

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

May 10th

2018

CALL MEETING TO ORDER BY: Jeffrey Bixler @ 7:31 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: Bob Grudosky: Here; Zoning: Lippy: Here

## **I. MOTION TO APPROVE AGENDA** For: May 10th, 2018 regular meeting

Moved by: Tim Secoded by: Chris

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

## **II. MOTION TO APPROVE MINUTES:** April 26th 2018 regular meeting

Moved by: Tim Secoded by: Chris

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

Guests: Jenna Smith, Brianna Cordeiro, Robert Grudosky, Luke Grudosky, Nick Withey

## **III. CORRESPONDENCE:**

**A. OTARMA VISIT:** Jeff: They are planning on making a visit where they come down and do anywhere from a 1 1/2 to 3 hour visit. General discussion for fiscal officer to set up time and notify the trustees who may be available to attend as well as the fiscal officer.

**B. Jeff:** We had a revision for our dugouts; there is a little bit of a cost increase for permits; I think that everything is the same; it is just that they revisited everything. **Chris:** I actually went up and talked with them; they actually looked through their paperwork and some of it said 12 and some of it said 2; I talked to the baseball people and they are looking to get started right around the first of July; if we get them the permit in June would probably suffice. **Jeff:** I think that we could probably go ahead and make a resolution for the amount of the permit; that way we will not have to hold anything up; we have everything in place and have the dollar amount; with that being said if you would like to make a motion.

## **MOTION: RESOLUTION 2018-057**

To pay for the building permit for the twelve dugouts at the park at the cost of \$819.37 payable to Portage County Treasurer

Moved By: Chris Secoded: Tim

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

## **IV. OLD BUSINESS:**

**A. Job Applications:** Jeff: We did receive four job applications each trustee has a copy of all of the applications; we need to decide how we want to handle the interviews for these applications; last one I received was by email yesterday; the name of the applicants are Rob Swauger, Christopher Morrison, Randy Porter and Jesse Baughman. General discussion of procedural issues for interviews occurred. Posting of meeting will occur by fiscal officer and Trustees to review applicants.

**B. Bob: Maintenance:** 11 International Squad, we are going to do; 12 the second squad it was done recently; 13 had been done already; 18 there is no record of it being done recently; 17 and 26 are the only two that I would have difficulty changing it; especially 26; Discussion occurred regarding which vehicles could be serviced in house aby the fire department and which would need outside work. I ordered the filters for 18 and

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11; I got them through Napa; I went to Ravenna there and they wanted \$75.00 a filter and they did not have them in stock; Napa has them for like \$24.00 or \$27.00.

Jeff: What I am looking at is do we have to have anybody taking care of a couple of different trucks; You said that Yes we do; and you are going to work your way through that right? Bob: Yes; I can pretty much get under the larger equipment and drop it; I have a good sized barrel to catch oil in; we have the recycle over here; I am pretty sure that I can get those two off easily enough. Jeff: And you're going to make arrangements and let us know what your arrangements are. Bob: Yes. Jeff: OK. That is good.

E. Tim: The concession stand document is almost complete; there is a couple things that we need to decide on before they can complete it. One of the changes from Chris Meduri says the document requires the organization to obtain and continually keep it a general liability insurance policy; what he is suggesting is that the township might want to be named as an additional insured and also establish a minimum dollar amount; but I did not know as far as a dollar amount; he had in here 1,000,000.00 property damage and personal injury; I do not know what they carry; do we have any idea? Discussion in general about liability demands and suggestions. Jeff: the 1,000,000.00 Insurance policy on something like that is very reasonable. Tim: I will see what they have.

The other thing is the township could also consider inserting an indemnification provision into this document whereby organization holds harmless release from liability indemnification the township all of its officials and employees from any and all claims that may arise in any way from the organizations use of the premises being licensed to; so I think that if it is OK with you I want to add those two things to it; as long as you guys are alright with that. Jeff and Chris: Are good with that.

F. I had these signs made; the new grand marshal signs; I guess that I was kind of wondering; I thought that these looked pretty nice and they are magnet; I wonder if we ought to get our Trustee signs. Jeff: Do the same thing with it; why not; I would like them to look uniform; how much? Chris: It was like \$46.00. Jeff: That seems reasonable; I would like to have the other ones done; that looks good. Chris: Alright, I will get that taken care of.

General Parade discussion. Jeff: Usually the day of the parade; there is usually different types of fruit drinks and punch and some snacks for the band and choir kids. Tim: Yes they contacted me and I am going to have the town hall opened up by 10:00 am for them the day of the parade; we will bring them in here so that they can have their snacks and everything. Jeff: Is the parade committee putting the snacks together? Tim: As far as I know I will bring it up to them. Jeff: Yes, I would like to make sure that is covered. Bill: That back storage at administration has some cups and stuff; might have some igloo's. Kevin: This door opens and the coolers are in there.

#### **IV. NEW BUSINESS:**

A. Chris: (Resignation letter read by Chris) Diane Austin: "Dear Trustees, I am resigning my position as Edinburg Township Assistant Zoning Inspector, effective immediately, the hours that I have put in this year will serve as my final donation to Edinburg Township. Enclosed are my keys, I will meet with Mrs. Lippy at her earliest convenience to review the file that I have been working on. I respectfully ask to have my pass code changed to the administration office and be removed as Edinburg Township Facebook Page administrator immediately. Sincerely, Diane Austin. "

#### **MOTION: RESOLUTION: 2018-058**

Motion: To accept Diane Austin's resignation of Assistant Zoning Inspector.

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Moved By: Tim

Second: Chris

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

Jeff: She is the administrator of our Facebook Page? Bill: I have absolutely no control over the Facebook page; it is not a township page. Chris: She told me a while back that she was on it and did not really understand why she was on it. Rhonda: She would have had to be the one to have created it in order for her to be the administrator. She would have to take herself off of it as administrator and find someone else. Bill: It is not a township controlled page, that can lead to other issues. Rhonda: A lot of people get their information from Facebook so it would be a good idea if someone did do that. Jeff: We could make that part of the zoning job. Chris: I do not want you to get overwhelmed Rhonda; but it would be much appreciated if you would be interested in doing it. Jeff: Let's see what we can find out about it and see what it is going to take to keep it going. Kevin: I hung the keys on your bin over there; so that you have the keys that she turned in.

Chris: I guess with that we need to advertise and see if anyone is interested in being an assistant. General discussion about need for assistant zoning inspector and part time status. Bill to post ad for part-time zoning inspector assistant in the paper.

Bill: I know that she mentioned her hours and I never received any hours for her. Tim: She said that she donated her hours. Bill: If I had her hours I could send her a receipt for tax purposes. Jeff: I believe that she told me that she had 21 hours; but that was verbal. Chris: I will talk to her and see.

**B.** Chris: Up there at the park I noticed that the new tree line that the roots are getting exposed along 76. Kevin: Do you want some mulch in there. Chris: I know that it would be kind of pricey; I wondered if we thought that we would have enough money; I talked to Dennis Novak; he would bring us a full truck load and just dump it up there so we would not have to haul it up there or anything; he would just dump it in two or three piles right along there then we could just scoop it up and put it around the trees for \$20.00 per yard and he said that there 65 yards in a semi so that is about \$1,300.00. Tim: The roots are exposed; do we need to put soil. Chris: I do not think that we need dirt; I think mulch would serve the purpose anyway and look nice. I talked to the FFA down there and they could actually rake it around the trees; if we dumped it in little piles all of the way down through there; they could rake it around and save us even the labor; all we would have to do is use the backhoe and dump it over; if that is what we would want to do; I think that we need to do something to protect them; they look so good and everything; if we could see our way clear to spend that. Jeff: One thing about mulch is that it is a yearly thing and if you go with like a river rock that looks nice; it is not a yearly thing; we might have to touch it up once it settles out a little; but that is about it; would anybody be interested in trying to go that way or do you like mulch better? Kevin: Well we were kind of waiting because they were getting ready to come down through here and trim trees; he (Nate) knows a lot of those guys and he was going to see about getting them to dump their trucks down there for free; they were out there just last week looking at the trees and he said that they were going to come down and when they come down he is going to try to get them maybe to take these ones across the street down and that pine tree down; the pine tree just should come down for nothing; because it is in line of the power line; so at least if they took it down; then we could handle that old pine tree down here; He was going to talk to those guys when they come down through here; he knows a lot of those guys from Aspen because he worked for Aspen; so that is what we were kind of waiting for them; they were out one day this week going house to house looking at all the trees; so they are coming down 18 and make their loop. Chris: That would be great if we could do that. Kevin: We could look into that more tomorrow or in the next couple of days I could have him get a hold of his people. Tim: I like the stone too; but I think if we stoned it like you

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were saying that we would have to put something there to retain it; because the stone would probably just be rolling out into the drive; that is a long stretch along there. Bob: What about the dirt that is going to be dug out around for the dugouts; could you just use that dirt to put around the trees to cover the roots. Kevin: Probably could; but you're talking in the middle of the summer when that happens. Jeff: When do you think that you would know? Kevin: I could get on that and have him get a hold of his people tomorrow or first of the week. Chris: If we do not catch these FFA kids pretty soon; we will lose them; if it would be OK with you; I would go ahead and make a motion to go ahead and purchase the mulch at that; but take a few days and see what you could figure out; if you think that there is a good chance of getting it within the next month or something why so be it; we will do it that way and spread it down through there the best we can however we can; if not I think that we ought to go ahead and purchase this and have it dumped up there and make arrangements. Jeff: How much is the mulch? Chris: He told me \$20.00 per yard and I am pretty sure that he told me that there was 65 yards on a truck; I think that comes out to \$1,300.00 and would sell it us at that price and just dump it for us up there when it comes in.

**MOTION: RESOLUTION: 2018-059**

Dennis Novak from DJ Trucking to deliver 65 tons of Mulch at \$20.00 per ton.

Moved By: Chris Second: Tim

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

**V. TRUSTEE REPORTS: all mentioned**

**VI. DEPARTMENT REPORTS:**

**A. Kevin Biltz- Roads/Buildings/Cemetery/Park Report:** Roads: Kevin: The cleanup went well; I would like to thank everyone that helped; we had a good turnout; It went pretty smooth that way; We ended up with 6 dumpsters with trash; 4 dumpsters of tires; 2 dumpsters of scrap metal and those were all 40 yard dumpsters; we have been mowing and trying to stay ahead of the grass; we are digging the foundations tomorrow for the headstones. Jeff: I was asked how we went about getting the scrap metal dumpsters brought in; did we get a certificate back for the scrap. Kevin: We have not yet; but we should get one shortly. Jeff: How did we make our choice. Kevin: I just called down there and they said that they would bring them for free. Jeff: OK, that is good enough for me. Jeff: And it is just standard scrap price right. Kevin: I have not yet; they took the last dumpster on Monday and we should be getting a check pretty quick here I would think. Bill: So we did not have to pay for those dumpster? Kevin: No, not the scrap dumpsters. Kevin: We put a third dumpster in; but we did not put very much in that one; it was getting full pretty quick on Saturday so I called them and they brought one right up; they were pretty good; very nice about it. Jeff: When you find out how much we are getting per pound or per ton just shoot me a text to let me know. Kevin: I think we need to turn a copy of that and the trash into Bill Steiner wants to know how much we took in on all of that; he likes to keep track of all of that; he would bring dumpsters to us too; but then he keeps the money. Jeff: There are some other scrap haulers out there that would have liked to have the opportunity to be a part of it; so that is why I was wondering how we went about it and what we need to do; no big concern; just information so that I can answer questions.

**B. Captain Bob Grudosky/Fire Department:** Since the last Trustee Meeting we had 4 EMS runs, 2 Mutual Aid EMS, 3 Fires, 2 MVA's, MVA Fire 0, Hazmat 0. I am going to begin a preventative maintenance program such as oil, lubes and filter on the 11, 12, 17, 26 and 18; most of the trucks I can get at fairly decent except for two of them and I want to see

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if a business here would take care of those two and also Rob has contacted another business about doing it; the break park; I can't do the brakes; that is going to have to be another program and have somebody else do that check the brakes; I will do the oil and lube the front end up; we can do that pretty easy.

We have one new hiring candidate; he was in Palmyra Township and we are continuing on with the grant applications. Jeff: Who is the new hire? Bob: Matt Bennett. Jeff: He turned in an application. Bob: Yes. Jeff: And we are running through the drug screening and back ground check. Bob: Yes; He is now on Palmyra and Paris. Jeff: He wants to be a fire department member? Bob: Yes; I see him at Kent quite a bit; he is a college student so he is going to be free this summer. Jeff: Is he medical? Bob: No, he is just EMT, right now. Bill: I put a letter in his mailbox; to Rob; it was something from Mercy; it might be his drug test or something.

Chris: I did forget; we did get the septic system repaired at the fire station; they found a couple of leaks that they sealed up; and then put in a couple risers and they also put a bunch of dirt around it to raise it up; they were really concerned that it was the lowest spot in the area and the water was running to it; they put dirt on top of it to rise it up to make the water go away from it; they also put a little diversion ditch there to take the water right to a catch basin that is there; it might fluctuate a little bit because they ended up getting a small load of gravel in there to line that little ditch with; but it is probably going to be between \$2,000. and \$3,000. Jeff: Rob did call me about that this morning and he said that the tank is showing at about half full now; to me I do not see that really as a problem; but when it gets to the full level it should be utilizing a leach bed; so if we have a problem after that then that is when I would be calling. Chris: I think what the real problem was before is that it was coming in so fast that the leach bed could not get rid of it and it should not come in that fast anymore is what they are hoping and that I am hoping also. Bill: In regards to that; that was Workman? Chris: Yes. Bill: They are actually not in our system; I was going to do a PO; but I could not; so I will do a PO once I receive their bill.

**C.** Rhonda Lippy-Zoning: I answered a lot of questions about pole barns and buildings; but there is a gentleman that wants to build his pole barn; he is filing for a variance; he wants to put the pole barn in front of the house; so we will have to get the committee together for that; I sent him all of the applications and everything.

Chris: Has Diane talked to you then? Rhonda: I knew nothing until tonight and I had text her because I had questions. Chris: I assume what she is talking about is because she started working on the pallet place; so I assume that is what she was talking about. Rhonda: It does look a little better;

I did get a phone call today the mulch right across from the fire department; the states contacted them about putting a job trailer in there; they said that it was just the fee for the job trailer. Jeff: The thing about that is they are putting that right on his property right. Rhonda: That is what he said; I did not realize who I was talking too. Jeff: You may have some questions on that; if you do call me. Bill: Was there somebody named Mark that you are following up with? Rhonda: Yes.

**D.** Bill McCluskey-Fiscal Officer-financial reports, warrants, bills and PO's shared. I have a deed for a cemetery lot for Jeffrey Whitely; I had a discussion with the post office apparently the fire department has a separate address; there is not a post office box; so they cannot drop the mail to this mail box; the decision will have to be made to put a mail box up and they will deliver. Chris: Could we forward their mail to 6856? Bill: I do not know if that is permanent if we forward it. Rhonda: That can only be done for a year. Bill: You can ask them. Chris: They had dropped it down here.

Bill: I did get a call from Amber she needs some information on grant programs; they are going to pick up all of our information for the audit next Tuesday at 3:00pm;

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As far as PO's at the last meeting trustees approved a Carbon Monoxide Detector and the approved amount not to exceed \$250.00 but the check amount is \$ 262.58 due to shipping and handling.

**MOTION: RESOLUTION: 2018-060**

Motion: To amend resolution number 2018-05 to include the amount of \$ 262.58.

Moved By: Jeff Second: Tim

Roll Call: Mr. Bixler: Yes

Bill: I need approval from the trustees to pay for Charlies Garage Door Services in the amount of \$580.00 for the concession stand; I just need approval because it is over \$500.00.

**MOTION: RESOLUTION: 2018-061**

Motion: To pay Charlies Garage Door Services in the amount of \$580.00 for the concession stand.

Moved by: Chris Second: Jeff

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

Bill: I got a bill from Scott's Disposal for a roll off container. Chris: That is the trash dumpster. Kevin: Wait for what; that is for the baseball; that was for the Dillon Tournament.

Bill: I followed up with EPA and apparently EPA requires me to fill this form out; so all and those two vehicles that need inspected; the EPA says that every vehicle in the township is supposed to be listed on that; so I went through the list that I have from an old file that Tom had; when he had taken care of it; I followed up; I went over to the fire department and got some VIN numbers; there are two items on there a 1992 and a 1993 that I do not have any idea what those are. Jeff: The 1993 HA. Chris: I am sure that is the cemetery trailer with the plywood on it; it is homemade; the other one is we do not know what it is; I wonder if that is the cemetery trailer that you haul the lawn mowers on. Jeff: This has a VIN number and everything. Bill: I am not sure why they would have trailers on here. Jeff: This is what you have updated here? Bill: Right. Kevin: I can look at the plates; you said that they we vehicles that is why I did not think about the trailers. Bill: That is what I thought they were; this is EPA Ohio E-Check so why would a trailer be on it. Kevin: I will text you the plate numbers tomorrow.

Bill: I am not sure of the status of the grant for NOPEC. Kevin: I have all of that paperwork I will get it to you.

**VII. MOTION TO PAY THE BILLS: Warrants 40670-40690**

Moved: Tim Second: Chris

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

**VIII. MOTION: Meeting Adjourned at 8:26 PM**

Moved: Chris Second: Tim

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

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Jeffrey Bixler, Chairman

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Chris Diehl, Vice Chairman

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Tim Pfile, Trustee

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William McCluskey, Fiscal Officer