

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

February 25, 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; Jeff Bixler, present; Diane Austin, present; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, absent; Jason Pitre, present. Rob Swauger, After rollcall

A motion was made by Diane Austin to approve the Agenda as presented; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

A motion was made by Jeff Bixler to approve the minutes of the February 11, 2016 regular meeting with an amendment: the motion to approve the January 28 regular meeting should reflect that Jeff Bixler abstained due to being absent from that meeting; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

Citizens present:

Noreen Brooks, Employee
Rob Swauger, Employee

Tim Paroz, Pastor Edinburg United Church

CORRESPONDENCE

A. Citizens

Noreen Brooks asked the Trustees what date they had picked for the second meeting in November. Diane said it will be Tuesday, November 22. Noreen will inform the Boy Scouts. She also stated that the Town hall chairs are very dirty and asked if someone could be hired to clean them. Diane contacted Larry Hay and he would charge \$2.00 per chair to clean them. Noreen counted 99 chairs. Diane said replacement chairs would cost \$20.00 each. Jeff would like to see that the chairs be sorted first and any in need of major repair, and unsafe, be disposed of and the rest be clean. If the stock needs to be replenished they should purchase same style of chair. Diane agreed. She will call to get additional price quotes for cleaning. Kevin and Noreen will sort them.

RESOLUTION 2016-033: A motion was made by Jeff Bixler to sort through the Town hall chairs and clean those needing cleaned, remove those in need of disposal and have Larry's Carpet Cleaning clean the dirty ones at a rate of \$2.00 per chair; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

Pastor Tim Paroz of Edinburg United Church asked permission to close the road and use the park this year for the Memorial Day Freedom Run to benefit Freedom House in Kent that morning between 8:00-9:00 a.m. Diane told him to contact the Sheriff's office and State Highway Patrol. John suggested that Tim ask the Sheriff to close just one side at a time if they cannot get approval to close the entire road for that hour. Diane said it's fine to use the park. He said all they will do at the park is run around it and have a water station there. The Trustees gave Tim their blessing as long as he gets permission from the Sheriff and posts a sign a week or so ahead of time to alert residents.

CORRESPONDENCE (cont.)

B. BWC Renewal Document for Fire Chief

Bill McCluskey asked the Trustees to look over this document to make sure all information is correct.

C. Other

Bill said he received a phone call from Carol Biltz asking about getting cable on Porter Road. Time Warner told her it would cost \$7,000 to have cable run to her house at her expense. Diane confirmed that this is correct; running cable to new areas is no longer in their contract. The Trustees have had the Township attorney review this in the past and found that there is nothing they can do. Diane said AT&T is not available for Internet access in Edinburg yet.

OLD BUSINESS

A. Batting Cage

Jeff has not talked to anyone from the baseball association yet but he has had some conversations in general. The more he has thought about it, he agrees with Palmyra that nothing should be allowed on the Township property that isn't owned by the Township. He is not in favor of owning batting cages and maintaining them. Diane asked if they have to be open to the public if the Township owns them. Jeff said that is correct. Diane

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

February 25, 2016

would not like to open the Township up for more liability. Jeff plans to discuss it further with Chris Meduri and OTARMA. Jeff suggested that this discussion be tabled until further information can be received from Chris Meduri and he asked the Trustees to think about how it would benefit the entire Township. Diane agreed.

B. Zoning/Administrative Assistant

Diane had sent Chris Meduri an email after the last meeting's discussion. His response was [Diane read] "Diane, there is no conflict in having the Zoning Inspector also serve as an Administrative Assistant for the Township and as Secretary for the Zoning Boards. Now the Zoning inspector might be called upon to give testimony at BZA hearings but since the secretary would not be a voting member, nor decision maker, that would not create a problem. If there ever is a contentious hearing or one that the Township thinks might end up in court, the Zoning Inspector could give testimony at the hearing and maybe the Township could have someone else keep the minutes but generally this will not be a problem." Diane said the job needs to be defined, a rate set and then advertised.

The Trustees discussed the various tasks that would go into the Administrative Assistant job description. Jeff agreed with Diane that the Zoning Inspector and Zoning Secretary job descriptions are already defined by the Ohio Revised code so he feels the Administrative Assistant part of this position's job description could say: "to be defined by the needs required by the Trustees". Jeff prefers that the rate of pay is not in the advertisement and the hours per month will be based on the needs. He will put a definition together. All agreed to accept résumés only and not create an application. John suggested staying with the current rate of pay, which is \$10.00 per hour for the Zoning Inspector. Diane suggested waiting to set the pay until after the candidate's experience is known. Jeff agreed with the \$10.00 per hour. Diane said to be sure to include that it is a part time position. Jeff will email a draft of the job description to the other Trustees and once they all agree, it will be advertised.

OLD BUSINESS (cont.)

C. Other

John received a phone call from Jason Copeland of the Portage County Engineer's office asking him if the Township had received a letter in regards to the right of way work permits (for septic & storm water run-off) for the Township roads. Diane said the Township does not do right of way permits. Kevin said he and Dave had attended the meeting about this last year. Kevin has been called regarding one residence so far. John also said the letter said to respond by January 31 and if no response was received by then, the Engineer's office will assume the Township will issue their own right of way permits. Jeff asked Kevin how much involvement he thought he needs to have with it. Kevin said the residents would need to contact him so he can determine if it will work to get rid of the water appropriately. John said this is called an Off Lot Discharging Septic System. Kevin said this is a new system to Portage County that is already being installed in Trumbull County. Diane said according to the letter, the Township is now responsible for issuing the permits because they didn't respond in time. Kevin said he also talked to Jason and he said the Township just needs to pass a resolution so the Engineer's office is notified by March 1, 2016.

RESOLUTION 2016-034: A motion was made by Diane Austin to allow the Portage County Engineer to issue Edinburg Township's right of way permits for septic & storm water run-off; this was seconded by Jeff Bixler. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

Bill will forward this resolution to the Engineer's office.

NEW BUSINESS

A. Grant Writer Position

John asked how the Township would go about finding someone who will seek grants for the Township. Jeff said a professional grant writer is the way to go because they know the ins and outs. He said he'd like to see the Road Department replace their antiquated equipment with modern equipment and the Township needs help affording it. Diane confirmed with Jason that the grants written for the Fire Department are initiated by the Fire Department and the grant consultant only guides them and makes sure all requirements are met before submission.

Tim Paroz said that he checked into grant writers for the church and he had contacted someone whose fee (for the time put into finding the grants) was \$2,500.00. The grant writers who do this professionally have access to subscriptions that are not found online. Additionally, it would have been \$750.00 to write the first grant and \$500.00 each for extra grants. This grant writer would give the Township the material that could be used for the writing of subsequent grants. They did not end up hiring the grant writer.

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

February 25, 2016

Diane said the Township used to (about three years ago) subscribe to a site that listed grants available and the Fire Department used it.

Diane will call JoAnn Townsen to see if she knows of any grant writers that she would recommend.

B. Parking at Town Center [John mentioned this in connection with letter C. below.]

C. Community Organizations Activities

John asked those in attendance if they had any suggestions for community organization activities.

Diane gave her full support to John. She recently asked Shannon about having an Easter Egg Hunt (at the Park), which was handled by the Fire Association in the past -- like the Christmas events.

C. Community Organizations Activities (cont.)

John suggested using the Town Center gazebo for a music fest. He asked any citizen reading these minutes and Pastor Tim to pass the word around that the Trustees are very interested in having community organizations pop up. He welcomed them to come to the Trustee meeting to discuss what they're interested in—like planting flowers in the Town Center. This is a good opportunity for the Boy Scouts, 4-H groups and students to earn community service hours for school organizations (like National Honor Society). Also mentioned was the Jobs & Family Services teen program managed by Helene Leightner.

Diane said it would be awesome if more people were able to get involved with planning events - like the Parade Committee.

John said that if a community event was scheduled at the gazebo he hoped that there would be a way to eliminating semi-trucks from parking along State Route 14 during that time. Diane reminded him that the Township would need to acquire event insurance before holding this type of event.

Bill asked if it was legal for a semi to park along State Route 14. Jeff said they are only allowed to park there in an emergency.

D. Other

--Diane said chipping and sealing the roads needs to be discussed. It has not been done for the last two summers. Kevin would like to see at least three miles per year done, for five years and then continue the rotation. It costs about \$15-\$16,000 per mile to hire an outside company to chip and seal. Diane said for liability reasons the Township should hire this done. Kevin said also, the Township doesn't have the manpower. Bill had talked with Kevin about setting up a budget for this and Kevin will get some estimates. Kevin said the roads he plans to do first are Stroup, Clark and Bingham (preventative).

John asked Kevin to inspect the roads and then report to the Trustees.

--She suggested setting the date for the Spring Clean Up and only accepting tires and scrap metal this year and only for one day. Kevin suggested holding it on a Friday from 10 am-8 pm [later changed to 7pm]. The county supplies the tire dumpsters at no charge so this is open to any resident in Portage County. He also said a limit can be set at 5 tires per household. Diane does not want to see household trash brought to this clean up. Bill suggested charging a fee in an effort to dissuade residents from bringing garbage. Kevin said if they did that there would have to be more help in order to verify that they were Edinburg residents and that they only came one time.

RESOLUTION 2016-035: A motion was made by Jeff Bixler to hold the Clean Up Day on Friday, May 6 pending availability of the dumpsters to only take scrap metal and tires; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

TRUSTEE REPORTS

Diane Austin

She had nothing further to report.

John Hayes

He had nothing further to report.

Jeff Bixler

He and Bill had a discussion on the pay scale for the Paramedic Firefighter versus Paramedic On-Duty Crew. The Township does not have a pay scale for this. He asked how the Duty Crew's set scale is based. Jason Pitre said it is based on certification – he believes a Firefighter EMT is \$10.50; a Firefighter EMT Intermediate is \$11.75; and a Firefighter Paramedic is \$12.75. Jeff asked what the rate would be for a Paramedic working Duty Crew.

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

February 25, 2016

Diane said in order to work Duty Crew employees have to have Firefighter certification along with another certification. Allowing employees to work a Duty Crew shift without also having a Firefighter certification needs to be approved by the Trustees. That's why there is no rate of pay listed for it because it was not approved.

She is not opposed to changing it; the Trustees just have to set a rate of pay.

John asked Jason when a Fire Department employee's official starting day is once the Trustees make a motion to hire them. Jason said they were hired contingent upon results of their background and drug test. He has always listed their start date as their first shift worked.

Bill said he needed clarification for entering payroll information for employees. Chris Meduri told Bill that the Township needed to define the actual start date.

Jeff would like see the following process: approve the application for processing; after the employee has been accepted according to the rules then that is their start date. If they go volunteer and learn, that's one thing, but they should not be permitted to be on any equipment or function in any other way until this is done and they are actually on the job [and on the payroll]. Diane said if they are volunteering they are covered under the Township's liability insurance (not Workers' Comp.)

--Bill will talk to the Fire Department about some other matters then bring them to the Trustees.

--He also presented three applications for approval for hire and listed the certifications of: Daniel Peterson, Michael King and Amber Ryczek.

RESOLUTION 2016-036: A motion was made by Diane Austin to hire Daniel Peterson, Michael King and Amber Ryczek pending background check and drug screening; this was seconded by Jeff Bixler.

Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

Bill will look up the information and have Rob send in the request for background check.

Diane does not have a problem with starting a new hire on the schedule (before the results of screening is in) if they had been recently working elsewhere as a firefighter (already cleared there). She will also vote no for any applicant brought before her who has no training or certifications already in place.

A motion was made by Jeff Bixler that when the Fire Chief decides the first date of hire for an employee according to what is structured, before that person is brought in, a notification of their first date of work (hire date) is brought to the Fiscal Officer. If there is an applicant that needs training, then a different process will be used; this was seconded by Diane Austin. (This was simply clarification of employee manual policy in place, for the Fiscal officer clarification, Will represent as a resolution if Trustee feel so moved. It was not an actionable change.)

DEPARTMENT REPORTS

Kevin Biltz - Roads, Buildings, Cemetery and Park

--He informed the Trustees that Nate needs to have his physical screening done for his CDL.

Jeff and Diane agreed that the department heads should handle this type of scheduling. Kevin will schedule the screening and use the Township credit card to pay for it.

Kevin Biltz - Roads, Buildings, Cemetery and Park

--They've been working on the roads.

--He'd like to put the two rollers and the tar truck in the auction.

RESOLUTION 2016-037: A motion was made by Jeff Bixler to send the two rollers and the tar truck to auction and any proceeds go into the Roads Department fund; this was seconded by Diane Austin.

Roll call shows: Diane Austin, yes; John Hayes, abstain; Jeff Bixler, yes.

--He received two of the three bids back for the security camera installation. He will present them at a future meeting. Diane suggested calling that third person and telling them that he needs the bid back by March 4.

--They cleaned up branches at the cemetery.

--They've been working in the garage. The garage office ceiling is falling down. He'd like to install fiberglass roofing where his desk is. He would also like to paint and put insulation in the walls and cover them because the cold air comes through that area. He and Nate will do the work themselves. He would like that area to look for presentable for visiting business associates.

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

February 25, 2016

RESOLUTION 2016-038: A motion was made by Diane Austin to approve the repair of the garage office ceiling and painting and insulating the walls at a cost not to exceed \$300.00 for materials; this was seconded by Jeff Bixler. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

Mike Pittinger - Fire Department Report

Rob Swauger gave his report in his absence.

--They are 52 calls.

--They held an education class on Monday and they are holding another one on Saturday.

--They are still working on the Cadet program.

Jeff asked about the spending limit allowed to complete expenditures without having to ask for Trustee approval. Diane said the \$300 request is below the limit requiring approval but it is nice that Kevin asked.

Zoning Department

There was no Zoning report presented.

FISCAL OFFICER REPORT

William McCluskey – Fiscal Officer

--He presented communications received from Chris Meduri regarding training and the hours for the Fire Department employees.

--He asked for a decision on whether Mr. Paulus is eligible for vacation pay According to Chris Meduri, Mr. Paulus is not eligible for any vacation pay. Bill said he cannot close out Mr. Paulus' OPERS account until there is a decision made on the vacation pay but this can wait. OPERS is calling Bill because Mr. Paulus is applying for his disability through OPERS.

Bill submitted a letter telling OPERS the last date that Mr. Paulus was employed, which was his resignation date, but OPERS rejected it saying if that's his last date then where's all the money the Township owes OPERS for all of June - when he did not work any hours. If he gets paid vacation, it has to be added to the OPERS. This can be decided at the next meeting. All agreed.

--He's working on closing out the year.

--There will be a full audit this year. He talked to John Phillips, the representative from the independent company that has been assigned by the State and Bill will be getting information together and sending it out to him. The representative asked if the Trustees would like to do an on-site or off-site audit. Bill would like to wait until the end of March for the audit. Before the audit, he'd like to attend the ethics class that the Local Government Conference is offering, which will complete his official requirements.

Diane said it is up to Bill's preference whether to do on or off-site; the previous Fiscal Officer had done it both ways in the past. Bill said [off-site] is more convenient; they can work on their time and not have to be sitting here.

RESOLUTION 2016-39: A motion was made by Diane Austin to pay the bills; warrants 39461 to 39469; this was seconded by Jeff Bixler. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

Jeff asked Bill if he was paying most of the Township's bills electronically. Bill said no but he did talk to the auditor about doing this to save time, money and signatures and the auditor said as long as the receipt is [accounted for].

A motion was made by Diane Austin that the meeting be adjourned at 9:34 p.m.; this was seconded by Jeff Bixler. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

John Hayes, Chairman

Jeff Bixler, Vice Chairman

EDINBURG TOWNSHIP TRUSTEES REGULAR MEETING

Edinburg Townhall

February 25, 2016

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer