

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 21, 2016

The Reorganization Meeting was called to order at 7:00 p.m. by Diane Hargett Austin. Roll call showed present: John L. Hayes, Jeffery Bixler, Diane Hargett Austin, and William McCluskey. Also present for the meeting were; Mike Pittinger, Fire Chief

(Resolution 2016-011) Diane Hargett Austin moved to approve the Agenda as presented. Second by John Hayes; Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

Diane Austin turned the meeting over to William McCluskey, Fiscal Officer.

William McCluskey asked for nominations for Chairman for the 2016 Fiscal Year.

(Resolution 2016-012) Diane Austin moved to nominate John Hayes as Chairman for 2016. Second by Jeffery Bixler, Roll call: Diane Austin, yes; John Hayes, abstain; Jeffery Bixler, yes.

William McCluskey asked for nominations for Vice Chairman for the 2016 Fiscal Year.

(Resolution 2016-013) Diane Austin moved to nominate Jeffery Bixler as Vice-Chairman for 2016. Second by John Hayes, Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, abstain.

(Resolution 2016-014) Diane Austin moved to continue to hold Regular Trustee meetings on the second and last Thursdays of each month at 7:30 p.m. at the Town Hall; Second by Jeffery Bixler. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

I. GENERAL PROVISIONS

- A. No one will be transported in Township vehicles other than employees or persons on Township business, except in emergency situations. Any emergency situation when transport in a Township Vehicle is required must be reported by the Township employees to a Trustee. No personal vehicles shall be used for Township business without prior approval of the Township Trustees.
- B. Insurance and repairs for all Township owned vehicles listed on the Edinburg Township Inventory, will be provided by the Township.
- C. Township vehicles while not in Township use will be stored in Township buildings unless otherwise approved by the Trustees.
- D. Commercial Drivers License (CDL) will be required as per regulations of the State of Ohio. Drug and Alcohol testing will be done as stated in the CDL policy adopted by the Township Trustees. Administrative Assistant will be the contact person.
- E. Driving Abstracts will be obtained for any new employees and updated annually or as deemed necessary by the Township Trustees. Employees will report any motor vehicle violation they receive to their department head, which will then be reported to the Township Trustees.
- F. Use of personal vehicles while on Township business conducted by the Fiscal Officer, Zoning Inspector, Assistant Zoning Inspector, and Zoning Secretary will be reimbursement based on the 2014 Standard Mileage Rate issued by the Internal Revenue Service of \$.540) per mile. All other Township personnel will be reimbursed at this same rate for the use of personal vehicles while on Township business outside the county. Mileage will be calculated from the Township Administration Office located at 6856 Tallmadge Road.
- G. Copies of Edinburg Township records will be made available at a charge of twenty-five cents (\$.25) per page plus postage and any other actual costs. Requests for records will be submitted to the Township Fiscal Officer.
- H. The Township Trustees will give authority to make purchases without prior approval, to the following personnel, as follows:
 1. Fiscal Officer, Administrative Assistant, Zoning Inspector/Zoning Secretary, EMS Coordinator, and Township Janitor up to \$200.00 per day.

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2. Fire Chief and Roads, Buildings & Grounds Supervisor/Cemetery Sexton to make purchases up to \$500.00 per day for new items and up to \$1000.00 per day for emergency repairs.
 3. Personnel under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton up to \$200.00 per day; same for Fire Department Personnel approved by Fire Chief.
 - I. Township Trustees give authority to the following personnel to sign for deliveries: Diane Austin, John Hayes, Jeffery Bixler, William McCluskey, Kevin Biltz, Thomas Repcik, and fire personnel.
 - J. Holidays will be:
 1. Martin Luther King Day – January 18, 2016, Monday
 2. President’s Day – February 15, 2016, Monday
 3. Memorial Day – May 30, 2016, Monday
 4. Independence Day – July 4, 2016, Monday
 5. Labor Day – September 5th, 2016, Monday
 6. Columbus Day – October 10, 2016, Monday
 7. Veteran’s Day – November 11, 2016, Friday
 8. Thanksgiving Day – November 24, 2016, Thursday
 9. Christmas Day – (in lieu) December 26, 2016, Monday
 10. New Years Day—January 1, 2017, Thursday
- If any of these dates fall on a Saturday or Sunday, the day declared by the Federal Government in observance of the Holiday will apply. In observance of these Holidays, no public meetings of any Township Board, Department or Committee should be held.
- K. All employees that are classified as part time will be limited to no more than 1490 hours per year.
 - L. As the need arises the Township will sell unused or obsolete items through public auction or internet services such as E-Bay.
 - M. Trustee Liaisons: Diane Austin, John Hayes and Jeffery Bixler; Parks Liaisons: Diane Austin, John Hayes and Jeffery Bixler; Department liaisons: Jeffery Bixler, Fire Department; John Hayes Roads and Cemetery, Jeffery Bixler and Diane Austin, Zoning Department and Commissions.

