

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Administration Building

September 12th

2019

CALL MEETING TO ORDER BY: Chris Diehl @ 7:30 p.m. Pledge of Allegiance  
Roll Call: Chair Diehl: Here; Vice Chair Bixler: Absent; Trustee Pfile: Here; Fiscal  
McCluskey: Here; Road, Cemetery, Parks: Biltz: Here; Fire: Jesse Baughman: Here;  
Zoning: Lippy: Here  
Guest: None

## **I. MOTION TO APPROVE AGENDA FOR: 9/12/2019**

Moved by: Tim Second: Chris

Mr. Pfile: Yes; Mr. Diehl: Yes

## **II. CORRESPONDENCE:**

A. Bill: I received a letter from The Portage County Community Development Steering Committee it says as you are aware the Portage County Commissioners with Portage County Regional Planning Commission and the Neighborhood Development Services Incorporated have created a community development application process. Does that sound familiar to either of you? Tim: No. Bill: In order to assist jurisdictions and nonprofits to develop projects identify funding sources and possibly aid and/or give guidance in submitting the necessary applications for those funding sources. These types of projects can include smaller park or community outreach ideas or can be larger infrastructures scale projects, please list all projects including any that are in the conceptual stages to those that are ready to bid and any in between. Also please rank the projects by order for preference for the community. It says that the steering committee hold an outreach meeting Thursday September 19th at 7:00 at the Ravenna 7 Movie Theater, this will give you the opportunity to discuss your project ideas. Chris: I thought that that stuff was tied to low income and what not and it was just always just used in the cities, I didn't think that we were ever eligible for anything. Bill: I mean we really don't have any projects that are set up. Tim: No. Tim: I think that they were working with Randolph on that big handicap park that they are working on there, things like that. I think projects like that, they help you organize, they help you find the money. Bill: Do you want me to find out? Chris: Yeah, it wouldn't hurt to get a little bit more information. What they can do for us and what they are looking for, what kind of projects that they are looking for. Bill: They don't really say a time line like a project in the next 5 years. Tim: Maybe that is something that we could hook up with for the Fire Station. Bill: That would be an example yes. The Ohio Department of, where we could buy things at discounts, what is that called, Department of Administrative Services. They have contractors too. They will take you through the whole project setting up, planning and doing all of that. they will price it all out if you agree to their whatever, they do all the work and you agree that it looks good we are going ahead and do it, they just throw a 10% fee on, none of the employees have to work on it, they hire everyone that comes, that is good that they put together. I know I heard of that and sat through a conference. It sounds kind of like what they would do.

B. Chris: Bill put in my box Portage Soil and Water Conservation District are inviting us to their 73rd annual election, I don't know that we have ever went to this before. I don't think that we really have that much input into it. About their programs for the Soil and Water it is September 12th. Tim: That is today. We missed it. Chris: Well we don't have to worry about that.

## **III. OLD BUSINESS:**

A. Tim: I got the final on the concession building all that I have to do now is take the check out tomorrow and we will get our permit and a couple of the ladies are going to get their license to serve food and they will be ready to go. I will have baseball and soccer get Bill a check for \$180.00 each. The problem is that we have to get it now, we are at the end of the season, but we need to get it, because then we are in and then we are going to have to do it again in March and I will let baseball and soccer know about that also. We also talked about what we can do for the bicentennial, they would like to get a sheriff there, they would like to try to get somebody to volunteer, if we had to pay for that it

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would be \$45.00 per hour. The other thing that they requested is to have Kevin and Nate to be there for the day and if we would pay for that. I talked to Kevin about it and they were ecstatic. If we could pay for those two things they would be really happy and I don't think that would come out to too much. Chris: That would be alright with me. Bill: Nate did receive his credit card.

