

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

December 22, 2016

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

I. Introduction from John to guests attending:

Bob Grudosky asked if it would be too much to ask for the Township to salt his driveway when it is icy, since he is on the Fire Department and gets calls during night hours. Not every day—just when it is really bad, and he has donated a lot to the Fire Department. Bill mentioned the free salt they had received from Morton Salt. Kevin mentioned that that is now all mixed with other road salt.

John said that he and Kevin agree that if Kevin did it for him he'd be obligated to do it for everyone who asks. Kevin said even if he salted it would sometimes be icy again in an hour or so. Jeffrey asked Bob if it is the County that takes care of his road. He said, "yes". Jeffrey said he could call Chris and ask him about it.

John suggested that Bob does what Ronny Pettigrew does; he mixes salt with the same stone of his parking lot so it has the grit and the melting properties together. John Hayes stated he wished he could not do this for all the fire fighters but that he wouldn't be able to approve this as everyone would like this service.

II. John Hayes called for a motion to approve the Agenda as presented; motion was made by Jeffrey Bixler; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.

III. John Hayes called for a motion to approve the minutes of the December 8, 2016 meeting with noted corrections; the motion was made by Jeffrey Bixler; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.

IV. CORRESPONDENCE:

- A. Letter from Andrew Campanella regarding National School Choice Week.
- B. Letter from Micky Marozzi requesting that a form be completed listing the Township officers for 2017. John asked Bill to complete this by January 16.
- C. Letter from Portage County Combined General Health District – Results from inspecting commercial waste systems for businesses in the Township. Also presented was a report on the water treatment inspection.
- D. Letter from Micky Marozzi regarding 2016 Certified Road Mileage of 14.955 miles in Edinburg. To be signed and returned.
- E. Christmas cards were received from: Marlboro Supply, Tallmadge Asphalt, D.S. Architecture.
- F. All Trustees received letters from NOPEC.

V. OLD BUSINESS

- A. Portage County Turnout Gear Replacement – Paperwork for State Route 76 Spill  
Mike said he talked to Chris Meduri and he said he would review it and get back with them.

Jeffrey asked if the Trustees would like to take Andrew Campanella's offer and issue a proclamation making January 22 through 28, 2017 as Edinburg Township School Choice Week.

**Resolution 2016-103: A motion was made by Jeffrey Bixler to make proclamation that January 22 through 28, 2017 is Edinburg Township's School Choice Week; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.**

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Jeffrey said he will notify the two day care centers.

- B. Park Concession Stand Contract - Tabled until Sandy returns
- C. Health Department – Clark Road resident complaint. Kevin said he noticed they've been working in the house and there appears to be electric to it. Tabled until Sandy returns.

## VI. NEW BUSINESS

- A. Bill reported that he received an email today regarding the new salt contract for 2017 to 2018. He will give it to Kevin and have it ready for the next meeting.

## VII. TRUSTEE REPORTS

### A. John Hayes

--He followed up on a report from Kevin that somebody ran into the Township's brick entrance pillar at the Cemetery and went up to see the site. He thinks a repair is needed. Kevin said that all of them are in bad shape and need to be repaired; he received a price of \$1,300.00 for material, to lay block and drill rebar--he and Nate would do the work. Jeffrey said he would want them all to look uniform. John and Jeffrey like the "Blue Grass Weather Ledge". Bill said the Cemetery Fund might have enough to cover this, but comes out of the general fund anyway. All agreed to do this work once the weather is good for it.

Robert Grudosky asked if they would consider widening the drive a bit (for fire trucks). Kevin said it would cost more money to dig the old footers up and pour new footers. Jeffrey said it would still be under \$2,500.00. Kevin agreed this amount is correct. John told Kevin to check into doing this and get it done. All agreed.

--John wished everyone a Merry Christmas and Happy New Year.

### B. Jeffrey Bixler

--He asked Mike to give an update on the EMS Firehouse reporting.

**Mike Pittinger:** As far as EMS, we have Michael Pickens has been working, getting the EMS reporting up to date. We were behind and we were all under the--we were misled on this and not saying that it couldn't happen, when we were originally with Akron [*Bob Swauger:* MSI or MCI] when we were at the old hospital; when we came back to Robinson, we of course had it for a short period of time, we were under the understanding that when we were putting our reports in, they were getting sent to the State and that was not the fact at all. So when we came back to Robinson, that's what we were under the understanding and then as we found out that wasn't the case, when Robinson went from Robinson Memorial to UH we ended up with a new program that we're running on. Now it's EMS Health not Sansio. So Michael Pickens is in the process of getting those caught back—getting all of the reporting caught up to date and he's been working with Natalie down in Columbus—

**John Hayes:** Who's Michael Pickens?

**Mike Pittinger:** He's one of our guys in the Fire Department. He's an EMS guru so Mike's been working pretty good with that. As far as Firehouse, we're still waiting for the Firehouse subscription to get taken care of so we can enter all of our fire reporting and that's been—we still haven't gotten an email from that yet.

**Rob Swauger:** Well, since October.

**Jeffrey Bixler:** We haven't got what?

**Mike Pittinger:** Our Firehouse subscription so we can report to Firehouse.

**Bill McCluskey:** We got a quote from Firehouse and I sent two messages to the guy from Firehouse.

**Mike Pittinger:** My question, they're telling me nothing was ever paid. You guys approved it.

**Bill McCluskey:** Nothing is paid until I get an invoice which I can pay and that has the contract and I need the tax ID number for them; they're a new vendor; they're not in the system so I've requested that information.

## Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

December 22, 2016

**Mike Pittinger:** I don't know how they can't be; they were telling us that we were in the system. We still have them up--

**Bill McCluskey:** I asked them to give me documentation of when you were in the system as well previously and I haven't gotten anything back. I've called the guy personally on his cell phone; I've left emails so.

**Rob Swauger:** You're talking to Forest?

**Bill McCluskey:** I can't remember. Whoever sent the original quote; the email. Jeffrey Bixler (cont.)

**Mike Pittinger:** That was Forest. It's in the quote.

**Bill McCluskey:** Then he had somebody call me back.

**Mike Pittinger:** They knew that we had—that our subscription—because you have to upgrade your subscription from what you have.

**Bill McCluskey:** But you've never reported to the State Fire Marshal using Firehouse.

**Rob Swauger:** Yes we did.

**Mike Pittinger:** Yes.

**Rob Swauger:** And then we had a glitch in it—

**Bill McCluskey:** I'm talking – there's been no reports to the Fire Marshall since February of 2016.

**Rob Swauger:** Right, that's when we got a glitch in the Firehouse, something happened to it, it just disappeared. So then we went—

**Bill McCluskey:** So you're saying you had Firehouse at that time; prior to that, in January, you were reporting with a different system, it wasn't Firehouse.

**Mike Pittinger:** That's because, yes, that's because—

**Jeffrey Bixler:** No, wait a minute no, your fire reports have always went through Firehouse, correct?

**Mike Pittinger:** Early on, that's correct.

**Rob Swauger:** Early on, then we went to a new program that was free through EMS Health which we had a huge problem with.

**Mike Pittinger:** No, it was Sansio.

**Rob Swauger:** No no no, I'm talking about the fire report.

**Mike Pittinger:** Ok, fire reporting right.

**John Hayes:** We got to be one at a time talking, boys, we're recording this and it's going in the minutes. One at a time.

**Rob Swauger:** So what we did was, we were using Firehouse, something happened, everything disappeared. So we went to a free program from EMS Health to report the fire side of things—

**Mike Pittinger:** Where we're supposed to be.

**Rob Swauger:** There were three departments in the State of Ohio that used it and we were one of them – ok. It was a brand new program.

**Mike Pittinger:** And it didn't cost us anything.

**Rob Swauger:** And it was absolutely free so that's how I was entering and reporting Fires to the State. I have documentation that I've done that. So, uh, there was another glitch in the software in the EMS Health and I reentered the reports three times because they have what's called validations; you have to meet all of those validations or it won't send so like I would open the program up and the reports that I enter from months prior were all messed up because of the valid—something was wrong with the software so I was working with a guy, Jay, anyways he's on Euclid Fire to get that fixed, well then he left that particular—he left working for UH and then we didn't have anything; we didn't have any representative for the software so that's then we decided to go back to Firehouse.

**Mike Pittinger:** And that's another reporting problem we're still having with UH because UH still has a glitch in their system for us putting our reports in because, we're not the only one—Kent Fire is having the same issue, so is Mantua—where it's kicking the reports, saying it's accepting the reports and then it's not accepting the reports. Ten days later you get a feedback saying it was not accepted or it was not ever entered and

## Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

December 22, 2016

they are entering them. We're not the only department and that part of it is a glitch in UH's system—EMS—

**Rob Swauger:** On the EMS side. I spoke to Ray Pace at UH, he's the director of that and he didn't even know about how to work the software so.

**Jeffrey Bixler:** Ok right now, Rob, you're talking the EMS side of the software.

**Mike Pittinger:** Both EMS and fire.

**Jeffrey Bixler:** Both EMS and fire.

Jeffrey Bixler (cont.)

**Mike Pittinger:** Fire was a glitch and it's not

**Jeffrey Bixler:** Well wait a minute, is the fire and EMS currently under UH?

**Rob Swauger:** No, just using the EMS under UH.

**Jeffrey Bixler:** What is fire under right now?

**Rob Swauger:** We don't have—we're waiting for Firehouse to enter that. We started—at the beginning of the year we started with Firehouse something happened with that—

**Mike Pittinger:** We lost it.

**Rob Swauger:** We went to a fire side of EMS Health, that—they didn't have the software working at that program so that's then we decided to go back to Firehouse and that's how we needed to pay for the subscription -- we were using um, at the beginning of the year the Firehouse we were using uh somehow we got in there to be able to report it. Tammy Earnest—

**Mike Pittinger:** We were piggybacking is what they were calling it—we were like under a sample Firehouse program, ok, if you will, is what it was. They were allowing us to report. Well, I think what happened was they finally deciphered that ok, you guys used enough free now we're cutting you off and that's when we went over to the other system.

**Jeffrey Bixler:** But none of those reports are in with the State.

**Rob Swauger:** Fire or EMS—

**Mike Pittinger:** Here's—

**Jeffrey Bixler:** I talked to the State for the fire and I also talked to EMS ok, I talked to them both two times—we're not under any type of a penalty because as you say we are not the only department that's struggling right now but we need to get ourselves caught up and all I'm listening to right now is nothing that tells me we're getting caught up.

**Mike Pittinger:** Mike's working on it but he's still having a problem with—

**Jeffrey Bixler:** That's the EMS side.

**Mike Pittinger:** That's the EMS side, that's correct. Firehouse—

**Jeffrey Bixler:** Who's workin' on the fire side?

**Mike Pittinger:** We need the Firehouse subscription.

**Rob Swauger:** Fire side we need to purchase the Firehouse so that we can enter it.

**Jeffrey Bixler:** You needed an invoice.

**Bill McCluskey:** Right. I will write a check, you guys can sign it and I will send it to them if as Trustees that's what you want to do. I mean, for someone to say, yeah this is gonna cost \$1,590 bucks and just send me a check and I have no documentation of what it is we're purchasing, no documentation of anything to me that's---

**Mike Pittinger:** Rob, where was the quotes that we had given you guys?

**Bill McCluskey:** I have that on email—

**Jeffrey Bixler:** There were several quotes that we reviewed and Bill was, and rightfully so, because the way the quotes were written the only thing that was different was a couple pieces of verbiage; those were quotes. Ok so now, we want invoiced.

**Mike Pittinger:** So how do—

**Bill McCluskey:** You're gonna get a subscription, right?

**Mike Pittinger:** Right.

**Bill McCluskey:** It's gonna be a subscription so anytime you buy—you know what it is you're buying you have, I don't know if there's any contract like you're stuck in there for a year or two years or—

## Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

December 22, 2016

**Jeffrey Bixler:** That's a yearly thing.

**Bill McCluskey:** Now, my issue is that's one of the issues is that I'm stuck doin' it too, the issue that—you said you talked to the Fire Marshal and they said they are not fining?

**Jeffrey Bixler:** Nope.

**Bill McCluskey:** Ok that's not what they told me.

**John Hayes:** I'd like to see that in writing.

**Bill McCluskey:** Now as far as the software reporting—

**Jeffrey Bixler:** Like I said I had two conversations with them and he said that there's two issues—I'm sorry to interrupt you, Bill—it even would affect the grant money but they're not even doing that right now because of so much of the, they're kinda just passin' it over because they're tryin' to get everybody back in line.

**Bill McCluskey:** Right, now the State Fire Marshal says that it'll accept Sansio and any of the EMS programs that—the Fire Marshal accepts those programs so one that's a free program. If you want to go buy a whole bells and whistles Firehouse program, which I understand is a very good program; most of the fire departments in the area are using it – it allows you to do inspections and a lot of other things so I totally see that side of it and accept that side of it. I need something—an invoice or something.

**Mike Pittinger:** Bill I'm not arguing with you, I agree but you know what, you're gonna see we're spinning our wheels, Jeff, and that's what I'm sayin' you can't—unless we drive there and choke it out of these people how do we get something from—you know, we've had this problem with even the State of Ohio, I mean sometimes this stuff's really been hard to get back and I'm with ya, I mean, I'll call Firehouse tomorrow and crawl all over them but whether—how many times have you been back and forth with them too?

**Rob Swauger:** Well, I sent an email—

**Mike Pittinger:** It's just like we're spinning our wheels. I got a copy of the email. Did you see—I think I—didn't I forward you a copy of that?

**Jeffrey Bixler:** You don't happen to have one of those quotes with you right now do you?

**Mike Pittinger:** I think I forwarded the email to you.

**Jeffrey Bixler:** You can just send it to me.

**Bill McCluskey:** Yeah I could forward you the email.

**Jeffrey Bixler:** That'd be good.

**Bill McCluskey:** It had both quotes on it.

**Jeffrey Bixler:** So right now we're not going to do anything with the Firehouse subscription. Ok?

**Mike Pittinger:** No, I mean, I can understand, my thing is with the Firehouse subscription though it does make—the Firehouse software does make it a heck of a lot easier for anybody to enter those reports. It's just not one person anybody can actually—it's pretty much idiot proof—you have to fill all the boxes in or it's not gonna let you go any farther.

**Bill McCluskey:** It's in a beta test phase for the EMS reporting as well so you could potentially us it for both. Mr. Pace at University said they're pretty much up on taking care of the EMS issue however, he has nothing to do with the fire issue. I was told by the Fire Marshal they've been sending notes since April to the fire department—I forwarded you that email in regards to that situation.

**Mike Pittinger:** I never received anything. Do you know who they were sending it to?

**Bill McCluskey:** Sent it to Shannon and I checked the address and the email with them and they were correct.

**Mike Pittinger:** Why? What I'm puzzled with, I get emails from the State Fire Marshal's office and why haven't I gotten anything?

**Rob Swauger:** I know my name's with the State Fire Marshal too.

**Mike Pittinger:** Mine is too.



## Edinburg Township Trustees – Regular Trustee Meeting

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**John Hayes:** Well, Chief, not to be sticking my nose into the business here but there's a stack of mail over there at the Administration building three or four inches high—

**Mike Pittinger:** I'm still waiting on the security code to get into the building.

**John Hayes:** One of these days you gotta—before the Trustee meeting you need to go over there and pick up your mail. Maybe there's something from Firehouse in there, who knows but I don't pick up my mail until the Trustee night meeting you know. But ease over there tonight immediately after the Trustee meeting when Bill returns the paperwork and get your mail and maybe you might come up to date just a little bit.

**Mike Pittinger:** You need to put a mailbox up because I can't get into the building.

**Jeffrey Bixler:** We talked about this at the beginning of the year who was going to take over the coding and stuff and that belongs to Buildings [Department]—that's yours. We talked about that almost at the beginning of the year because we knew that Tom did it, now it wasn't going to be going and we said Buildings and Grounds that's buildings, it went to Kevin to make sure that the security codes and everything else were done. What is the issue with doing it? Is there a problem with that?

**John Hayes:** What, we don't have codes?

**Jeffrey Bixler:** No, I'm using the old fire code. I'm using the old Sheriff's Department code; that's what I'm using because waiting for the opportunity to get that upgraded so that we each have our own individual security code.

**John Hayes:** Lot of problems.

**Bill McCluskey:** Is that Detect Alarm that handles those?

**Kevin Biltz:** Yeah, I'll have to get ahold of Dave of Detect and get—

**Jeffrey Bixler:** But I know that Tom used to have the ability to go in there and put in and take out authorization codes and that's all we need to find out how to do.

**Bill McCluskey:** I could look through his desk and see if he's got a file on it.

**Mike Pittinger:** It's not very hard to do if you call Dave because we do at the station. I can change 'em over there. It's a simple basic system.

**Jeffrey Bixler:** Somebody's got a—

**Mike Pittinger:** I can't get in on anybody else's code and I need a code.

**John Hayes:** Go in when Bill's there.

**Bill McCluskey:** So you don't have a key as well?

**Mike Pittinger:** Right, no, I don't have a key. I turned my keys in when Chris—that whole deal with Chris went down.

**Jeffrey Bixler:** What happened to Paulus' keys?

**Mike Pittinger:** Evidently they turned them in to the Trustees. I don't know. That wasn't my—I know he turned them in.

**Kevin Biltz:** I have keys it's just, all you had to do is say something, yeah. I have keys for all the buildings.

**John Hayes:** Make it a lot easier.

**Mike Pittinger:** I come out at 10:00, 11:00 at night you know, just to get to my bills there; sometimes that doesn't work so good for my schedule.

**Jeffrey Bixler:** Yeah but we're going to fix that and this needs to be fixed by the time we do the reorganizational meeting. I want it fixed by then. That's all—I'm really done talking about it.

**John Hayes:** I didn't know he needed a key for it; he never said anything to me.

**Jeffrey Bixler:** Let's move on. We will get this Firehouse thing fixed.

C. Diane Austin

--She was not present to give her report.

### VIII. DEPARTMENT REPORTS

#### A. Mike Pittinger – Fire Department

--He reported that they ran 18 calls since the last meeting.

--He's been working with John McMillon from Marc's Radios to get the deactivation done. He should be done by tomorrow afternoon.

Mike Pittinger (cont.)

# Edinburg Township Trustees – Regular Trustee Meeting

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December 22, 2016

--They need to look at the dry hydrant at Giddings and State Route 14 – they think it’s broken off underground.

--He sent another email to Chris Meduri about posting and charging for the walk-ins at the station. Chris is looking into it.

--Someone from Mr. Kuhns’ office is looking at getting the time clock hooked back up on the computer so they can clock in and out and anyone with administrative access can look at it at any time. He should have something on this hopefully by Tuesday. He’s trying to get it to where the Township would not have to purchase it.

--He wished everyone happy holidays.

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

--He reported that the older truck is having trouble with the cables for the hydraulic. He has ordered new ones and will replace them.

--They have been plowing, salting and working around the garage.

John asked about the salt supply. Kevin said they have quite a bit.

Jeffrey asked about the years of the trucks. Kevin said they have a 2000 and a 1996.

The 1996 has around 61,000 miles and the 2000 has 36,000 miles on it.

## C. Sandy Templeton – Zoning

She was not present to give her report.

## D. Bill McCluskey – Fiscal Officer

--The account for EMS collections is down by \$8,000 compared to the previous two to three years, which was around \$40,000. He thought since calls are up that this would not be the case. He will talk to Lifeforce. Rob said there are a lot of EMS calls that are not transports. Mike asked Rob, even though they are putting them in the system, how do they know that the State is getting them all? Rob said Lifeforce has to be getting something because they’ve gotten paid in the past.

Mike said he and Rob need to look at the run numbers to make sure Lifeforce is receiving the billing for it.

Bill said the only information he gets from Lifeforce is what was collected from the State or Medicaid/Medicare. He hasn’t received any reports for collections lately.

Mike said he has reviewed the emails and that Bill was on the mail. Bill looked on his email and said when he opens it he cannot get in. He has no passcode. He just get the payments from the bank statements to record.

--Kevin said a Knox box needs to be installed on town hall and “over there “ (admin building). Mike will meet with Kevin to do this.

Jeffrey asked if Mike if he received the letter about NARCAN and the administration in Ohio.

IX. A motion was made by Jeffrey Bixler to pay payroll and warrants 39904 to 39926; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.

X. A motion was made by Jeffrey Bixler that the 12/22/16 meeting be adjourned at 8:30 p.m.; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeffrey Bixler, yes.

Next meeting: Reorganizational meeting on January 3, 2017

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John Hayes, Chairman

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Jeffrey Bixler, Vice Chairman

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Diane Hargett Austin, Trustee

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William McCluskey, Fiscal Officer