

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

April 13, 2017

Jeffrey Bixler called the regular meeting of the Edinburg Township Trustees to order at 7:31 p.m. with the Pledge of Allegiance. Roll call shows: John Hayes, present; Jeffrey Bixler, present; Diane Austin, absent; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, absent; Rob Swauger, 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 Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.
- II. Jeffrey Bixler called for a motion to approve the minutes of the March 30, 2017 regular meeting with one correction in section three: it should say CAUV; a motion was made by John Hayes; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.
- III. CORRESPONDENCE
  - A. Portage County Auditor - Budget Commission – There will be a meeting on Tuesday, May 30 at 6:00 pm to discuss the budgetary commission dispersal of local government funds for 2017. They are planning to work on a program to possibly change the distribution percentages. John will let Jeffrey know if he can attend this meeting and if not, Jeffrey will attend.
  - B. Park Board – The meeting minutes were presented. John asked Bill if the Park Board minutes could be posted on the website and Bill said yes, if he'd like them to be. Bill asked if they'd like Zoning minutes posted too. [No answer was given.] Bill said he can publish them in a page as well.
- IV. Introduction from Jeffrey to guests attending: David Starcher, Tim Phile, Larry Klodt, Shannon Paulus, Jacob Bennett, Tom Sullivan, Camp Carl Director

Tom Sullivan introduced himself as the new Director at Camp Carl and offered the use of their facility free of charge to the community.

John asked Tom about the Camp Carl signs that had been mounted to existing road signs. Tom said they called the State and they directed him to call the Portage County engineer Michael Marozzi – he was told if they could get approval from West Branch State Park they could put the signs wherever their signs are. He said they are not sure if the Portage County Engineer's employees took them off or if it was vandalism but all signs that were on State Route 14 are now missing.

Sandy said she had previously talked to Tom Sullivan and to Chris Meduri and Chris would be giving his ruling on this. She will let Tom know what Chris' findings are when she hears from him.

Tom asked about the Town Center and said they have a lot of volunteers through Camp Carl who would love to plant flowers and keep it looking nice. The Trustees said they would like that. John offered to have the Park Board get in touch with Tom about this. Sandy will give Tom's phone number to John for this purpose.

- V. OLD BUSINESS
  - A. Recycling – All agreed to ask Bill Steiner to attend one of the next two meetings.
  - B. Cemetery Fees – Kevin is working on putting the information he gathered into a spreadsheet to present to the Trustees.
  - C. Park Board Meeting – This has been established as the first Wednesday of each month either at the Town Hall or the Administration Building at 8:00 pm.  
--John reported the following from the Park Board:
    - 1) They asked if they could only advertise their meetings in the "Around Edinburg" section of the newspaper [to save paying the ad costs].

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Bill reported that Chris Meduri said using “About Edinburg” would be fine.  
2) They had discussed the Park sign. John told Kevin that what he did looks great. The Park Board would like to decorate that area with flowers.  
3) They discussed the concession stand concerns. John said this is an ongoing discussion and the Trustees will continue to discuss this also.  
4) They asked who pays the insurance for the liability at the Park. Jeffrey said Edinburg Township pays for this. Jeffrey said it is up to the various sports teams to carry their own insurance and he recommends this.  
5) They will have future discussion about bleachers.  
6) They would like to help with the Memorial Day Parade.  
7) They asked if the Board would consider a rededication of the gazebo during the Memorial Day activities. Bill said after reading a letter from the time of the original dedication, those in charge should make sure to involve the McGowan family in the ceremony. Sandy suggested a plaque be placed on the gazebo. Jeffrey recommended that they wait and do this after the construction project. All agreed.

## VI. NEW BUSINESS

A. Salt Contract – Bill reported that the negotiation is on for the new salt contract. He asked the Trustees to review what he gave to them and respond at the next meeting. The deadline to submit it is May 10, 2017.

## VII. TRUSTEE REPORTS

### A. John Hayes

--He had nothing further to report at this time.

### B. Diane Austin

--She was not present to give her report.

### C. Jeffrey Bixler

--He would like to set up a meeting to plan the Memorial Day activities. He asked Sandy and Shannon if they would be involved in this again and they agreed.

A meeting has been set for Wednesday, April 19 at 7:00 pm at the office.

Southeast Schools has confirmed that they will attend. The Park Board has agreed to help with this. Bill will advertise the meeting on the website.

## VIII. DEPARTMENT REPORTS

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

--They have been patching roads.

--They have been working on servicing the backhoe.

--The mechanisms inside the hydraulic valve on the 2000 truck quit working so he took it to North Jackson to have it rebuilt. They said it would be \$1,050.00 to rebuild it or a new one would be \$1,250.00. Jeffrey and John gave permission for Kevin to purchase the new one.

**RESOLUTION 2017-040 A motion was made by John Hayes to approve payment to North Jackson Hydraulics for a new hydraulic valve for the 2000 truck at a cost not to exceed \$1,300.00; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.**

--They have replaced the wood around the old flower bed at the Park.

--They have tried to mow but it has been too wet.

--The score boards are up.

--They rototilled the ball fields.

--The stone pillars are done at the Cemetery.

--They planted crown vetch and a wild flower mix on the hill at the Cemetery.

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John complimented Kevin on the nice job they did trimming the trees. Kevin said that Nate did the majority of that work. John also said they did a real nice job on the entrance and exit to the Cemetery. All agreed. Jeffrey said he's received compliments from residents on it too.

--He presented quotes to purchase a trailer and a mower. Kevin said the prices listed on the quotes are lower because they are state bids. This will be discussed at a future meeting.

### **B. Mike Pittinger – Fire Department**

Rob Swauger gave a report in Mike's place.

--He presented a worksheet of the extra cost involved in pay raises for the night time duty crew. Jeffrey said he would like to table this so he can spend time discussing this in detail with Rob.

--They had 7 EMS, 3 Fire calls since the last meeting.

--There have been ongoing Fire and EMS trainings with other surrounding departments.

--He reported the verbal resignations of Chris Wheeler (last day 4/11/17) and Zac Minnix (last day 4/13/17). Rob had requested they submit written resignations and they have not done this yet nor have they turned in their station keys. Jeffrey said their resignations will be formally accepted after these are received.

--They are recruiting Cadets at the High School starting next week. Darrell Rose is now in charge of this. The age limit for a cadet is 16-19.

--The Easter Egg Hunt went well.

--The new washer and dryer are doing great. He thanked the Trustees for these. Bill asked Rob to give him the serial numbers of the machines for inventory purposes.

--There will be a mock accident at Southeast High School on May 4, 2017 at 8:00 pm.

--He presented an invoice from Brock Bailey who had to rebuild the valves on unit 1513 again. Rob's suspicion is they had a bad load of water (with a lot of grit)—the water did not come from the Department.

**RESOLUTION 2017-041 A motion was made by Jeffrey Bixler to approve payment to Brock Bailey for parts and labor to repair four valves on unit 1513 at a cost of \$930.00; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.**

--Kevin said the fire fighter flags at the Cemetery are looking bad. He asked if the Trustees would approve a one-sided flag which would cost less to print. Jeffrey said this should be added to the agenda for the Parade meeting. Shannon will tally the number actually needed – it may be close to 50.

### **C. Sandy Templeton – Zoning**

--She made/received 26 phone calls.

--She issued 1 permit for a storage building.

--She received a call from Tri Lakes Marina informing her that instead of rebuilding they plan to add six feet on the front of the current building.

### **D. Bill McCluskey – Fiscal Officer**

--He presented three (non-resident) claims from Life Force Management to be sent to collections.

**RESOLUTION 2017-042 A motion was made by Jeffrey Bixler to approve sending STUCAL, ABULOA and WILMAR01 to collections; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.**

--VFIS - Insurance for Firefighters

He talked to the person who manages this account and he discussed past history of this policy -- when it comes into the play and whether the employee pays for part of that policy or not. She said it's whether Workers Comp will decide if they are the primary of

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if VIFS is the primary on the account. If the employee pays part of the policy then it will be a secondary to Workers' Comp. She said that there has to be a paper trail that the payment was paid out of the employee's wages. He asked who would be protected by the policy and she said any volunteer firefighter or any part time employees working less than the 1,500 hours. The overall cost for the policy is \$1,040.00.

He will follow up with Chris Meduri regarding the employee \$1 contribution.

Jeffrey asked Bill to see if a VFIS representative would come to a meeting to give the Trustees a better understanding of this. John agreed.

--He presented a request to receive a report from the Fire Department. Rob said he didn't feel it was right to give out someone's personal information to a third party (insurance company). Jeffrey asked if Chris Meduri was contacted about this.

Bill said if it is public record the third party could request and receive it by paying the \$.25 per page for it. Bill said unless there is medical information it is public record. He asked the fire department to give him the report so he can send it out if it is public record.

--He presented financial reports.

--He presented warrants, bills, purchase orders and blanket certificates. He put in the new allocated funds from the budget so he told the Trustees that they would be seeing a few more blanket certificates.

- IX. A motion was made by John Hayes to pay payroll and warrants 40091 to 40111; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.**
- X. A motion was made by John Hayes that the meeting be adjourned at 8:56 p.m.; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.**

Next meeting: Thursday, April 27, 2017

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Jeffrey Bixler, Chairman

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John Hayes, Vice Chairman

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Diane Hargett Austin, Trustee

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William McCluskey, Fiscal Officer