### **IV. TRUSTEE REPORTS:**

A. Chris: This woman contacted me about the Town Hall and ADA accessibility, she went over a few things with Kevin. Some of it really seemed like nonsense to me she went over a few things with Kevin. I told Kevin right from the beginning There a few cracks in the concrete out front, and we could do some repair there and even when your fixing the cracks, there is a little lip there between the concrete and asphalt, maybe smooth that out a little bit. I was just talking to Tim, Kevin I don't think that we have sealed any of those asphalt surfaces and repaint the lines for the handicapped parking. Kevin: They are supposed to come back out and do some grinding when they come back out for Wade Poll, he said the end of August he was going to grind the front of our garage out and redo that. Tim: Do they do sealing? Kevin: Yeah. I could even call them and have them give us price to seal all three of them. Chris: If we could afford it, I would get a price on even doing the basketball court up at the park and see . Kevin: What about the cemetery and have them give us a price on all four of them and I can even call somebody else and see. Chris: Tim said that he can send the people up that are going to do Randolph. Tim: He just asked and we are getting ready to do the same thing out in Randolph, but I can have one of them get a hold of you too. Chris: That would be a second quote. Kevin: At least get two.

### **V DEPARTMENT REPORTS:**

A. Kevin Biltz- Roads/Buildings/Cemetery/Park Report: Roads:We have eliminated the recycle oil tank. It is drained. We met with the election board about the handicap ramp she sent the findings. I have 27 pages for you to review. Park: We have sidewalk poured and we put topsoil around it and seeded it. Cemetery: They have 20 headstones done and have 10 to do. They hope to finish up tomorrow. We had a funeral. We have all the graves seeded and strawed. They have that big stone level. It was just about too much for them to lift. They went to up to the big tree. They did all big ones. They did a real nice job and they have been real good about it. We started cleaning out the building and getting ready to pour concrete. Chris: I was up there the other day and I noticed that the old stone building up there Kevin, some of the slates are coming off. Kevin: I have tried to get two or three bids on that I talked to Litsinger and he was supposed to give me a bid but he never does, I got another bid from somebody, Rob gave me a bid, but I wanted three bids and Donny I have been after him to give me a bid and he just doesn't seem to want to with it.It needs taken off and redone, I think if we put a nice metal, something metal on there and get rid of the slate. Tim: That would probably be the thing to do. Kevin: I thought about doing it myself but there is a lot of tucking up underneath there and cutting and stuff, It almost needs new and that is all copper fascia around there. Tim: I wonder how bad the wood is underneath. Kevin: Probably pretty old. Chris: So you Holcomb down here on 14. Rhonda: Roger. Chris: Do you know him? Kevin: Yes. Chris: He had said at one time about maybe doing it as a Boy Scout/Eagle Scout project. Kevin: I will get a hold of him. He is real nice. Kevin: I contacted Litsinger he wants to roof those pavilions, but I mentioned that and everybody wants to run from it. Chris: You could get a hold of Jim Litsinger too. I can give you his phone number. Donny came down here and did these four a couple of times. Tim: He did my roof. Kevin: The first time he didn't charge us, the second time he did charge us. I got new panels to put up there. Maybe see what you can figure out about that. Kevin: I will work on that.

B. Jesse Baughman/Fire Department- Total Fire Department runs for the month of August 1st, 2019 through August 31st, 2019 is 29. Fire:3, MAG: 1, MAR 0. EMS is 17,

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MAG 1, MAR 0, MVC 4, MAG 0, MAR 0, Open Burns/Grass Fires 1, Service Calls 1, Others 0. total Number of runs to date as of August 31st, 2019 is 284. Total Number of runs to date as of August 31st, 2018 is 223. EMS: Outside our normal EMS training, UHPMC will be having a sports injury class on September 30, 2019 with all of South East School Departments, this will also include some of the staff at the school. Fire: I have been working with Coontz, we have a couple of contacts with him as far as looking at the pallets. There are a lot of pallets. I don't think that we are going to be able to burn them all. Will be working to burn some of the pallets within the month. He is going to start working on clearing a spot, because I have to make sure that I have adequate clearances and stuff like that. Hopefully by the middle of October. General: Tom Eland has completed his training and will be starting shifts in October. This kind of came up quick. Pump Testing will be tomorrow at Palmyra, September 13th 2019 for 1513 and 1518, that is an annual thing that needs to be done. I didn't have a chance to look it up and see how much it was last year. Items have been taken over to Auction, thanks to Kevin and Nate for helping us get everything over there. Pancake Breakfast and Touch a Truck at FD on October 5th, 2019, 8-11, to kick off Fire Prevention Week, we are going to have our apparatus out there, Palmyra is going to bring a truck, we are going to have Sheriff's Department, Complete is going to bring a towing truck, Bob Grudosky is going to bring a tractor. Trying to get a couple of other bigger pieces of apparatus and equipment to come down for kids to go through and look at. So, Some different things going on. Kevin: We are going to try to bring the mini over. over. I Would like to bring Hannah Kline onto the department as a Fire Cadet, I just actually interviewed her tonight, she is 16, good grades and a good student, she is indecisive in what she wants to do, she is interested in several things, she is planning I think on going to YSU for College, she is looking at possibly EMA, which Fire Service would benefit her greatly, EMT, she is thinking about maybe military also. I just need approval to bring her in as a Cadet. Chris: I know the girl too, she is a good kid, I would make a motion to accept her on as a Cadet.

