeff from when we discussed earlier I think that should all be done in house.

General discussion regarding the work to be done on Engine 1513.

Jeff: I agree that the truck needs to be on an annual PM (preventive maintenance).

Mike: The flip side of this is some time ago before this board was in place we discussed at that time Tom Repcik suggested that we take these trucks and have PM'd at that time with building and fire but because of the cost of the PM; I would have to look back; Tim was still the chief; the cost of the PM; they didn't want to do it; they said that we could do it in house; I agree that it can be done in house; but when it comes to your brake linings; that stuff should be done somewhere else because that is a complete liability; in my opinion.

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Jeff: We did 99% of everything we did we would do in house; at that time it was the right thing to do; to tell you the truth we had enough knowledge in that department to take care of it; things have changed; things always change and that is why you have to be able to change with it.

Continued general discussion regarding work to Engine 1513.

Jeff: I think that we should get the engine home and sit down and discuss what needs done and where we are going to take it.

Mike: I agree; we will bring it home and sit down and discuss this.

Mike: 1518 we are having an issue with the road to pump; it is hanging up on that pump; unfortunately we are probably going to have to take it either to Findley or Falls Way because where there soldering job is you have to take half the pump top side of that pump apart and that panel the way it's crammed in there; you try to reach it from underneath and from the side it's intense.

Jeff: How old is that truck? Ten years?

Tim: That would be eleven.

Jeff: Eleven years old.

Mike: We have to get that in whenever we get 13 back in service; OK, Right now it is still functional; but it is starting to get a more repetitious problem with it; I hate the electronics on these trucks; I like the old school stuff. I would also like to set up some time with the trustees with Ravenna City Fire Chief, Ravenna City Mayor and Charlestown about the West Branch; we are coming up on spring and they still wanted to talk to us about addressing that as far as us doing the calls for that area; so we all kind of have to get our schedules together and I would like to do it before I have my surgery in April and I know they would like to start getting something on paper.

Bill: Are they going to be charging us for these calls.?

Jeff: If we did this as a board then we would have to advertise a meeting.

Mike: That is what I am asking; you guys let me know what you want to do; and I can make it

Chris: Can't you just do it and if something comes up that you are not comfortable with making a decision.

Jeff: You said with the Trustees; the way we will do it; is the way that we normally do it; we (Jeff and Fire Chief) will meet with them whenever we have to meet with them; then we will bring the information back to the board and discuss it at the board. We will do that and bring it back; you mentioned that you wanted to talk to the trustees and when you do that you open yourself up to where we have to have a special meeting. As far as it goes; if you are setting up a meeting that is going to be before 4:00 you have to give me plenty of notice so I can make the arrangements.

Mike: With me working nights; you and I are going to have to get together on our hours so we can; I mean I can get off work now; but I would like to get it done here pretty quick.

Jeff: I am open for Tuesday of next week; if I need to leave work a little early I can do that. So get with them; find out if can be set up; if it can be then we will meet with them.

Mike: The only other thing that I have is I will be out to a In Service seminar March 27 through April 1st; and I have one other thing; I am also requesting that I would like to have Chris and Tim at two separate times come to the fire department and sit down with us when we are having one of our officer meetings; because Jeff you pretty much know how the fire department is running now; get these guys up to speed; so you guys are aware of what we are up against in this day and age as far as this is what we are dealing with here.

Jeff: Any trustee or as far as I am concerned resident if they wanted to; any trustee can meet with any department they want to because we all need to know what everybody is involved in. The thing about it is the two trustees can be in the same area as long as they are not talking township business; so they can come at the same time.

Mike: There are some personnel issues; we are dealing with a whole different generation of people; it's not like when we all started at the fire department.

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Chris: When do you want to do it?

Mike: We are setting up; I have a departmental meeting on Sunday; but that is just with me and the officers; the whole department will be there it is a mandatory meeting.

Chris: To be perfectly honest I wouldn't mind coming when everybody is there so everybody knows who I am; I think that there are people down there that don't know who I am.

Mike: Everybody knows you; I don't have a problem with that.

Chris: What time is that meeting?

Mike: You guys want to come up about 1:30/2:00; that would be fine; then I would like to have you guys still come into an officers meeting and we will go over some of the other stuff.

Tim: What is that date?

Mike: This Sunday March 11th.

C. ZONING-Rhonda Lipply

Jeff: I don't see a departmental report from you?.

Rhonda: Nobody told me that I needed to do one; I am just flying by the seat of my pants; I read that book and then I find that there is three other versions; so I didn't know who updates the website? Apparently there is another version that is after the one that is online.

Jeff: The one that you have is 2010;

Rhonda: Online is 2010; the book is 2005 and then I found that book that is 2011.

Jeff: Now those will only have minor changes; but the changes are in there.

Rhonda: The 2011 version needs to be online.

Bill: So is there an electronic copy of it?

Rhonda: You know more than I do; all I have is that old paper copy and online I found is 2010; I was pointed to the 2011 version; so I was going to try and get it bound somehow so it doesn't get all messed up.

Bill: To update the web page it needs to be electronic.

Rhonda: I don't know who would have that; I am meeting with Diane Tuesday so I will talk to her; she might know more; she may not.

Bill: I mean if it is just a couple of pages; I mean I could scan it;

Chris: The tough part is we don't what changes were made.

Jeff: The way that was done when I was kind of helping out; I would turn a page and find a folded page in there; that is the update.

Rhonda: Somewhere there has to be an electronic version.

Jeff: There is an electronic version; there absolutely is; we will just have to look around and see if we can't find it; that's all; I am sure that it is in there somewhere; I remember when they did that book; there were CD's that they gave us with it.

Discussion continued about possible locations of documents, training and options for getting department in order.

D. Fiscal Officer-Bill McCluskey

Bill: So you got Financial Reports, Warrants and Bills; questions on any?

Jeff: The trailer was the one from Willow Knolls; what was the other one for Willow Knolls?

Kevin: It was for Break Control for the Ford.

Bill: Visa card update; Procedure discussed, but we need to set limits; I am not sure what those limits are supposed to be set at; so I have to know what limits.

Jeff: What is the limit on mine?

Bill: I am not sure; because when they print they don't say that; but I think \$5,000 is what I remember seeing.

Jeff: It should ever be; in fact that is probably a little in excess of what we would need.

Bill: So I can set it at whatever.

Chris: I think about \$2,000. would be plenty in case of an emergency.

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Tim: Yes, \$2,000.00

So we will have a motion to set the Trustees Credit Limit to \$2,000.00

MOTION: **Resolution: 2018-036**

To Set the Trustees Credit Card limits to \$2,000.00.

Moved: Chris Second: Tim

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

Bill: I did get some information; I had information before from the Census Bureau so now I am filling out an 11 page financial audit for the Census Bureau so the census 2020 are already starting; I did get contacted by our auditor; we are getting audited again this year; I think, I can't remember if I mentioned based on the last audit since it everything went well on it they are petitioning to do basically a mini audit which will save \$2,000.00 off of our \$4,000.00 fee; so that has been submitted to the state auditor; but it hasn't come back approved yet; I did finally get a list today for all the documentation they want; I will be going to a local government conference March 21st, 22nd; we have a resolution for; I gave you guys a copy of the final certificate received back from the county commissioners for our permit; so I just need a resolution to do that; there is the ability to appeal it; I don't see any difference in it with the numbers so we are ready for permanent budget.

Chris: So we need a motion for this?

Bill: To accept their numbers.

MOTION: **Resolution: 2018-037**

Chris Diehl made a motion to accept the County auditors final certificate of resources and enter into permanent budget for 2018.

Moved: Chris Second: Tim

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

Bill: I was at the Otarma website because I was looking at the MORE grant; I talked to Kevin; I am going to apply for another \$500.00 grant; we have \$500.00 that was set aside from safety grant for the park for replacing the mulch at playground; so I would like to present this certificate for an additional \$500.00 to help cover the price of that mulch; because it was closer to \$1,000.00; plus we were talking about renting an excavator at the time as well; now we have the excavator so; so I would like to go ahead and apply for that More Grant for safety purposes; Is everyone OK with that?

Jeff: OK

Bill: So I will go ahead and do that; When I was looking into that they also had a grant for \$1,000.00 for fire department for policies and procedures; revised policies and procedures; I didn't know if you wanted me to print out information on that.

Jeff: I think that we should do that if you would.

Mike: I am applying for grants right now.

Bill: It looked like you need to contract with a company to do that policy; just to let you know; I don't know if that would cover the whole thing or not; I have no idea; but I will go ahead and get the information for that. The last thing that I want to bring up is originally the Edinburg Parade Committee has a savings account set up; I don't really know the history; the history that I heard that it was actually started the church handled the parade then it came over to the trustees;

Chris: That's not true:

Bill, so anyway regardless; the situation that we are in right now is there is a bank account the parade committee money goes into; it's not appropriate for it to happen that way according to Chris Meduri. If the parade committee were a 501C3 that would be a separate issue; since it is not; Chris Meduri and local government would like that fund to come into the township and to managed by the trustees; the options that we have to do that are one we could put it as a restricted fund that would only specifically be used for the parade committee; it would be just like a levy line item in our report; or it could go

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into the general fund at which point we could list it; I can line item it as parade committee use; but since it is in the general fund I can't restrict its use to just the parade committee; it would be up to the trustees; the good thing about that is having it in our hands, it's tax deductible now so if anyone does make donations it would be a tax deduction.

Chris: Why don't we go ahead and do what you are saying and absorb it into the general fund and keep it line item and so forth; I don't really see a problem; why don't we encourage the parade committee to go ahead and apply for their 501C3.

Bill: There is no formal parade committee; you would have to do it just like we did the park committee at first and then it would have to be independent board.

Jeff: This would be the first year for quite a few years that we have generated enough; before it just ended up being Sandy and Shannon and myself. I think that would be great.

Chris: I guess what I was thinking was these guys are wanting to do so much more with the bicentennial and so forth.

Bill: If they are independent, get their own money. You are going to pull them out so that not all of their decisions are controlled by the trustees, like the Fire Association; I think that is opening a can of worms as far as governing.

Tim: You are saying that then you are giving them power to do as they wanted with the park without permission from the trustees.

Chris: They still don't have control over the park; it would be just a parade/bicentennial committee. They would have a little bit more control over themselves.

Bill: That is all that I have.

MOTION TO PAY THE BILLS: Warrants 40560-40584

Moved: Chris Second: Tim

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

MOTION TO ADJOURN MEETING: @ 8:50 PM

Moved: Tim; Second: Chris

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

Jeffrey Bixler, Chairman

Chris Diehl, Vice Chairman

Tim Pfile, Trustee

William McCluskey, Fiscal Officer