(Resolution 2016-015) Diane Austin moved to adopt Section I. GENERAL PROVISIONS as amended. Second by John Hayes, Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

General Discussion occurred relating to changes in Pay rate for some township employees. Topics related to employee longevity, length of time without increases, formal evaluation policies, and obtaining comparables from area townships. Fiscal officer voiced concern of potential for general fund levy to not pass the March Ballot and raises effecting funds available for employee wage and benefit payments. There was general discussion of weather gear budget for the roads department and need to further discuss security at the parks storage facility. The potential payment of Comp. time in lieu of overtime for the roads department in future was also discussed.

II. TRUSTEES AND FISCAL OFFICER

- A. Compensation for the Township Trustees and Fiscal Officer will be set forth in the Ohio Revised Code. The Trustees and Fiscal Officer will continue to receive salary.
- B. The expense of the Trustees and Fiscal Officer attending State Conventions will be paid by the Township. Dues to the State Association of Trustees and Fiscal Officer and

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County Association dues will be paid by the Township. Mileage will be paid as stated in Section I, Part F.

- C. Depository Contract –Huntington National Bank is designated as public depository for active funds of Edinburg Township for a five-year period that began January 31, 2014.
- D. The Records Commission shall consist of the Chairman Trustee and the Township Fiscal Officer.
- E. The Township Trustees give authority to the Township Fiscal Officer to make appropriation transfers (supplemental appropriations within a fund) as necessary to meet expenditures.
- F. Rehire Karen Ross typist, at a rate of \$ 12.00 per hour.
- G. The Administrative Assistant position of the trustees will not be renewed this year.

(Resolution 2016-016) Diane Austin moved to adopt Section II. TRUSTEES AND FISCAL OFFICER as amended. Second by John Hayes. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK

A. GENERAL EMPLOYMENT

- 1. Roads, Buildings & Grounds Supervisor/Cemetery Sexton - Rehire Kevin Biltz at a rate of \$19.95 per hour effective January 16, 2016.
- 2. Re-hire Nathan Worley at \$13.25 (per agreement in getting his CDL) per hour effective January 16, 2016 to the Roads, Buildings & Grounds/Cemetery under discretion of trustees and reporting to the Road Supervisor.
- 3. Only actual hours worked will be used to compute overtime; Overtime will be paid at a rate of 1-1/2 times the employees' regular rate of pay. Holiday hours worked or not worked will be paid at the employees' regular rate. Paid vacation for full time employees for 2016 will be 80 hours and only 40 hours can be carried over to the next year.
- 4. As of this meeting, there are no Part-time Township employees or job openings under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton.

B. Cemetery

- 1. Grave Sites – Charges for each gravesite will be \$150.00 for residents and \$600.00 for non-residents. A maximum of five (5) lots may be purchased. Transfer of gravesite ownership is restricted by Edinburg Township. Arrangements for indigent persons will be handled by Wood Kortright Funeral Home as per agreement.
- 2. Opening and Closing – Charges will be \$275.00 for residents, \$600.00 for non-residents. An additional \$350.00 fee will be charged for services on Saturday, Sunday or Holiday. Charges for an infant or urn will be \$100.00 for residents and \$300.00 for non-residents; an additional \$200.00 fee will be charged for services on Saturday, Sunday or Holiday.
- 3. Foundations – Charges will be \$150.00 per face foot for foundations for gravestones. Foundations for military markers or gravestones will be free.
- 4. Mausoleums – Charges for a 20' by 20' square lot will be \$8.00 per square foot for residents and \$20.00 per square foot for non-residents. All other sites will be priced accordingly, contingent on plans of mausoleum. The site fee must be paid prior to footer being formed. The cost of the footer will include the actual cost of materials and labor. Footer charges are due before the mausoleum will be erected. Fee for overseeing internment of the casket will be \$300.00 with an additional charge of \$400.00 for Saturday, Sunday, and Holidays.