### **MOTION:**

**Motion: To take Hannah Kline on as a Cadet for the Fire Department beginning September 13th, 2019.**

**Moved By: Chris Second: Tim**

**Mr. Pfile: Yes Mr. Diehl: Yes**

C. Zoning- Rhonda Lippy: There is another hearing October 17th. You guys said that you wanted to dismiss it. He said that we either have to go one way or another at this point there is no dragging it out anymore. Tim: I would say dismiss it. Rhonda: So I have to go to court, I needed to be there if that is going to happen. I put it in my calendar. If we were to dismiss it, I have to come in and say my piece. I asked Brett also about the camper's situation, the one that I got the major complaint about is gone, the one on Tallmadge. It has been moved, so we can't do anything anyway. He said that is very, very, very hard to prove, because it is one person's word against another. It is hard to prove that they are living in the actual camper is how he put it. He said that you send them a letter and kind of scare them out of it or whatever and see if that works, if you want to press it further it is very very hard to prove. The one that had the major complaint on it is gone. Chris: Why don't we do like he says. Rhonda: I think the one closer to Alliance, that looks to me to be like maybe the parents stay there in the summer and winter in Florida, maybe come up and stay at their kid's house, I don't know, but that is kinda how it looks up there, it is very neat. The Auction place I am not so sure. I would have to go to the building department. Chris: And then the one on Giddings. Rhonda: Yeah, there is one on Giddings too. Tim: I would definitely send the letter to them, to the parents' house. Chris: I would send something to those places. Rhonda: I had an Inquiry and I have to talk to Brett, I contacted Diane and she wanted no part of anything, I don't know what happened, I was just looking for guidance of which direction to go, she didn't have to answer any of my questions, just where could I find it is all that I asked for because we have an inquiry on someone wants to build a 14,000 square feet

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80X180 building, part of it used as a riding arena, but part of it would be used to store mobile homes or campers, but per our regulations, and it is not a property, there is a property beside the property he purchased, he owns both of them, but they are not in the same deed, which you can't do that, he could Mylar the two together and make it one, but still you can only go a maximum of 6,000 square feet total with all the barns, so I was trying to get that information from Brett as to exactly how to handle it. Then he tried to cry agricultural but that is not the case, so I was just giving you a heads up, you can probably figure out by the description of what I just said of who it is, that is where they are at with that. Somebody wants to do that.

D. Fiscal Officer-William McCluskey-shared warrant, PO's, financial reports. I noticed, I guess one comment that I would like to make is when I receive payroll, Jesse knows that he was really late this time, but it is constantly, the latest I can get it is on Sunday, but I constantly get it after Sunday, so part of the problem is, it limits my time that I have available with my life in general, I am not going to say that I am always scheduled three days out to do things I can do over 2 weeks. It's all jammed together; because I have to do payroll, but I also get all of the receipts usually the same time those guys put in the payroll, That is when they hand over all of the receipts, so I can't start paying bills until I get all of the receipts. So for example, I just did one invoice for Coia it was for Chain saw chain, so I assumed it was for the Road Department, because usually Kevin does work with them, but I just saw that it was in Jesse's pile, so now I have to go back, resubmit that to the Fire Department instead of the Road Department, so the check is still good, we don't have to redo that part, we just have to reallocate it, so at one point Jeff said that he wanted the receipts turned in every week at the end of every week in one of the minutes and I said as long as I get the payroll on time it is going to be OK, so I guess that I am just trying to push the issue that I need to get payroll on time. If you can't get payroll done, go ahead and throw the receipts in my box, don't hold everything up, because I can still start working on doing this. So what is happening is it all hits me on Monday or in this case it was Tuesday, so Tuesday I have to do all of the payroll, I have to do all of the checks, I have to do all of the deposits, I have to do the minutes, everything gets held up because I can't print any reports until all of that stuff gets done. One thing just builds on another. Now as long as I get it all done before 5:00 on Tuesday you will get paid on Thursday, but that doesn't mean that I don't need it until Thursday. It is just very hard for me to throw them all together at the same one or two days. Plus, I do have other jobs and things that I do. So I hate sitting around doing nothing for one week because I don't have any paperwork and then the next week I have two days to jam everything together. I would like to spread things out. That is all that I have to say, if we could just work on that. Tim: Would it help if you like had two places and I know that this doesn't have anything to do with getting it but as far as keeping it separated, have one place for fire and one place for roads and that way you know that these receipts are for them. Bill: Well Jesse does a really good job, when I get it from Jesse, he does a very good job at separating paperwork. (showing packet received) This is the fuel, these are other receipts and these are invoices, they are all nice and separated. So the Fire Department does an excellent job with that verses the Road Department, I get a big stack that looks like this with the time sheets. Tim: Kevin, you need a sharpie and some envelopes. Bill: The problem is if all of this stuff is all mixed together it is really easy for me to miss something, if this was an invoice or if this was actually a bill. What do you mean my second notice, I didn't see the first notice and then I will go back through and be like this wasn't actually an invoice it was actually a bill? It says invoice on it so it means that we didn't actually get this stuff yet, so next time when he gets those gloves or whatever I should get a packing slip that the gloves are received and then technically I can write the check. Kevin: Technically I paid for that with a credit card, but you still get a packing slip when it comes. Bill: Well yeah, I have no idea that you paid for it with a credit card. Nate brought me something today from Roebic, so I was putting them into the computer and everything and started to write them a check well then I looked at it, it was credit card. I did that with something else for the Fire Department for Warren Fire, where I sent them a check and then later it showed up on a credit card, it was \$7.00, but I never got the

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\$7.00 back from. Tim: Maybe just write it right on the receipt whether it is paid for by credit card or whatever. Kevin: We had to send them a letter, because the letter that I gave them didn't have your signature on it. Bill: That wasn't the letter that I gave you, that was from Judy, that is how old that letter was. Kevin: I just had a whole bunch of them for years I mean. Bill: I put them into the computer and I just started to write the check and then I saw this little note it says CC or something and then I looked at it and said well they used a credit card. So I don't want to write them a check. So the Fire Department does a really good job, these are all receipts. Rhonda: What if you made an Excel Form that they would write it all down. Kevin: Errrrrr. Chris: At bare minimum guys, if you pay for something with a credit card put a sticky note on it and say paid for with a credit card, that way it would get his attention and that wouldn't be that complicated. Bill: Usually I will look through them and it will say Visa or something and I can sort them. Chris: You need to figure out a way to bring his attention to what you pay for with the credit card. That is all and we have a cemetery deed that was overdue. You have the check for the asphalt was written. I couldn't write it until I got the PO at the last meeting. So we are pretty much done with all the road billings. Tim: He still has a little patching to do, but that will only be a few tons here and there. Bill: The fund is down to like \$19,000, and that has to take us all of the way to next April. Kevin: I still have Giddings and Porter to fix, I have Giddings on the East side and Porter, then the park and the cemetery.

**V. MOTION TO PAY THE BILLS: Warrants 41364-41385**

Moved By: Tim Second: Chris  
Mr. Diehl: Yes; Mr. Pfile: Yes

**VI. MOTION: MEETING ADJOURNED, TIME: 8:14 PM**

Moved By: Tim Second: Chris  
Mr. Pfile: Yes; Mr. Diehl: Yes

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Chris Diehl, Chairman

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Tim Pfile, Vice Chairman

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Jeffrey Bixler, Trustee

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William McCluskey, Fiscal Officer