

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

March 30, 2017

Jeffrey Bixler called the regular meeting of the Edinburg Township Trustees to order at 7:30 p.m. with the Pledge of Allegiance. Roll call shows: John Hayes, present; Jeffrey Bixler, present; Diane Austin, present; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, present; Sandy Templeton, present.

- I. Jeffrey Bixler called for a motion to approve the Agenda as presented; motion was made by John Hayes; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.
- II. Jeffrey Bixler called for a motion to approve the minutes of the March 9, 2017 regular meeting; motion was made by Diane Austin; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, abstain; Diane Austin, yes; Jeffrey Bixler, yes.
- III. Introduction from Jeffrey to guests attending:
David Starcher, Farmer/Resident Tim Pfile
Rob Swauger, Fire Department Jeff Childers
Alex Czayka, WRLC Mike Diehl, Resident
Cliff Durham, AECOM-ODOT Kaitlyn Pennington, Resident
Tristen Dietz, Resident

Alex Czayka with Western Reserve Land Conservancy was present on behalf of Mike Diehl who has applied for the farm land preservation program. This is a state-funded program that protects farms. Mike has applied for funds to protect his farm from the conservation easement which means his land would be devoted to agriculture forever. It would not be allowed to be subdivided; it would not affect their property taxes and it would be devoted to agriculture exclusively if he is accepted. He asked that the Township Trustees pass a resolution of support for this, which is a requirement of the program.

Jeffrey asked for confirmation that once the property enters into this program, it is in this program forever no matter who owns the property. Mr. Czayka confirmed this. Diane agreed that this is a good program. John asked where the property is located. Mike said it is on Giddings Road, between Alliance Road and State Route 14. Bill asked if it affects property taxes. Alex said it does not; he's already in CAUV. John asked if there are other properties in Edinburg in this program. Alex said no, but there are some in the surrounding communities like Deerfield. John also agrees that this is a good program.

RESOLUTION 2017-031 The following motion was made by Diane Austin (read by Jeffrey Bixler):

LEAPP RESOLUTION OF SUPPORT

WHEREAS, the Board of Trustees of Edinburg Township has received a request from MIKE DIEHL for support of his application to the State of Ohio for purchase of an agricultural easement on the Living the Dream Farm property located on Giddings Road in Edinburg Township, Ohio.

WHEREAS, the Board of Trustees of Edinburg Township has reviewed this request and determined that the nomination of the property for purchase of an agricultural easement is compatible with the township's goals to preserve and promote agriculture as an important part of the area's economy; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Edinburg Township supports the participation of the above named landowner in Ohio's Local Agricultural Easement Purchase Program (LEAPP) and acknowledges that participation does not conflict with any existing or proposed land use plans of Edinburg Township. This was seconded by Jeffrey Bixler.

Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

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IV. CORRESPONDENCE

- A. Fire Records – The incident that occurred on I-76 has been taken care of.
- B. Portage County Combined General Health District Advisory Council Meeting: Diane said that she and Sandy attended this meeting. The new President representing the Board of Trustees is Bruce Lange and the Vice President is Tim Calcei. Any Trustee can contact them for any issues or call the Health Department. Jeffrey thanked them for attending this meeting.
- C. EPWA meeting is May 24, 2017 at the Summit County Fairgrounds in Tallmadge.
- D. NEO Public Works Expo – Kevin said he and Nate usually attend this. Kevin asked Bill to write a check to send in for their registration which is \$50 per person.

A motion was made by Diane Austin to approve payment to APWA in the amount of \$100.00 for Kevin and Nate to attend the NEO Public Works Expo; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

V. OLD BUSINESS

- A. Credit Card Policy –
RESOLUTION 2017-032 A motion was made by Diane Austin to approve the Policy for Use of Edinburg Township Credit Accounts as presented; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.
- B. Compensatory Time –
**RESOLUTION 2017-033 A motion was made by Jeffrey Bixler to approve the choice of comp time in lieu of over-time pay for full time employees, at a base pay rate and calculated at 1.5 hours of time off for each straight hour physically worked over 40 hours per week; governmental holiday hours are included in calculating the 40 hours. Compensatory time must be used within 1 year; maximum 80 hours accumulation; this was seconded by John Hayes. Roll call shows:
John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

Discussion was held regarding other qualifiers regarding Annual date for pay out of unused comp time and restrictions on its use. And used before end of October.