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5. Burial for Military residents – A grave site, opening and closing cost and foundation footer will be provided at no cost to any resident who is ‘Military Personnel killed in active combat duty’.

C. PARK

1. Park Advisory Board – Township Trustees.
2. Park Rules – Rules are posted at the Town Hall and at the Park.
3. Park Access – The Park will be open all year.
4. Event Scheduling – Scheduling or reserving Park amenities and facilities will be handled by Noreen Brooks. A \$25.00 resident and \$50.00 (amended) nonresident fees will be charged for Event Scheduling.

A general discussion was held regarding future potential to reinstate a parks committee, advisory board. Concern was voiced over whether anyone would volunteer. Also perhaps more involvement from the community would be progress and helpful. Trustees will continue think about this.

(Resolution 2016-017) Diane Austin moved to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, PART A, B, C as amended. Second by Jeffery Bixler, Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

IV. TOWNSHIP ZONING

- A. Zoning Inspector: position open.
- B. Assistant Zoning Inspector – To be decided at a later date based on work load.
- C. Zoning Secretary – open
- D. Zoning Commission – per current membership.
- E. Board of Zoning Appeals – per current membership.
- F. Zoning Fees – The Township Zoning Inspector will collect the appropriate fee at the time of issuance of a Zoning Certificate(s). Such fees are non-refundable and are outlined in the following schedule:

PERMITS

1. Buildings

a. Residential Permits

Single Family	\$ 100.00
Two Family	\$ 175.00
Residential Accessory Permit	\$ 75.00
Swimming Pool	\$ 50.00
Fencing	\$ 50.00
Outdoor decking, Gazebos & Patios	\$ 50.00

b. Guest Trailer Permits

0 – 6 weeks	\$150.00
6 – 12 weeks	\$ 250.00

c. Office Construction Trailer Permits

First six months	\$ 300.00
One additional six month period	\$ 400.00

2. Signs

Under 75 square feet	\$ 100.00
Over 75 square feet	\$ 100.00 plus \$5.00 per sq. ft over 75 sq. ft. up to sign limit

3. Platting Fees

1 – 3 lots	\$ 25.00 per lot
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4 and/or more lots	\$ 50.00 per lot
4. Commercial and Industrial Permits	\$ 450.00
5. Commercial Accessory Building	\$ 100.00
6. Commercial Fencing	\$ 50.00
7. Variance Application	\$ 300.00
8. Conditional Use Application	\$ 300.00
9. Conditional Use Permit	\$ 150.00
10. Conditional Use Permit Review	\$ 300.00
11. Site Plan Review	\$ 300.00
12. Copies	\$ 00 .25 per page
13. Township Zoning Documents	
Zoning Book (available on line –free)	\$ 30.00
Zoning Resolution CD	\$ 10.00
Comprehensive Land Use Plan	\$ 30.00

(Resolution 2016-018) Jeffery Bixler moved adopt Section IV. TOWNSHIP ZONING, amending only section A. and C. (personnel); and not to be amend or take action on any other section at this time due to position remaining open. Second by John Hayes. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

V. FIRE AND RESCUE DEPARTMENT

- A. Fire Chief – Rehire Mike Pittinger at a voluntary available salary of \$400.00 per month effective January 15, 2016.
- B. Asst. Fire Chief –re-hire Robert Swauger at a voluntary available salary of \$250.00 per month.
- C. Fire Captain – re-hire Robert Grudosky at a rate of \$9.25 per hour for on call.
- D. Promote to Fire Captain –and rehire Jason Pitre at a rate of \$9.25 per hour for on call effective January 15, 2016.
- E. Promote to Lieutenant –and rehire Hire Shannon Paulus at a rate of \$8.75 per hour for on call effective January 15, 2016.
- F. Full-Time Duty Crew – Position eliminated
- G. All employees classified as part time will be limited to 1490 hours per year.
- H. The following pay rates are implemented based on classification of certification/training levels for day shift (6:00:00 hours to 18:00) hours.

1. FF/EMT-B: Basic (now EMT)*	\$10.50/hour
2. FF/EMT-I, Intermediate: (Now Advanced)*	\$11.75/hour
3. FF/EMT-P Paramedic*	\$12.75/hour
4. FF and FF- Volunteer:	\$ 8.25/hour

*(at time of typing, Fiscal officer has replaced EMT-B to EMT, EMT-I to EMT Advanced, EMT-P, to Paramedic; based on reclassification by the State of Ohio)

I. Part-Time Duty Crew, Rehire

1. Bennett, Jacob	Paramedic, FF2	\$12.75 per hour
2. Crawford, Patrick	Paramedic, FF2	\$12.75 per hour

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3. Dix, Mathew	EMT Advanced, FF2	\$11.75 per hour
4. Dumovic, Daniel	Paramedic, FF2	\$12.75 per hour
5. Elliott, Autumn	paramedic, FF-v	\$12.75 per hour
6. Flynt, Aaron	Paramedic, FF2	\$12.75 per hour
7. Freborg, Thomas	EMT Advanced, ff1	\$11.75 per hour
8. Fredmosky, Christopher	Paramedic, FF2	\$12.75 per hour
9. McCormack, Christopher	Paramedic, FF2	\$12.75 per hour
10. Minnix, Zachary	EMT- FF2	\$10.50 per hour
11. Pitre, Tina	Paramedic	\$12.75 per hour
12. Rose, Darrell	EMT FF1	\$10.50 per hour
13. Sorge, Nathan	EMT FF2	\$10.50 per hour
14. Wheeler, Christopher	EMT FF2	\$10.50 per hour
15. Worley, Nathan	EMT, FF-v	\$10.50 per hour
16. Robert Grudosky,	EMT, FF	\$10.50 per hour
17. Jason Pitre	Paramedic, FF2.	\$12.75 per hour
18. Shannon Paulus	EMT, FF-v	\$10.50 per hour
19. Robert Swauger	FF-2	\$08.25 per hour - voluntary
20. Mike Pittinger	EMT, FF-v	\$10.50 per hour- voluntary

J. On Call Personnel

1. On-Call Personnel will be paid at a rate of \$8.25 per hour effective January 15, 2016. On-Call Personnel includes all Part-Time Duty Crew, except Lieutenants and Captains.
2. No more than 30 firefighter/EMT personnel will be on the Township roster at any one time during the year.
3. Pay for meetings, drills and responses attended will be paid at the first Regular Trustee Meeting of the month following end of each quarter except when paid at end of year.
4. Any approved training cost paid by Edinburg Township requires a commitment to complete the training.
5. Employees retaking training due to prior failure will be responsible for the training costs.
6. Anyone failing the training class completely will be required to reimburse the Township.
7. A per diem rate of \$50.00 per 18:00:00 to 24:00:00 hour shift will be implemented.
8. Response to a call for this shift will be paid at a rate of \$8.25 per hour for hours worked, in addition to per diem shift.
9. Station volunteers present from 00:01 through 06:00 hours will be paid only for actually work on a call at the rate of \$8.25 per hour.

Motion was made by Jeffery to adopt amended pay rates for fire department staff, not seconded.

Fiscal officer voiced concern that these policies will need to be addressed by Christopher Meduri, as to compliance with Fair Labor Standards Act (FLSA)

K. Dispatching Services – Dispatching services will be provided by Ravenna City Police Department per contracts

L. EMS Charges – Edinburg Fire and Rescue Department will charge a fee in accordance with the Life-Force Management contract, for equipment use; equipment maintenance; and supplies used in the transport of a patient to the hospital for emergency medical service provided.

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General discussion occurred regarding current rates needing to be examined relating to prevailing rates for services in the county. Fiscal officer to follow-up with Life Force . For now rates will remain the same.

M. EMS Billing

1. BLS--\$450.00
2. ALS 1--\$550.00
3. ALS 2--\$700.00
4. Mileage @ \$10.00 loaded mile

N. HAZ-MAT Billing

- | | |
|---|----------|
| 1. 1511 Squad BLS | \$100.00 |
| 2. 1511 Squad ALS | \$150.00 |
| 3. 1513 Engine | \$150.00 |
| 4. 1516 Heavy Rescue | \$200.00 |
| 5. 1517 Grass Truck | \$100.00 |
| 6. 1518 Tanker | \$150.00 |
| 7. 1526 Command | \$125.00 |
| 8. 1566 HM/Traffic Trailer | \$150.00 |
| 9. Lighting Vehicle | \$50.00 |
| 10. All supplies to be billed at replacement cost including shipping. | |

Motion was made by Diane-Austin Hargett to adopt Section V. FIRE AND RESCUE DEPARTMENT as amended

Fiscal officer mentioned there was still a motion on the floor. Mr. Bixler rescinded his motion.

(Resolution 2016-019) Diane Austin moved to adopt Section V. FIRE AND RESCUE DEPARTMENT as amended. Second by Jeffery Bixler, Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

VI. TOWN HALL

- A. Scheduling and Cleaning - Rehire Noreen Brooks at a salary rate of \$625.00 per month. Mrs. Brooks is also responsible for the cleaning of the Administrative Building as per job description.
- B. Policies for use of the Town Hall are posted.
- C. Election set-up/coordination is responsibility of Mrs. Brooks.
- D. Rental – The Town Hall rental shall be \$75.00 up to 5 hours and \$200.00 over 5 hours for residents and \$100.00 for non-residents up to 5 hours, \$250.00 over 5 hours.
- E. Tables, chairs and other equipment will not be removed from the Town Hall except with permission of the Township Trustees for Township purposes.
- F. Scheduling of the Park Pavilions and collection of \$25.00 rental fee.
- G. Meetings for current “clubs” using the Town hall for meetings will be limited to one rental of the hall at a rate of \$50.00 per month.
- H. Only trustees, Road Supervisor, Fiscal officer, Fire Chief and Noreen Brooks are to have keys for the town hall. (All organizations and individuals in possession are to return them to the Trustees)

Fiscal officer requested clarification as to whom the town hall position reports, as it is set up in the Accounting system under the Fiscal officer. Diane Austin reported this is an administrative position to the trustees.

(Resolution 2016-020) Diane Austin moved to adopt Section VI. TOWN HALL as amended. Second by Jeffery Bixler. Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

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VII. WEB-SITE INFORMATION CENTER

A. Edinburg Township Trustees will continue to work with the website administrator, now Fiscal Officers, to support the Township Web-Site.

(Resolution 2016-021) Diane Austin moved to adopt Section VII WEB-SITE INFORMATION CENTER. Second by John Hayes. Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes..

Fiscal officer presented temporary appropriations report to provide for the current expenses and other expenditures of the Board of Trustees, sums are hereby set aside and temporary appropriated (not officially filed with the County Auditor's Office as of date of signing)

Temporary Appropriations 2016

General Fund	\$283,266.00
Motor Vehicle License	\$ 8,000.00
Gasoline Tax	\$ 130,688.00
Road and Bridge Fund	\$ 58,788.00
Fire Dept 2191	\$ 100,575.00
Park	\$ 12,000.00
Fire Dept 2194	\$ 142,699.00
Permissive License	\$ 184,022.00
Fire, Rescue &EMS	<u>\$ 25,000.00</u>
Permanent Funds	
Total	\$ 805,605.00

(Resolution 2016-022) Jeffery Bixler moved to accept the temporary appropriations to provide for the current expenses and other expenditures of the Board of Trustees, sums are hereby set aside and temporary appropriated (not officially filed with the County Auditor's Office as of date of signing) for several purposes for which expenditures are to be made for and during temporary status: Second by John Hayes, Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

Fiscal officer asked for trustees to approve Blanket Certificates 2016-1 through 2016-20 in order to pay utility and other recurring bills through 2016. BC funds will be dependent on appropriations being certified by County Auditor

(Resolution 2016-023) John Hayes moved to approve BC's presented. Second by Jeffery Bixler. Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

Mr. Bixler requested if there were any more discussion at this time.

(Resolution 2016-024) Jeffery Bixler moved to adjourn the meeting. Second by John Hayes. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

Meeting adjourned at 8:36 p.m.

John L. Hayes, Trustee, Chair

Jeffery Bixler, Trustee, Vice Chair

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Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer