

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

February 22nd

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: Absent; Zoning: Lippy: Here

Guests: Daniel Demetro; Robert Clark residents

I. MOTION TO APPROVE AGENDA for: Feb. 22th, 2018

Moved by: Tim Seconded by: Chris

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

II. MOTION TO APPROVE minutes Feb 8th, 2018 regular meeting

Moved by: Chris Seconded by: Tim

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

III. CORRESPONDENCE:

A. Jeff: I have an email from the township resolution for LAEPP application for Diehl; last year the board approved a resolution for land owner Mike Diehl to be part of the LAEPP; the application was not able to be approved for his farm for the 2017 round, but looks like it is eligible for this year. So has everybody got a copy of that and had a chance to review it? Like I said we did approve it last year; I think that it is a good idea; I would like to see us approve it again so I would so move that we approve the resolution as follows:

RESOLUTION: 2018-029

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 (LAEPP) and acknowledges that participation in the LAEPP does not conflict with any existing or proposed land use plans of Edinburg Township.

Motion: Jeff; Second: Tim

ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

Jeff: The other thing I have here is Northeast Ohio Public Energy Trustee, which is NOPEC Energized Community Grant Program. All Signed sealed and Delivered.

Chris: Yes

Jeff: for some reason I am going to have to pay for the physical of this young man; I got billed instead of Edinburg Township; we can take a look at that; and I think what we need to do is coordinate back with University Hospitals to get that squared around; for the fire department.

Jeff: We also have an ICMA leaders at the core of better communities; this is a request for residential land use; regulations survey; the international city county may have been association in partnership with Cell/Laurie Real Estate Center of the Wharton School, University of Pennsylvania is conducting the following survey to characterize and

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compare local governments residential land use regulations, practices and procedures. Some of reported that the aggregated survey results will be published in various ICMA Publications on the ICMA website; please ensure the success with this by completing and returning this by March 16th 2018. Are we interested in doing that? Have You guys seen this yet? Chris: No. Jeff: I will pass that around so you can look at it. It is not something that we need to act on tonight; we can make a decision. Chris: It says second request; they must have sent it to us once already. Jeff: I don't remember it; I really don't.

Jeff : (presenting OTARMA insurance summary)We need to make a resolution to approve a OTARMA? Chris: Did you need a....Bill: We just needed to review, I believe Jeff: Everybody have an opportunity to review? Chris: Yes Bill: Is it all good to go? Jeff: Yes

Jeff: E check; I remember doing this; We handed this out on the vehicles e checks; this last year. They are saying that EPA is saying that they never received a completed copy from us. Bill: last year they were saying that we didn't need to. Jeff: Even if we say no we don't need to; we still need to turn it in; or maybe we need to get into this just a little bit further. See what we can find; why they are saying that we are in areas on this. Would you look into that for me? Kevin: Sure Bill: Is that the letter that was addressed to Sandy? Jeff: UmHm, anything else under old business?

IV. Old Business

Chris: Under old business; I think we got Rhonda's phone all fixed up now with... Rhonda: They said that it is released; it might be updated as well; I just haven't looked at it. Chris: I took the fire departments phones; there was three of them that they wanted fixed, upgraded or whatever; so I took those three to try to get those straightened out and I couldn't get them; they were going to make us pay a upfront fee by going to the store to get them three phones set up again. So I came back and then I got on the phone with them and I got two of the phones; we got two new phones coming for the fire department; they will be delivered here. Bill: They came today. Kevin: They came today; they are over in the office Chris: Oh, They told me 5 to 6 days so. Kevin: UPS brought them today; we opened them and put them in the office. Chris: They should go to the fire department. We should get a bill on our bill; just a one time charge for those two phones, \$ 99.98. Kevin: Tim Paulus' names on it. Chris: I told them to fix that; I tried to tell them that he hasn't been here for several years; they said that they were going to fix it; but. Bill: They told me that too. Chris: Now the third phone that he sent with me is 351-3552; somewhere along the line that phone is totally canceled; that number is totally canceled; that is one reason that phone didn't work; from the fire department. I talked to Rob and they kind of need the third phone; so I told him we would talk about it here tonight; because the other two phones that Bill gave me; those two phones are your two guys' phones (road department); I would assume that probably make sure that we keep the one number open because it automatically forwards to you. Kevin: Right. Chris: So we can't really do anything with that so; then the other one is Nate's or technically should be Nate's and I guess you guys; someone indicated that Nate doesn't need one. Kevin: He uses his own phone; but I think that number was transferred; he might have transferred it over to his number; but no one ever calls it. Chris: OK, so I guess what I am asking instead of reactivating this other number. Kevin: You could just use that one. Chris: Could we just take Nate's phone number; get a new phone and put on it; which would be half of this \$99.98 and put another new phone; but use that number. Kevin: I don't see why not. Chris: If that would suit everybody; that's what I would do and then we wouldn't have to reactivate another number. Kevin: He doesn't really need it Chris: He just uses his own. Jeff: Just make sure; lets just verify with him; instead of just doing it. Chris: Yeah. Kevin: I will ask him tomorrow. Chris: and just tell me for sure; and then we will move on from there. Jeff: So what happens with the zoning phone then?

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Chris: So the zoning phone; we got it; we upgraded her to a smart phone; we ended up having to more or less create another plan for her; because none of these other phones have data on the phones; so when you go to a smart phone you have to be able to have data; so we automatically had to upgrade and create a new plan or an additional on to our plan; it isn't necessarily a brand new plan but it is an addition to our plan; and so that is taken care of; we got her a new plan deal on that; Bill: Is it the same phone number? Chris: It is the same phone number and all; all that stays the same it's just that she has a smart phone now, but the other thing that evidently they must have gave it to her as a check and see if you like it; when she gets her voice messages it can automatically turn it into a text message; so she has a permanent record of anybody that leaves her a message; so that there is no questions about anything; it is all automatically; and it is \$3.00 per month extra charge; so I was helping her tonight because I needed the confirmation number and everything to do that and so it looks like we got that handled; I was trying to see. Jeff: So do we have the Phone? Chris: Yes. Rhonda: The case will be here tomorrow that I ordered. Chris: She went ahead and we gave her permission. Rhonda: I got it a lot cheaper than what they had it at. Chris: We gave her permission last meeting Jeff to get a case for it. Jeff: Oh that's good; that's what we have been trying to get done. Chris: They told me on the phone; and like I said I don't necessarily trust any of these phone people because you're on their constantly and you don't hardly get anywhere. Rhonda: Sprints customer service is really bad; it was really bad; these guys sent me over there and passing me around and they never did get it fixed, I have to do a few more things to it. Supposedly her minimal usage; and I went by the basic plan; they told me that we could; if it looks like we need a little more data or time we can upgrade without any additional charges; just the extra monthly charge; now supposedly its going to be \$35.62 per month; plus the \$3.00 for that phone and so forth; we kind of lucked out a little bit when we did all this the S8; they have some sort of a promotion going on and so it was really cheap right now with this phone. Jeff: What kind of data package did we get? Rhonda: It's real minimal; I think it's only a 2 GIG; I use it on my WIFI more than anything. Jeff: That is true but I just want to make sure that is enough for that. Chris: They did tell me that on the phone if we see that we need more; we can automatically sign up for it; we don't have to start all over again; this is the way they kind of explained it to me; all we would have to do is ask for the extra and there would be an additional monthly charge and that is it. Jeff: On your voice mail to text are you able to download the computer; it might not be a bad idea to electronically save it on another device; because... Rhonda: I know what you're saying; its nice; they kind of teased me with it; because the phone number came up and what it was about came up and I didn't have to try to take notes and sometimes it doesn't quite understand the person on the other side, but you can translate what they actually meant out of it by putting words together; it was nice they called and I was able to go back easier and double check as to what they were. Jeff: I think it is a great idea; I really like that part of it; I really do; cause so many times you don't have the opportunity to reach back in and grab a voice mail this way you have it. The way zoning is sometimes; it is good to be able to have that access. The only additional fee is the \$39.00 per month, basically. Chris: Yeah, should be; I don't necessarily trust them; but that is what they told me.

Jeff: The only other thing is we should probably look into making sure that two of the trustees are a part of that plan; or a trustee and fiscal officer; however; I think that there should be two; because that way.....

Chris: What you were saying earlier to me Jeff; But actually they never questioned that it was me doing this stuff; when I had the pin number; all they kept asking for was the pin number.

Rhonda: They asked my actual name; cause you guys are all guys; they definitely; they just wanted because it was a business account.

Chris: The pin number is the key, seemed like to me; they haven't asked me for my name or anything. Jeff: I just want to make sure, because we have struggled with this;

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obviously; Thanks for taking care of this Chris, you did a great job. Appreciate it.

Bill: Just once it is all settled if I could get a list of which phone numbers go with which department; so when I appropriate the bill. Jeff: Yes the numbers the numbers that go back to the fire department need to be listed as such and then zoning phone will be the same. Chris: There is only going to be to separate, her 3440 and 351-3321.

Bill: I will show you the bill; the next time I get a bill

Chris: But the rest of it should be all Fire Department.

Jeff: OK, well lets look at it next time, I want to see it.

Bill: The names on it are from Tom Repcik, isn't here anymore; you (to Chris) were always the name on it.

Rhonda: If you can get into the account you change; whoever, can get into the account and can change them. Chris: The trustees use to always have phones; but I don't know where those phones are. Bill: There are more than 3 phones on that bill.

Chris: Oh yeah, no no, there was only three phones that they had problems with.

Bill: Oh, OK. Chris: I am sorry; I didn't make that clear; they only three phones on there that they were having problems with. I know they have a lot more phones than that down there; it is just that there were only three of them that weren't working or wouldn't keep a charge or whatever; they were so old that they didn't want them plus there was no fix to them. Jeff: So are we still paying a fee for all of the numbers; or just the ones that in use; because the three trustee numbers; I don't know if they were ever taken off.

Chris: I don't know either.

Bill: The bill is very odd; some of the phones are charged per time; some are flat fee; if you look at the bill that was the phone number for zoning for example let say it was \$4.00 per month; but Kevin's phone that he was using was 27 something like that so there was no rhyme or reason.

Jeff: Not only if you get a plan, that main one pays a big chunk and the rest of them are just kind of broken down a little bit. Lets make a copy of the next bill and take a look at it and kind of look over it; I would kind of like to do that anyway that way we have a good grasp on it; maybe there is something we could do to change things around or I am not quite sure how you guys feel about. Anything else under old business?

Chris: I had talked last meeting, but I didn't get it taken care of yet Jeff; so that you are aware of it Chad Murdock put on a zoning clinic for Rootstown Township for their zoning people and so forth; especially with Rhonda being new; we haven't had one for our zoning people for a few years and I thought maybe it might be a good idea to do that; I kind of dropped the ball a little bit; I didn't get a hold of Chad Murdock to see what the price of that would be; so I will try to get that done by next meeting so that we could.

Jeff: That would be good.

Chris: Evidently Rob must have gone to the meeting for Rootstown Township and he is the one that suggested it to Diane and he thought it was very informative and so forth and he didn't think that he charged to bad a price; he thought that it was like \$45.00 per hour and it was like three or four hours or something like that.

Jeff: I think that would be an ideal thing; zoning has changed tremendously and continues to do so; so any type of training that we can get.

Bill: If I could just bring this up now as it relates; I was at the Parks collaboration meeting which is held at regional planning office on Tuesday night and Todd Peetz mentioned that they were having an orientation to services for regional planning Monday at 6:00 or 6:30 at the regional planning office that is open to everyone if they are interested, that may also somehow tie into zoning; I just wanted to make mention of that.

Jeff: and where is that going to be at?

Bill: In Ravenna, their office. Discussion of location occurred.

Jeff: That would be good. Anything else Chris? Chris: No.

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Tim: All I have is; I talked to Bill Hahn from Rootstown road supervisor about the sign; we had a couple people concerned that Rootstown put up a new welcome to Rootstown sign down in Edinburg and so we had a few people concerned that they were living in Rootstown now and anyway I checked with him about it; he thinks that maybe the Chamber of Commerce had that put up; he doesn't know; he is finding out and we will find out and I will let you know.

Rhonda: The only thing I would stay there for is curbside recycling; they drop of the containers and I will go for it.

Tim: So, I will find out what their reasoning was; why it was put there and who put it there exactly, anyway that's all I have.

V. NEW BUSINESS:

A. Chris: The contract for the mini excavator, I guess could be new business or old business either one. We need to sign this paperwork and send it back Steve; so that we can proceed on buying this; we already agreed to buy it and so forth; we just need to sign the paperwork. More or less probably going to be you Bill, signing it anyway; we already authorized you to sign for the credit applications anyways so I think you are that they want to sign it anyway since your on the credit application.

Jeff: Could I take a look at that for a minute?

Chris: Yes sure these are actually three copies of it; two copies, because I gave Bill one copy already.

Jeff: OK Now this is the municipal lease to own.

Chris: Its a lease purchase deal Jeff, and then at the end of 5 years. Jeff: It does say five payments; five annual payments. Chris: Five annual payments; we pay one more dollar and it is ours. Jeff: Now was there a pricing adjustment on this? Chris: The only extra thing that we did we agreed they have because its a lease deal they don't necessarily offer it unless its a lease; but they have a warranty that would follow the five years right along for \$2,000.00 and so we added that on Jeff. That's the only extra thing that we added on; for \$2,000.00 for five years. Jeff: And this is under the state bid? Chris: Yes Bill: Yeah, the paperwork that I had did not include all the additional items or attachments; so the list price that I had and the packet of information that I got was higher than the list price for the basic New Holland that main office had; once we added all the attachments and redid the numbers; the numbers worked out, so main office OK'd it.

Jeff: OK, so do we have to put 3/20ths down; or is that wave because its a lease?

Chris: We only have to put the one payment; the first payment is upfront.

Bill: I think they wanted approximately \$14,000. Chris: It's on this front page right here.

Jeff: I thought that the Ohio Revised Code says you have to put at least 3/20ths down so it is kind of a unique number but. Chris: I don't know how they come up with that.

Jeff: I don't know either, that would be more than that; so that is about what the minimum would be; OK. \$14126.09, Ok very good. Everything looks like it is in line and ready to go. Bill: As far as where we are at there yeah.

Chris: So one of these we need to sign; you need to sign. Bill: I can't sign this quite yet.

Chris: When you sign; you need to sign one for us; one for Steve; one for New Holland; that's why there is three copies. Jeff: From there we would go into how we are going to maneuver the money. So do you want to wait to discuss that until your turn or go right into it now and wrap this whole thing up in a nut shell, what do you want to do Chris?

Chris: I would say so; this is just Steve's paperwork; for his business; that sheet there; and you can sign it at the same time you sign the rest of it too.

Jeff: OK, so Bill what would we need to transfer funding wise; are we going to actually make a fund for this?

Bill: So anytime we end up doing some type of lease account and moving money within

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funds; in order for me to do a new line item in the accounting system; I have to call the State Auditors local government department to set that fund up; so as far as plugging in the numbers that is something that I could do; but they have to tell me how they want it done; at that point I need the final price which we have; in order to how we want to split it up; so if we are going to take 50% from general fund based on park and cemetery use and 50% from road fund; so when I set that account up and I transfer those monies in; since that new line item is a new budgeted item; before I can set that fund up in the computer we have to submit it to the Portage County Auditor to approve a amended certificate to put that on as a line item; just like you have a levy fund; so I am waiting for them to get our first certification estimated resources which has been turned in; I gave you guys copies of those in your box; when that comes back then I can submit that; so now we have the money; so as far as resolution wise; we have to decide how you want to split that money up; what funds you want it to come out of and then I have to take the interest rate and break that all down; this amount of money on this interest rate goes here and this interest rate goes here; that has to all be broken out and added to that fund; so when I report it to the state auditor that interest rate is separate from the main payment rate; so I am waiting on that; the other scenerio that I am still waiting on is our personal auditor who was assigned by the State, has to tell me whether he or that company wants the money encumbered upfront or all we need to encumber every year is the \$ 14,000.00 payment; so I am still waiting to hear back from Charles Harris on that. So meanwhile, I can't do anything until the County part is done; what I am trying to consider is since we know we are going to be taking money out of the general fund as part of it and out of the road fund at this point if we want; I want to make some calls to make sure I could do it; but if you guys approve it I will make the calls if I can go ahead and pay that out of the general fund now; the down payment or the \$ 14,000.00; the money is available; so I can certify that and then see if the local government would then allow me to transfer the money back in and then transfer it back in the separate fund once that is set up. That is the only scenario that I could think of that we could move now instead of waiting for the county auditor to approve that second amended certificate.

Jeff: So we are just going to work with it out of the existing encumbrance that we have.

Bill: We could do it I just can't do a purchase order for it yet because I don't have fund for which to attach that money to or transfer it into.

Jeff: Or we could take it out of the general fund and divide that payment.

Bill: and then take that; put that if we are only doing 50% or 50% back; I can't transfer money from the road department to the general; but I can always transfer from the General to the road. The park and cemetery are part of that; and I did do a report; I talked with Tim earlier about it; what I did was just printed out hours and came up with a percentage of time that the road department employees work in the cemetery and the park and the road over the year; so this was last year to take all their numbers their hourly time sheet numbers that were applied to the different departments and came up with the percent so 16% of their time was in the cemetery; 9.64% was working in the park; 74.62% was spent on working on the roads.

Jeff: So we end up breaking it down simply wise would be more like a 16/10 percent and 74% roughly, right?

Bill: That is going to be tight; what I might suggest is up the; we know a lot of those hours are just mowing and stuff; if we upped the percentage that were taken out of the general fund because as we know the cemetery uses that excavator a lot for the graves.

Jeff: Your saying up the cemetery percentage? Is that what your saying?

Bill: Yeah, because that is the amount that they work; but if we look at the machine itself.

Jeff: Actually it would probably lean more towards doing roughly 20 to 25 percent on the cemetery and; cause I realize what; correct me if I am wrong; because I haven't been; the key factor to this thing was for better security in the cemetery and working

Chris: I would agree Jeff; this was information as much as anything else; but I guess I would be trying lean towards like 50% of it coming between the park and cemetery and

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the other 50% coming out the roads myself.

Jeff: I don't know if we have that much money out of parks and cemetery to do it.

Bill: Well that falls under general fund; I would be more concerned on the roads side.

Kevin: Yeah the roads side is the one that really tight.

Bill: So if I have to encumber the whole amount then we will have a problem; but if you are not making me encumber the whole amount then we will be fine.

Tim: If we were required to encumber the whole amount; we may as well pay for it upfront.

Jeff: I am good with the way we are talking about it; 50 out of the cemetery and park and 50 out of the road fund; are you good with that.

Kevin: Yeah I am good with that.

Jeff: So are we going to have to do a resolution to that fact.

Chris: A simple motion or what; you just need to know where to take it from don't you.

Bill: We have to have a resolution of the split; so pretty simple 50 percent from the general fund representing the cemetery and park and 50 percent from the road fund.

RESOLUTION: 2018-030

Jeff: OK, so I am looking for a motion for funding of the excavator to be 50% out of cemetery and park and 50% out of road; do I have that motion.

Bill: There is not a specific cemetery/park fund so that would be general fund.

Tim: So Move Second: Chris ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

RESOLUTION: 2018-031

Bill: Could I have resolution to allow the fiscal officer to release funding for the first down payment while awaiting certification on the second?

Jeff: So Moved (we have resolution to allow the fiscal officer to release funding for the first down payment while awaiting certification on the second) Tim: Second

ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

Jeff: Everything will be able to move right forward; we won't have to come back to the meeting and do anything else; once you get everything moving it will be taken care of.

Bill: Well we will have to; Once I get the first amended certificate from the auditor you have to have a resolution to accept that and then I will have to present a second amended resolution or certificate to send to the county auditor when it comes back.

Jeff: OK, but it doesn't slow the process down. Bill: I am trying not to hold it up so....

B. Tim: I met with the Edinburg Park Board on Monday and they have a rental agreement for the concession stand for us to review and make any changes to and accept or whatever and they also have a set of bylaws that they drew up for themselves; this is all just for us to review; they also gave me a cover letter; we spent some time talking about some things for the bicentennial; this says" the Edinburg Park Board is ready and willing to help bring Edinburg's bicentennial celebration in 2019, We are beginning to pull ideas together as a board; so we can celebrate this event to its fullest; including elected officials, local businesses and residents in the celebration; some of our ideas and thoughts related to the bicentennial include memorial day parade 2018"; they would love to be involved and help; they were concerned about who they should talk to; they think it Sandy or whoever, so they want us to keep them in mind, because they would like to help with that; they would like to do a community yard sale along with the cleanup day in 2018; that want to put together a map for the community yard sale and have it as a fund raiser; do the advertising; get people involved in the community; I don't know if it would work out the best to do it during the same time as dumpster day, clean up day; that might be a little bit much, but what they want to do is advertising, put together a map and have a fund raiser with the community yard sale; that is an idea they have; also they want to stay involved with the trunk or treat again in the memorial day parade; I think they want

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to start in 2019 bringing in the bicentennial; they want to do another; another yard sale in 2019 they would like to do a bicentennial parade again in July in addition to that they want to do some type of festival and have some kind of event. These are just ideas; they are just kicking it around they also have a lot of beautification projects; they talk about advertising; doing mailings; donations; sign programs; like I said they wanted to have a meeting with me, which we had, so. It sounds to me like they would like to have a parade;

Jeff: It looks like to me like a Memorial Day parade and then another Bicentennial Parade. Tim: Like I said they are just kicking around ideas; they would like to do an event; and I think that amounts to the festival at the park; then do some fireworks; like I said they are just kicking ideas around; they want our thoughts on it; also they were curious about funding; they would like to know if the township would be willing to help them with funding; they mentioned \$5,000.00; I told them that I would bring it to the other trustees and that we would discuss it.

Chris: Funding for what?

Tim: For the Bicentennial Event; I am assuming that would go towards helping with; now like I said they are trying to raise money too; but they would like for advertising and they are talking about fireworks and things like that; they just put that out there and I didn't give them answer; I just told them that we would discuss it and they are going to try and raise as much money as they can; anyway that was my first meeting with them.

Chris: OK; that is definitely food for thought and I think and I know Jeff already said it; about sending this (concession stand document) to the prosecutor; but this actually looked pretty good to me. Jeff: I think that they spent a lot of time on it. Chris: This concession stand; way more in depth than I figured it would be and I think; this is like what we want; I hope they can include the baseball fields where people can agree to them.

Bill: This one, They separated out the park use; they separated it out from the original last year. Tim: Oh, Did they do one before?

Jeff: They did one last year; we reviewed what it was too in depth on several of the items that they were wanting to install on here so I am gladly take a little bit of time and look at this and review it; I do like the excitement that they have about doing things; I think that it is great.

Jeff: As far as funding; once we get a better handle on what we are actually looking at; the determination; I guess we could look at it more.

Chris: I guess that seems like a little bit steep to me, but I am sure we could find some money to help them somewhat; I don't know that we could do that much; we should be able to help them somewhat; and they are talking about next year anyways. Tim: Yes its July. Rhonda: They wanted to promote it this year, Right? Tim: I think they want to start getting the word out; this is coming for next year. Rhonda: If they pass the can down the curb. Tim: Well even to get people aware; so people want to get involved; they are encouraging more people to be involved. Rhonda: So that's why memorial day would probably be a good idea. Tim: They are looking for anything that they can do; any ideas that anyone may have. Rhonda: OK

Chris: Do we want to go ahead and send this to the prosecutor?

Jeff: I have not had a chance to review it all; to be honest with you Chris; I would really like to look at it first. Tim: It seems pretty well done. Chris: All I was thinking is; I agree with you; you need to look at it for sure; just because he looks at it; doesn't mean that we are going to go along with it. Jeff: That's fine and we can; you know what we could send it; get his responses back and then we could review it and then we can move forward with it; shorter period of time; that would be good. Chris: That's all I was thinking about.

Jeff: So Tim; do you want to take care of getting it into Chris Meduri. Tim: Sure, anything else Tim? Tim: No.

B. Jeff: One of the things we need to talk about trash day; that way we can get ready to

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get that set up along with finalizing the parade for 2018. Trash day to tell you the truth; last year we did just tires only I believe; am I correct? Kevin: We did iron and scrap iron. Jeff: As I was driving around the township I found out where a lot of people put their stuff; I didn't like that very much at all. Chris: Yeah, I would like to see us; get the dumpsters back on trash day. Jeff: I think that there is a means that we could attempt to put in place to alleviate the wrong people coming; I think there is opportunity to get names and addresses of township resident on a list and check it off. Kevin: What we did was like a check in; there were only two of us there and we were busier than busy; we had a funeral that day too. Jeff: It was very bad last time. Tim: I wouldn't mind working it; what is it a Friday or a Saturday? Jeff: The last time we actually did the whole thing it was a Friday/Saturday Kevin: Friday and Saturday morning. Jeff: Friday and Saturday morning. Tim: Two Days. Kevin: Only in the morning on Saturday and Friday until 7:00 or 8:00 that night; its a long day I remember.

Tim: Well let me ask you this; is there any way to put a limit on this; I will be honest with you; I pay to take my trash every week and I know in the perfect world everyone should do that; but I resent paying for other peoples trash pickup; but I will go along with it; but I think there should be a limit set to it. Jeff: I agree; that is one of the things that I wanted to talk about. Tim: One of us should be at the entrance checking ID's; because there is no reason should paying all trash away for surrounding communities; now the problem that comes in with tires; you have to take the tires; Jeff: Then again that is available at all townships; and I don't think that we got abused on tires ever; but what we did get abused on was the things that people were bringing and I think that is what we have to; this is something to go thru and allow a person to clean up around their property with stuff that can't just go down to the daily trash and I mean as far as it goes; I am willing to pull a day's vacation to do it. Tim: I will to. Chris: I would be glad to participate on Friday; so you guys don't even have to take a day vacation. Tim: I will be here; there is no problem; I will come help.

Kevin: I would like to do it early in May if we can; like the first weekend; that it is before I get busy planting and baling hay. Jeff: I don't think that is a bad idea either; to get it done a little earlier than before. Rhonda: People won't have as much time to get so much stuff together. Chris: That is the only bad part about doing it earlier; I understand what you are talking about.

Kevin: I will have to get a hold of Bill Steiner; get us tire dumpsters
Jeff: Why don't you get with him and kind of get us some pricing together
Kevin: Maybe we can shoot for May 4th and 5th; that is the first weekend in May
Tim: What do we usually end up spending? Jeff: I think the last time we did it; I think we figured 7,000 or 8,000 dollars. Kevin: No, I think it was \$4,000.00; we did 7 dumpsters of trash; like I said some people brought 2 trailers full of trash
Jeff: That is the kind of thing we..... Chris: I agree; It does seem like an abuse of it; but the real problem is if you limit it; It's like what Jeff is almost saying; If we don't let them bring it out here and get rid of it right; then it is going to be dumped someplace else.
Tim: All I am saying is we need to know how much it is doing to cost per dumpster and I mean we could fill a lot of dumpsters in two days; we could spend \$10,000. Do we have \$10,000 to spend? Chris: I don't think that you will get that much; it never has before anyways. Jeff: Like I said; I think the idea to try at least one time; if we get pricing on what the dumpsters going to cost; we can get an idea; If limit ourselves; If a guy comes up here with a load of manure like they did last time; he is not going to get lucky enough to unload it. Kevin: I will get pricing on dumpsters.

General Conversation continued regarding pricing and issues.

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Jeff: Which one of you gentlemen is going to Chair the Parade Committee?

Chris: I can do that. Tim: I will help you with it, because I want to learn what goes on.

Jeff: I will be glad to assist; Chris has a lot of experience with the parade.

TRUSTEE REPORTS:

A. Jeff: The only other thing; OK I just covered new business and I think I covered myself under trustee reports too; Chris, you got anything for trustee report

B. Chris: I don't think so; I took care of everything I had earlier on

C. Tim: Bill and I attended the Portage County Association Meeting/Dinner on Saturday Feb. 17th; they had a representative from the Sheriffs department; they got the two people that were doing the local break ins; they were from Alliance. They mentioned that if you were doing any levies or renewal of levies please go to the prosecutor because the wording has changed on the applications; the other thing was the health department; they have EPA funding for sewage treatment systems replacements and repair for low to moderate income home owners; they have done 23 in portage county so far and one of those is in Edinburg; they got \$500,000.00 to spend and I have a copy of the application if anybody knows or anyone that would qualify; there is a map here to show the ones they have done so far; if anybody wants to apply they said a lot of people are afraid to go to the health department and say "I have a bad septic system," and apply for this because they are afraid of will happen; you can go and apply and it doesn't go to the health department until you are approved; so they were very clear.

Bill: There is health department funding, County and Regional Planning funding; there are three kinds of funding options so if you don't hit the low income; then you would go to the next tier; then there is a final tier.

Tim: Anyway there are low or no interest loans; I am pretty sure; anyway there are applications for that.

Jeff: That is one thing we have had to pump that septic system twice in the last month.

Kevin: Probably here in the last couple of days they had to pump it. Bill: I just paid a bill for two. Kevin: It is filling up; there is ground water coming in someplace; whenever it rains Chris: It is probably a pretty tough time of the year to figure it out; but we probably

need to figure out where the ground water is coming into it; at least get it sealed up; I know that it is a mediocre system; but at least get it sealed up. Kevin: We have been trying; we dug up that pipe; we cemented that; then Rob and Mike dug up across the road and put in all new pipe there. Jeff: Its got to be coming into the tank itself. Tim: It is getting ground water in the tank? Kevin: Every time they pump it there is nothing in the bottom; seems like there is dirt floor; It might just be. Jeff: Does it back out through the pipe and into the station; is it coming in through the pipe or around the pipe; do we know? Kevin: What the water? We put in new pipe from the station to the tank and then we fixed around the tank going into the tank the pipe; so everything there is sealed; if you look in it when its empty there is no water; but there is no floor in it; so the water could be coming in from the bottom; I mean when we pump it there is a dirt floor; so there is nothing; it probably rotted away or deteriorated down in there; whenever it rains it fills up and then it backs up into the station.

Chris: I know that they are looking at a grant for the station and everything but if they don't come through with a grant for the station; we are going to have to do something; at least about the septic system and take it one step at a time; or something; as bad as I hate to say it. Kevin: Something has to be done, because you can't have them pumping it every; sometimes every couple of days.

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DEPARTMENT REPORTS:

A. Roads, Cemetery, Parks: Kevin: I got three quotes for tires for the one ton; they are getting pretty bald; I gave you last month we had two quotes and then I got a third one from KJ's Tire there in Atwater; which he came in the cheapest out; KJ he pretty much takes care of us a lot; a lot of times if our mower has a flat tire we just run down there; he don't even charge us to fix them and he will stop everything and fix that mower tire for us; he has been real good to us in the last couple of years; couple weeks ago I had to have dump truck towed; I lost a universal joint and Complete came out and they were real prompt about it; came out hooked on us; brought it back to the garage within 20 minutes of when I called them and I sent Nate over while I was on vacation to get a bill; they said that it was on them; so they didn't charge us for the tow; they were real nice; he backed it right into the garage for me and was real; I would just like to thank them. I would like to thank the Henry Bierce Company they donated an appliance dolly to us to move the appliance machine to the fire station; I had my dad bring it home for me; they told us no bill for it; they said Merry Christmas; they take care of me over there too. We have been patching the roads, Nate and I went out and made some pretty good time the other day patching some holes; for the weather there is not a lot of holes they are just breaking up in spots; Nate replaced the tail lights on the Chevy dump truck a couple of the LED lights were half way burnt out and they were getting bad; so we got some new ones; we have working on getting the sign moved over to the other building; we are trying to set up a nice with the signs all in one area over there. When I was gone Nate hauled leaves out of the park.

Jeff: OK, so let's talk about the tires; what are we looking at? Tim: A little over a thousand. Jeff: I know, but we are talking about replacing; are these all year all season tires; is that it? Kevin: This is what is on them; this is the same tire that was on them; we put them on maybe 4 years ago; the winter I first started here we stuck new tires on them and I think they have held up real well; they are not real aggressive but their aggressive enough; but we don't seem to have trouble getting around with the truck; pretty much they are all about in the same ball park; between Garro. Jeff: Are they just blown out or worn out? Kevin: They are actually worn; there is no tread on them; they are within; we got our money's worth out of them; Vans Tires is up there across from speedway; Garro Tire is in Ravenna and KJ's out here in Atwater. Like I said before KJ has taken care of us pretty good out there. Jeff: They are all real close together.

RESOLUTION: 2018-032

Chris: Well I will go ahead and make a motion to buy tires from KJ's

Chris: Move; Jeff: Second

Bill: Would you like to certify the funds? We could take that out of account 2011-330-5999

ROLL CALL: Mr. Diehl: Yes; Mr. Diehl: Yes Mr. Pfile: Yes

Chris: I think we should send a couple simple thank you notes this Complete Towing and Bierce's. Jeff: I think that's a good idea. Chris: Somebody want to raise their hand to do it. Tim: I will take care of it. Chris: OK, Thank You! Kevin: I think Complete Auto; that was real nice of them.

B. Fire Department Report Jeff: Alright; Fire Department Report; 6 EMS calls, 4 mutual aid EMS, 1 Fire, 1 CO call, 2 MVA. He says that they received 6 air packs from the City of Aurora; I will get into that; so apparently Aurora got new ones and they donated them back to us; I think that pretty well covers what the fire department has. I noticed that one of the things I saw on here,, Bill was a repair to the tank.

Bill: It was a tank and/or a gauge on a tank; so I am assuming those were together

Jeff: That's from Falls Way; that kind of confused me; I didn't; I am trying to understand

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what tank it could have been; says fire. Bill: That is all the information that was on that invoice.

Jeff: And that invoice and I use quotation marks “Invoice” you received for the CPR training; that probably is not acceptable in my opinion. Chris: Whats that? Bill: That is the new one from Cadets training; they did the fire department too. Jeff: Ok Bill: So that's the charge for the cadets.

Chris: Level gauge and tank probe; that is the water level gauge. Jeff: I wasn't quite sure what it was; I just say it from Falls Way; and I was trying to understand what it was
Chris: OK...I guess I understand that then; is this ok or do you want something else done with it?

Jeff: If this is acceptable for him (Bill);the other one that I say was hand written; not very clear and; this one has at least a little bit of professionalism with it.

Bill: The previous one had the tax ID number and everything so; this one is fine

Jeff: OK; Very good. Bill: Although the price was \$37.00 and they didn't quite charge that with the fire fighters; I think I talked to you about that; the last meeting.

Chris: Yeah, The fire fighters was cheaper

Jeff: OK, Rhonda.

C. ZONING: Rhonda: I issued a zoning permit for a resident; went back and forth with Chris I had emails for the sign for Dollar General is about to have a variance; so I am waiting for that paperwork; I met with an engineering firm about same and took another random small question call. Chris: Everything working fine with the computer; working?
Rhonda: I haven't done anything on the computer; I don't think that any permits have been entered in the actual computer since 2016. Jeff: No; Probably the last ones that were entered; were the ones that I entered. Rhonda: Correct, from what I was kind of looking threw; they are kind of just all in a folder over there. Chris: If you need help getting it caught up to speed let me know. Jeff: I will help here.

Rhonda: Diane and I were talking a little bit about the computer system; it is really out of date. Chris: I have been talking a little to Diane about it also; Jeff, of course I am not a computer person, never pretend to be one; but between her and Rhonda they will look over the computer; before they spend time entering those into the old computer; they are going to make sure that computer is adequate for what we need to do now; if it is not adequate for what we need to do now; we might end up needing to upgrade a computer anyway and instead of spending the time putting these permits in that old computer; it might be time to get a new computer and transfer everything over and then put new permits in the new computer.

Jeff: It is still going to be the same format; I don't know if they have an upgraded version; I have never seen anything come across for an upgraded version for that.

Rhonda: We kind of talked a little bit; that program is not like tied into anything.

Jeff: It's a stand alone. Rhonda: It's a stand alone; It's not like you are putting into the State or whatever; we only talked briefly; we hadn't done any research or anything like that; but some type of Excel program that had the same type of information would be more modern and could be used unilaterally in other ways; we would have to kind of put that together on our own; to have all that information; but it would be common; for the next person that takes over or whatever. Chris: I think you would look into that

Rhonda: You would want user friendly; we were just talking; it is just really out of date; it is probably 20 years old; we were just throwing it around trying to figure out something. Chris: They haven't done anything; and they are not going to do anything until they; they were going to look it over a little more in depth; before they really did anything Jeff; and then they were going to talk to us and see which.

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Rhonda: A lot of the stuff is just thrown in order of there and I was trying to make heads or tails of it; trying to figure out what belonged where. Jeff: The program over there is a little difficult to get use to; the one thing about it is; it has the ability to cross reference itself; and that is the only thing that can come in handy; rather than building your own program would; we definitely need to upgrade the computer system.

Rhonda: Who was that Chad Murdock? Chris: Yes, Chad Murdock. Rhonda: He might be able to give us an idea of better way; just so that we a little more. Jeff: That sounds good.

Chris: I don't think that we are going to jump into it just yet Jeff. Rhonda: No, this is just a very light conversation. Bill: Is that computer hooked into the internet? Are you using the internet on that? Rhonda: I don't know. Jeff: I never used it; I never opened the icon for it; so Bill: Depending on the version; it might be expired for security protection. The one on Tom Repcik's old desk is available too; I don't know; and that computer I believe is newer than the one in zoning. Rhonda: It wouldn't be wireless anyway; it would have to be hooked up by an ethernet cable; it is too old to be wireless. Bill: Right; So just for security; if all you need is for that computer your paper work; we don't necessarily have to worry about it; if it were to actually be hooked up and information exchanged to the internet hacking and that then we need to be concerned.

Jeff: Anything else Rhonda? Rhonda: No. Jeff: Ok, Bill.

Jeff: Ok, Bill.

Jeff: Ok, Bill.

D. Fiscal Officer: Bill: I already passed out financial reports; I had an issue when paying the payroll taxes for the fire department; so for social security and medicare; federal taxes for the government is due on the 15th of the month; I was unable to pay it as we did not have enough money; In cash fund money in the fund to pay those. So I need a resolution to advance transfer \$3,000.00 from account 2194 Fire Department Fund to 2192 to cover social security.

RESOLUTION: 2018-033Chris: So Move-to advance transfer \$3,000.00 from account 2194 Fire Department Fund to 2192 to cover social security; Tim: Second

ROLL CALL: Mr. Diehl: Yes; Mr. Pfile: Yes; Mr. Bixler: Yes

Bill: I can't transfer between funds without a resolution .

Jeff: I remember we had that discussion before; when the levies and funds were set up so.

Bill: In regards to the park money too; I did apply for a Nature works grant we had for the bleachers; I don't know if you remember; that was not approved; they just say no, try again; they don't tell you why; but we did have to transfer our percentage which was \$4,000.00 into that park fund; since we didn't get the grant, in regards to the park committee request, that money has been set aside.

I didn't get to the credit card statement; I know I sent an email out about the credit card policy; the State is changing that; I looked at over ours there is a couple issues that I think we did a pretty good job last year at getting it ironed out; but there are some changes we will have to make with that policy; I just didn't have the time to really break it down; for example one of the policies I think we had was; as a fiscal officer it is my duty when I get a bill from the credit card company I am not suppose to pay it unless I have the receipts for each of those purchases. I know when I started; Jeff you were around; there was issues with getting those receipts; so the problem when I don't pay it is then now we have a late fee or interest on those charges; so I might be held up because I don't have a \$14.00 receipt from Walgreens or something; in our credit card policy; it does say that you are supposed to turn them in everybody knows they are supposed to turn them in; it said that the trustees would allow that to be excused by vote; so presently as long as you guys pass to sign the check for it; it wasn't really a problem and it was thrown on you; the State is now saying no, unless I have the receipt it is thrown back on the person that made that purchase, if they don't have a receipt to pay that.

Jeff: Isn't that on a business; that is supposed to be directed to an actual business credit card; am I correct? Bill: Our township is a business. Jeff: Are Elans considered business credit cards? I didn't know if they were or not. I know they are township cards; but I didn't know if they were considered a business. Technically a business card.

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Bill: Certified is excused; that kind of credit account; Pettigrew's might also be excused for that; it is basically focused on credit cards; our policy already says no cash; you can't do a cash withdrawal or anything like that; there has just been a lot of theft and stuff; so now the State is actually getting involved.

The final thing I did pay out property taxes; which is pretty much just storm sewer charges; we get charged for storm water; however, I had one property which; when I look at the picture; it looks like it's the cell tower, the administration building and the trash/recycling area; we are getting charged property taxes; now these were paid last year and there wasn't a problem; I got the bill this year it says there is delinquent real estate tax on it; so I am not sure where that is coming from; since it was all paid last year; but I did talk to the County real estate department and they said that we need to file for an exemption; and I said this has been a long time; so she says well you have a fence around some zoning area or something; I am like we have no fence; she says I am looking in the picture; I am like, we only have a fence around recycling; it is not like we are blocking off public access from anything; so she is going to look back into it; and I told her the cell tower lease; I believe the trustees sold that cell tower lease back in 2011; they took a lump sum payment for the cell tower here and the cell tower in the park; so we really have to look at that lease to see if we still are taxed for some reason; if so then I would hope that the lease is paying the property tax for theirs; the amount of property that they are sitting on; so they are going to look; there should be an exemption form that should have been filed; she says there looks like there was a form filed in 2012, but it wasn't approved; she is still doing research on it; so I just wanted to follow up with that. Our actual charge should be \$24.91 for the full year and our bill is actually \$1,046.00; so I am trying to take care of that; that is all I have.

Jeff: Rhonda did you take care of that deal that Betsy brought up and reminded me, that cell tower. Rhonda: Yes.

Motion: Jeff: Could I have a motion to pay bills warrants 40544-40559

Tim: So Move; Chris: Second

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