RESOLUTION 2017-034 A motion was made by Jeffrey Bixler to amend Resolution 2017-033 to include that an employee must receive their department liaison's approval in order to use comp time; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

- C. State Route 14/County Road 18 Intersection Project -
Jeffrey said he spoke with Chris Meduri and Chris said that basically it is not an issue whatever the Trustees decide. Jeffrey asked how the process goes if the State were to purchase the parcel needed from the Township
Cliff Durham said if the Township decides to not donate the property an appraisal would need to be ordered and the State would make the Township an offer based on that appraisal.
Jeffrey asked if all expenses would be paid by the State if the Township donates the property. Cliff said, “Yes, that is correct.”
Dave Starcher asked why the cost of having it appraised couldn't be shared by the tax payers, have the State buy the property and then any proceeds could be used to purchase equipment that is desperately needed for the Road Department?
Diane said that the State should pay for the appraisal fees. Dave agreed.
Diane said Gail & Eileen McGowan purchased that parcel and donated it to the Township for the use of the Township and she believes it is not right to donate the property after they purchased it. She said she knows the purchasers well enough to

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know that they would not be happy about it. She is against donating it to the State for this reason.

John agrees and since it was given to the Township the project needs to move forward. He would like to know the value of the property to be able to inform the residents what is going on.

RESOLUTION 2017-035 A motion was made by Diane Austin to **NOT approve donating the Town Center property (at Tallmadge Rd and State Route 14) to the State of Ohio**; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

VI. TRUSTEE REPORTS

A. John Hayes

--He asked if any of the Trustees had heard from anyone on the Parks and Rec Board since he was out of town when they had their meeting. Bill said they had decided to hold their meetings on a Monday and Linda Dillon was to get in touch with Noreen Brooks about which Monday each month they were going to meet. Bill also told them that the Administration building is available for them to use since 4-H uses the Town Hall on at least two Mondays per month. He talked to Terry Montz (Parks & Rec Board member) and he knows Linda has been working on trying to coordinate it. Bill said he told them that he needs to know so he can post it.

John asked if this Board is regulated by Sunshine Laws. Bill said he asked Chris Meduri about this and he said it did not have to be as official as the Sunshine Laws; posting meeting dates on the website would be fine; they do need to keep minutes, though. Jeffrey said that they had a very good first meeting and there is a very good committee established. John wanted to make sure that members of this Board were not 'spooked' by having to adhere to a lot of regulations.

Diane suggested advertising the meetings on the Town Center sign and posting it at area businesses.

--He agrees that a new mini excavator is needed. Diane said she was told by a funeral director that Edinburg has the lowest funeral fees around. She would also like to update the policy and make it mandatory that all services be held at the Chapel. She realizes this would have to go through Chris Meduri. Kevin said he's been gathering information on the surrounding townships' fees. She would like to have him enter this information onto a spreadsheet and share it at a Trustee meeting. She is interested in making sure that only the actual costs are covered—not to make a profit.

Kevin said if the funeral is past 2:30 p.m. on a weekend, it should be charged at the overtime rate because it takes them past regular work hours to finish up.

Bill reminded the Trustees that the issue with a veterans' gravestone foundation being free was brought up at the last meeting. Kevin said most townships do this for free. Bill said this should be clarified when future policy updates are made.

Diane said Trustees should consider including in the policy to waive the additional fee for someone who was not a resident when they passed away but lived in the Township for a very long time and had purchased their plot while living in the Township. This is something other townships are including in their policy.

Kevin said he will collect rules from other townships too so the Trustees may go over them as well. John will stay in contact with Kevin about this and report feedback to the Trustees.

B. Diane Austin

--She requested a brief executive session to discuss employee issues.

C. Jeffrey Bixler

--He told Kevin to go ahead and repair the park sign—it is in real bad shape.

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--He would like to have the mail delivered to a mail box at the Administration Building. All agreed. Bill said the PO box is paid for through the end of the year. Kevin said he has a mail box that he will install. Diane said Kevin should take the mail out of the mail box and put it in the office each day.

Bill said he still needs to sort it so he can make sure it gets to the right place and checks aren't sitting somewhere instead of being deposited. Kevin will put all mail in an inbox for Bill to sort. All agreed this should be done as soon as possible.

VII. DEPARTMENT REPORTS

A. Kevin Biltz – Roads / Buildings / Cemetery / Park

- They have been patching roads.
- They have been picking up trees as they fall.
- He took a main hydraulic valve out of the 2002 dump truck and took it in for repairs.
- They cleaned out and rearranged their garage again to accommodate two barrels of oil purchased during a really good sale.
- They trimmed the trees along the express way. This should help a lot with parking.
- They cut a couple of trees down that had been marked for them.
- They took the brick pillars down at cemetery entrance, they widened the opening, and they will get the stone put up as soon as there is good weather. When this is done they will repair the park sign.
- They test drove a Kubota excavator and it would do a nice job, he said.
- All agreed that the roads rotation costs needs to be discussed along with the costs involved in replacing equipment. Kevin said it would be best to purchase the mini excavator first. Kevin said he is gathering bids on trailers for this excavator also.

B. Mike Pittinger – Fire Department

- They had 13 EMS, 1 Fire, 2 EMS Mutual Aid, 1 Fire Mutual Aid, and 1 Alarm Drop for a total of 18 calls.
- The fire reporting is now up to date.
- Christopher Wheeler's active date as a Paramedic was effective February 13, 2017. Jeffrey had a copy of the certification letter. He told Bill to make up the difference in his pay since February 13 and apply it to his next paycheck. Rob Swauger said Christopher's hours worked were very minimal during that time that would need to be made up.
- He recommended that Amber Ryzek receive a promotion to Lieutenant. All agreed to discuss this in the executive session.

C. Sandy Templeton – Zoning

- She made/received 19 phone calls.
- She issued 2 permits – a sign and a porch deck.
- Jeffrey asked if the Camp Carl various directional signs are within zoning allowances. He asked Sandy, and she agreed to find out who gave them permission to post these signs.

D. Bill McCluskey – Fiscal Officer

- He presented the final, permanent supplemental to the 2017 Budget from the County Auditor.

RESOLUTION 2017-036 A motion was made by John Hayes to accept the permanent 2017 Budget and to approve the County Auditor's numbers; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

- He reminded the Trustees that the budget for 2018 will have to be turned in by July.
- John thanked Bill and said it is a pleasure to work with him as the Township's Fiscal Officer. Jeffrey said Bill keeps them on their toes.

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--The Township received a bill for \$1,040.00 from Volunteer Firefighter Insurance Services. Sandy and Diane explained the background for the reason each Firefighter needed to pay \$1.00 toward this premium. Jeffrey said this should continue as approved by Resolution 2015-260.

All agreed to table this until Bill and Mike can check into it further. Bill said a check for around \$1,600.00 was written for this last year and then voided.

--Mike said each employee needs to pay their own Ohio Fire Fighters Association dues. This does not go through the Township. Bill will give the invoice to Mike.

--Rescind Resolution 2017-029: This resolution can be rescinded because the advance is no longer needed -- Hartville Hardware accepted the Township's credit card as payment and the property tax money will now cover the payment.

A motion was made by Jeffrey Bixler to rescind Resolution 2017-029; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

- VIII. A motion was made by John Hayes to pay payroll and warrants 40064 to 40090; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

A motion was made by Diane Austin to enter into an executive session at 8:50 p.m. to discuss personnel issues and invite Kevin Biltz and Mike Pittinger; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

A motion was made by Jeffrey Bixler to come out of executive session at 9:15 p.m.; this was seconded by Diane. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

RESOLUTION 2017-037 A motion was made by Diane Austin to raise Nate Worley's pay rate to \$15.00 per hour effective immediately; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

RESOLUTION 2017-038 A motion was made by Jeffrey Bixler to accept the recommendation of the Fire Chief to appoint Amber Ryzek to the position of Lieutenant of the Edinburg Fire Department; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

RESOLUTION 2017-039 A motion was made by Jeffrey Bixler to approve that personnel who respond on callback be paid for a minimum of one hour for responding, no matter how long they are at the station; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

The time sheet should be filled out with the actual hours that the personnel was en route to, and actually at, the station. All agreed.

John asked about having a time clock at the Fire station and the Roads department. Mike said it would be hard to clock in personnel from leaving their house and in the hurriedness of responding to a fire. Jeffrey said he does not believe this is in their best interest. Timesheets are signed by them and any suspected fraudulence would be dealt with accordingly.

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IX. A motion was made by John Hayes that the meeting be adjourned at 9:25 p.m.; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

Next meeting: Thursday, April 13, 2017

Jeffrey Bixler, Chairman

John Hayes, Vice Chairman

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer