

Edinburg Township Trustees Meeting

At Edinburg Town Hall

December 30th

2021

CALL MEETING TO ORDER BY: Jeffrey Bixler 7:30 p.m. Pledge of Allegiance
Roll Call

Bixler: Chair, present, Diehl Vice chair: Present, Trustee Pfile: present, Bill McCluskey,
Fiscal officer, present;

Jesse Baughman, fire chief, present; Rhonda Lipply, zoning inspector, absent.

Guests: no guests

I. MOTION TO APPROVE AGENDA FOR 12/30/2021

Moved By: Chris

Second: Tim

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

II. MOTION TO APPROVE MINUTES:

a. Trustee Meeting 12/09/2021

Moved By: Chris

Second: Tim

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

III. CORRESPONDENCE:

Jeffrey shared Email from County Prosecutor to review Executive session rules.

Portage County regional planning for replat of a property at Highlands of Edinburg
Schumacher property. (Chris to forward to Rhonda).

Chris mentioned communication from NOPEC regarding Grant information, contest to
double amount in random pull.

Tim Reported Rebecca interested in Advisory committee, he will notify of next meeting
of Parks.

IV. Old Business:

Chris asked Bill to hold off on final check for roofing, as project not yet complete.

V. Trustee Report:

none

VI

. Department Reports.

1. **Road:** Pipe put in on Giddings, maintenance repair work on international. Problems
with sensor. Ran into some problems. Chris mentioned Mike Hersberger would possibly
help if contacted. One funeral on weekend. Chris asked again about Street lighting still
many out. Asked for further follow-up.

2. **Fire department.** 401 total 2021 to date, FF Association event discussed regarding toy
drive and 3 family helped with gift cards totaling \$1000.00, Nathan Huhn resigning,
moving to SC.

Motion Made by Jeffrey to accept Nathan Huhn's resignation, 2nd by Chris,

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Jacob Bennett to take leave of absence. Jesse supported in case things slow down for him
in Mantua.

Jeffrey made motion to accept Jacob Bennett 6 month leave of absence, 1st of 2022
through July 1st, 2022. 2nd by Tim .

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Trustee reviewed application for Stacy Henry.

Motion Resolution 2021-050, Chris Diehl made Motion to approve hire of Stacy Henry
after passing post offer screening, EMT Basic. 2nd Tim

Mr. Pfile: Yes Mr. Diehl: Yes

Mr. Bixler: yes

3. **Zoning Department:** no report.

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Bill discussed with trustees how they want the specifics reported in the meeting records, as it is often difficult to hear and he doesn't get a hard copy report from zoning. Discussion generally viewed zoning information as "informational only" as trustees do not make specific decisions, as that is the role of the Zoning board, unless moving to prosecutor, present reporting is okay.

4. Fiscal Officer:

FO provided financials, Payroll, PO, Payments, EFT's, BC.

Bill asked for :

Motion: Resolution 2021-050 to move money from fund 1000-760-750-00 to pay salary appropriation shortage to complete \$630.00 into Administration salary payroll for 2021.

Jeffrey made a motion, seconded by Chris

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Motion: Resolution 2021-051 fiscal officer request to re-appropriate \$292 from Zoning salary to OPERS as appropriation budget shortfall due to higher than anticipated Zoning hours in 2021. Jeffrey made a motion, seconded by Chris

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Motion: Resolution 2021-052 request to move money from salary object in 2273 Covid to supplies, \$7.95. Jeffrey made a motion, seconded by Chris

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Bill discussed problems to township Payroll and Payment of OPERS and withholdings and late fees due to untimely reporting of hours worked. Discussed OPERS representative statement that since she is a monthly wage report, all hours reported must be in the same month, not crossing months, Based on OPERS rulings. Trustees agreed to move Zoning wage report to single month beginning with January (December hours) and to be paid the 1st pay of each month rather than last. This will allow full month wages to be accurate.

Motion Resolution 2021-053: Fiscal officer requested a motion be made to have monthly reporting employee will report wages at latest the Sunday before a townships 1st meeting of the month for the full previous month.

Jeffrey made a motion, seconded by Chris

Mr. Pfile: yes

Mr. Diehl: Yes

Mr. Bixler: yes

Motion to approve \$600.00 over Budgeted PO amount to pay Countryside Trucking.

1st Jeffrey, 2nd Tim,

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Bill asked if pricing was established for new table for fire department for disinfecting purposes and be potentially paid with Covid money. Discussion regarding tables occurred with decision that tables are not needed. Jesse asked if we could purchase standing temperature scans that read temperature for people walking into building. Jesse to follow up with pricing.

Bill explained need to add additional holiday for New Years as holiday will be paid in 2021 on 31st rather than January 1, 2022 for road department.

Motion Resolution 2021-054 Fiscal officer requested motion of trustees to approve temporary budget for 2022.

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Jeffrey reviewed the temporary Appropriations presented by the fiscal officer. (attached).
Temporary Budget numbers for 2022 beginning 1/1/2022

1000 General \$314,534.65 Salary related 30,000 ,, 20000 capital improvement/equipment 264534.65 other general fund

2011 Motor Vehicle License Tax \$6,439.92

2021 Gasoline \$97,636.74 30000 salary, 67636 other road dept

2031 Road and \$13,071.68

2191 FIRE - SPECIAL LEVY/OPERATING \$69,612.39, 49000 salary 20612 other fire

2192 Fire Operations Special Levy \$128,579.14 20,000 salary, 108579.14 other fire

2193 EDINBURG TWP \$4,478.85

2194 FIRE - SPECIAL LEVY/CAPITAL IMPROVEMENTS \$216,522.21 20,000 salary, 196522.21 other fire

2231 Permissive Motor Vehicle License Tax \$66,199.16

2274 Coronavirus Relief Fund ARP \$135,025.25 ARP Approved

2281 Fire and Rescue, Ambulance and EMS Serv. \$159,365.93 30,000 salary

Jeffrey made motion to approve the temporary budget, 2nd by Chris.

Mr. Pfile:yes

Mr. Diehl: Yes

Mr. Bixler: yes

Motion to pay EFT' and warrants 42474-42491

Moved By:Tim

Second: Chris

Mr. Pfile:Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Motion to adjourn at 8:06 pm.

Moved By:Tim

Second: Chris

Mr. Pfile:Yes

Mr. Diehl: Yes

Mr. Bixler: yes

Jeffrey Bixler, Chairman

Chris Diehl, Vice Chairman

Tim Pfile Trustee

William McCluskey, Fiscal Officer