

# Edinburg Township Trustees – 2019 reorganization Meeting

At Edinburg Town Hall

December 27th

2018

The Reorganization Meeting was called to order at 5:35 pm. by Jeffrey Bixler, followed by Pledge of Allegiance. Roll call showed present: Jeffrey Bixler, Tim Pfile, Chris Diehl and William McCluskey. Jesse Baughman came in at :543 pm.

Jeffrey Bixler turned the meeting over to William McCluskey, Fiscal Officer for nominations of trustee positions.

William McCluskey asked for nominations for Chairman for the 2019 Fiscal Year.

**(Resolution 2018-093)** Jeffrey nominated Chris Diehl as Chairman for 2019. Seconded by Tim Pfile . Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

William McCluskey asked for nominations for Vice Chairman for the 2019 Fiscal Year.

**(Resolution 2018-094)** Jeffrey nominated Tim Pfile as Vice-Chairman for 2019. Seconded by Chris. Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Mr. McCluskey turned the meeting back over to Mr. Bixler.

Mr. Bixler reviewed meeting dates or times and asked if there were any changes requested.

**(Resolution 2018-095)** Mr. Pfile moved to continue to hold Regular Trustee meetings on the second and last Thursdays of each month at 7:30 p.m. at the Town Hall, Seconded by Chris . Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Mr. Bixler read through the following sections before each motion requested, unless discussion occurred (noted in minutes).

## **I. GENERAL PROVISIONS**

- A. No one will be transported in Township vehicles other than employees or persons on Township business, except in emergency situations. Any emergency situation when transport in a Township Vehicle is required must be reported by the Township employees to a Trustee. No personal vehicles shall be used for Township business without prior approval of the Township Trustees.
- B. Insurance and repairs for all Township owned vehicles listed on the Edinburg Township Inventory, will be provided by the Township.
- C. Township vehicles, while not in Township use, will be stored in Township buildings unless otherwise approved by the Trustees
- D. Commercial Driver's License (CDL) will be required as per regulations of the State of Ohio. Drug and Alcohol testing will be done as stated in the CDL policy adopted by the Township Trustees. Trustee Chairman will be the contact person.
- E. Driving Abstracts will be obtained for any new employees and updated annually or as deemed necessary by the Township Trustees. Employees will report any motor vehicle violation they receive to their department head, which will then be reported to the Township Trustees.

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- F. Use of personal vehicles while on Township business conducted by the Fiscal Officer, Zoning Inspector, Assistant Zoning Inspector, and Zoning Secretary will be reimbursement based on the 2019 Standard Mileage Rate issued by the Internal Revenue Service of \$0.58 per mile. Fiscal officer reimbursement is limited to mileage outside the township. All other Township personnel will be reimbursed at this same rate for the use of personal vehicles while on Township business outside the county. Mileage will be calculated from the Township Administration Office located at 6856 Tallmadge Road.
- G. Copies of Edinburg Township records will be made available at a charge of twenty-five cents (\$.25) per page plus postage and any other actual costs. Requests for records will be submitted to the Township Fiscal Officer.

Jeffrey asked for a motion to approve section 1 A-G with the listed changes.

**Motion.** Chris made a motion to approve section 1,A-G with changes . This was seconded by T J C. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes.

- H. The Township Trustees will give authority to make purchases without prior approval, to the following personnel, as follows-
1. Administrative Assistant, Zoning Inspector/Zoning Secretary, EMS Coordinator, and Township Building and Rental Coordinator up to \$200.00 per week, with department head approval.
  2. Fiscal officer, Fire Chief and Roads, Buildings & Grounds Supervisor/Cemetery Sexton to make purchases up to \$500.00 per week without prior approval of Trustee Liaison for new items per day and for emergency repairs trustee Liaison must be contacted.
  3. Personnel under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton and Fire Department Personnel up to \$200.00 per week with department head approval;

**Motion:** Chris made a motion to approve all section H. with changes (Typo). This was seconded Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes.

I. Township Trustees give authority to the following personnel to sign for deliveries: Chris Diehl, Tim Pfile, Jeffrey Bixler, William McCluskey, Kevin Biltz, and fire personnel.

**Motion:** Chris made a motion to approve all section I. This was seconded Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes.

Jeffrey reviewed the schedule of federal holidays passed out by Bill, who noted Thanksgiving falls on a township meeting date.

- J. Holidays will be:
1. Martin Luther King Day – **January 21, 2019, Monday**

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2. President's Day – **February 18**, 2019, Monday
3. Memorial Day – **May 27**, 2019, Monday
4. Independence Day – July 4, 2019, Thursday
5. Labor Day – **September 2**, 2019, Monday
6. Columbus Day – **October 14**, 2019, Monday
7. Veteran's Day – **November 11<sup>th</sup>**, 2019 Monday
8. Thanksgiving Day – **November 28**, 2019, (Thursday meeting will be decided closer to the month of November 2019.
9. Christmas Day –December 25, 2019, Wednesday
10. New Years Day—January 1, 2019, Wednesday

If any of these dates fall on a Saturday or Sunday, the day declared by the Federal Government in observance of the Holiday will apply. In observance of these Holidays, no public meetings of any Township Board, Department or Committee should be held.

- K. All employees that are classified as part time will be limited to no more than 1500 hours per year.
- L. As the need arises the Township will sell unused or obsolete items through public auction or internet services such as E-Bay.

**Motion:** Chris made a motion to approve all sections J- L. with changes (typos). This was seconded Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes.

Discussion occurred regarding assignment of Liaisons. Mr. Pfile mentioned he was fine with keeping the same liaisons. Chris agreed. Mr. Bixler agreed. Liaisons will remain the same.

- M. Trustee Liaisons: Department liaisons: Jeffrey Bixler, Fire Department; Tim Pfile Roads, Parks and Cemetery, Chris Diehl, Zoning Department and Commissions, and Building rental coordinator.

**(Resolution 2018-094)** Tim moved to adopt Section I. GENERAL PROVISIONS as amended. This was seconded Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes.

Jeffrey read through section II (as well as other sections).

## **I. II. TRUSTEES AND FISCAL OFFICER**

- A. Compensation for the Township Trustees and Fiscal Officer will be set forth in the Ohio Revised Code. The Trustees and Fiscal Officer will continue to receive salary.
- B. The expense of the Trustees and Fiscal Officer attending State Conventions will be paid by the Township. Dues to the State Association of Trustees and Fiscal Officer and County Association dues will be paid by the Township. Mileage will be paid as stated in Section I, Part F.
- C. Depository Contract –Huntington National Bank is designated as public depository for active funds of Edinburg Township for a five-year period that began January 31, 2014.

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- D. The Records Commission shall consist of the Chairman Trustee and the Township Fiscal Officer.
- E. The Township Trustees give authority to the Township Fiscal Officer to make appropriation transfers (supplemental appropriations within a fund) as necessary to meet expenditures.
- F. Fiscal office typist, (Kelly) is paid an **independent contractor** rate of \$ 12.00 per hour.

**(Resolution 2018-095)** Tim moved to adopt Section II. TRUSTEES AND FISCAL OFFICER as amended. Second by Chris. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes

### **III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK**

#### A. General Employment

- 1. Roads, Buildings & Grounds Supervisor/Cemetery Sexton - Kevin Biltz is paid at a rate of \$20.45 per hour. (Changed to \$ 21.00)
- 2. Nathan Worley is paid a rate at \$15.50 per hour and reporting to the Road Supervisor. (Changed to \$16.25)
- 3. Any hours worked-scheduled event- (Excluding comp time) over 40 hours for a full time employee will be paid at a rate of 1 ½ employees regular rate. Employee has the option of either taking overtime, or comp time. Comp time is limited to 80 hours accrual and will need to be used within a year of its accrual by end of October, or paid out, and with approval of the Trustee Liaison; and cannot be taken by two department members at the same time, Holiday hours worked or not worked will be paid at the employees' regular rate. Paid vacation for full time employees for 2019 will be 80 hours and only 40 hours can be carried over to the next year.
- 4. As of this meeting, there are no Part-time Township employees or job openings under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton.

#### B. Cemetery

- 1. Grave Sites Charges for each gravesite will be **\$200.00** for residents and \$600.00 for non-residents. A maximum of five (5) lots may be purchased. Transfer of gravesite ownership is restricted by Edinburg Township. Arrangements for indigent persons will be handled by Wood Kortright Funeral Home as per agreement.
- 2. Opening and Closing – Charges will be **\$300.00** for residents, \$600.00 for non-residents. An additional **\$450.00** fee will be charged for services on Saturday, Sunday or Holidays. Charges for an infant or urn will be \$100.00 for residents and \$300.00 for non-residents; an additional \$200.00 fee will be charged for services on Saturday, Sunday or Holiday.
- 3. Foundations – Charges will be \$150.00 per face foot (PER SQUARE FOOT) for foundations for gravestones. Foundations for military markers or gravestones will be free.

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4. Mausoleums – Charges for a 20’ by 20’ square lot will be \$8.00 per square foot for residents and \$20.00 per square foot for non-residents. All other sites will be priced accordingly, contingent on plans of mausoleum. The site fee must be paid prior to footer being formed. The cost of the footer will include the actual cost of materials and labor. Footer charges are due before the mausoleum will be erected. Fee for overseeing internment of the casket will be \$300.00 with an additional charge of \$400.00 for Saturday, Sunday, and Holidays.
5. Burial for Military residents – A grave site, opening and closing cost and foundation footer will be provided at no cost to any resident who is ‘Military Personnel killed in active combat duty’.

## C. PARK

1. Park Advisory Board – The board will remain an advisory board to the Trustees. The Board will have a Trustee assigned as Parks liaison as an advisor and fiscal officer as fiscal advisor.
2. Park Rules – Rules are posted at the Town Hall and at the Park.
3. Park Access – The Park will be open all year.
4. Event Scheduling – All Scheduling or reserving Park amenities and facilities will be handled by Township Building and Rental Coordinator (Noreen Brooks). A \$25.00 resident and \$50.00 nonresident fees will be charged for Event Scheduling.

Discussion occurred regarding bringing Road department staff pay up to general area pay rates, and concern of retaining trained staff. Discussion of timing of pay rates was discussed. Mr. McCluskey stated although the trustees can make changes whenever, If increases are being considered, July would be the most appropriate time to discuss these so that the 2019 budget is more accurate regarding including new wages and payroll related taxes and insurance.

**(Resolution 2018-096)** Tim made a motion to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, as amended. Mr. Biltz pay to increase to \$21/hr and Mr. Worley to \$16.25/hour. Second by Mr. Diehl, Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes

II.

## III.IV. TOWNSHIP ZONING

- A. Zoning Inspector: (Rhonda Lippy) paid at a rate of \$12.00 per hour.
- B. Assistant Zoning Inspector – “Open”
- C. Zoning Secretary – “Open”
- D. Zoning Commission – per current membership.
- E. Board of Zoning Appeals – per current membership.
- F. Zoning Fees – The Township Zoning Inspector will collect the appropriate fee at the time of issuance of a Zoning Certificate(s). Such fees are non-refundable and are outlined in the following schedule:

## PERMITS

1. Buildings
  - a. Residential Permits

Single Family	\$100.00
Two Family	\$175.00

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Residential Accessory Permit	\$ 75.00
Swimming Pool	\$ 50.00
Fencing	\$ 50.00
Outdoor decking, Gazebos & Patios	\$ 50.00
b. <u>Guest Trailer Permits</u>	
0 – 6 weeks	\$150.00
6 – 12 weeks	\$ 250.00
c. <u>Office Construction Trailer Permits</u>	
First six months	\$ 300.00
One additional six month period	\$ 400.00
2. Signs	
Under 75 square feet	\$ 100.00
Over 75 square feet	\$ 100.00 plus \$5.00 per sq. ft over 75 sq. ft. up to sign limit
3. Platting Fees	
1 – 3 lots	\$ 25.00 per lot
4 and/or more lots	\$ 50.00 per lot
4. Commercial and Industrial Permits	\$ 450.00
5. Commercial Accessory Building	\$ 100.00
6. Commercial Fencing	\$ 50.00
7. Variance Application	\$ 300.00
8. Conditional Use Application	\$ 300.00
9. Conditional Use Permit	\$ 150.00
10. Conditional Use Permit Review	\$ 300.00
11. Site Plan Review	\$ 300.00
12. Copies	\$ 00 .25 per page
13. Township Zoning Documents	
Zoning Book (available on line –free)	\$ 30.00
Zoning Resolution CD	\$ 10.00
Comprehensive Land Use Plan	\$ 30.00

**(Resolution 2018-097)** Jeffrey moved adopt Section IV. TOWNSHIP ZONING, section A.- F and permit pricing. Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes

V. FIRE AND RESCUE DEPARTMENT

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- A. Fire Chief : (Jesse Baughman) employed at a voluntary available salary of \$400.00 per month.
- B. Asst. Fire Chief: (Open) employed at a voluntary available salary of \$250.00 per month.
- C. Fire Captain –Robert Grudosky employed at a rate of \$9.75 per hour for on call.
- D. Lieutenants –(Amber Ryczek and Shannon Paulus) paid at a rate of \$9.25 per hour for on call.

-Jeffrey Bixler acknowledged Jesse's status as completing his probationary period and discussed the good job he felt he was doing since he started as Fire Chief. Fire Chief Baughman stated at this time he felt the assistant chief will remain open. Trustees accepted his suggestion. Discussion regarding Aaron Flynt was also listed as a Lieutenant, although documentation did not show this in minutes. Mr. Baughman stated this was on the roster when he was hired as chief. Trustees agreed to assign him as a lieutenant. Also he brought up the position of EMS coordinator. Trustees discussed this position and duties and compensation as well as assistant chief position. Raise history reviewed with fire chief by the trustees

- E. All employees classified as part time will be limited to 1500 hours per year.
- F. The following pay rates are implemented based on classification of certification/training levels for shift hours.
  - 1. FF/EMT-: \$11.00/hour
  - 2. FF/EMT-Advanced \$12.25/hour
  - 3. FF/Paramedic \$13.25/hour
  - 4. FF: \$ 8.75/hour
  - 5. Training and On Call \$ 8.75/hour
  - 6. \* New Classification- EMS Coordinator. \$50/month
- G. As Per Current Roster:(Fire chief to review all employees listed on roster and make any changes)
- H. On Call Personnel
  - 1. On-Call Personnel will be paid at a rate of \$8.75 per hour. On-Call Personnel includes all Part-Time Duty Crew, except Lieutenants and Captains. .
  - 2. No more than 30 firefighter/EMT personnel will be on the Township roster at any one time during the year.
  - 3. Pay for meetings, drills and responses attended will be paid at the first Regular Trustee Meeting of the month following end of each quarter except when paid at end of year.
  - 4. Any approved training cost paid by Edinburg Township requires a commitment to complete the training.
- I. Dispatching Services – Dispatching services will be provided by Ravenna City Police Department per contracts
- J. EMS Charges – Edinburg Fire and Rescue Department will charge a fee in accordance with the LifeForce Management contract, for equipment use; equipment maintenance; and supplies used in the transport of a patient to the hospital for emergency medical service provided.
- K. EMS Billing
  - 1. BLS--\$450.00

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2. ALS 1--\$550.00
3. ALS 2--\$700.00
4. Mileage @ \$10.00 per loaded mile
5. Non transport fee and walk in (non-transport) fee, \$150.00

L. HAZMAT (per hour)

1. 1511 or 1512 BLS \$100
2. 1511 or 1512 ACLS \$150
3. 1513 Engine \$150
4. 1516 Heavy Rescue \$200
5. 1517 Grass Truck \$100
6. 1518 Tanker \$150
7. 1526 Command \$125
8. 1566 HM/Traffic Trailer \$150
9. Lighting Vehicle \$ 50
10. All supplies to be billed and replacement cost (including shipping and handling).

**(Resolution 2018-099)** Chris moved to adopt Section V. FIRE AND RESCUE DEPARTMENT as amended (to include Aaron Flynt as Lieutenant, addition of EMS coordinator position (V.F.6). and rate, currently filled by Michael Pickens, inclusion of 1512 squad and rate per hour clarification). Second by Tim, Roll call: Tim Pfile, yes; Chris Diehl, yes; Jeffrey Bixler, yes.

**IV.VI. TOWN HALL**

- A. Scheduling and Cleaning – Township Building and Rental Coordinator (Noreen Brooks) will be employed at a monthly rate of \$625.00 not to exceed 40 hours of work a week. \*Changed to \$650.00
- B. Policies for use of the Town Hall are posted.
- C. Election set-up/coordination is responsibility of Township Building and Rental Coordinator.
- D. \*Rental – The Town Hall \*daily rental fee shall be \$75.00 for 1 to 5 hours or\* \$100 for 5 or more hours for Edinburg Township residents and \$100.00 for non-residents for 1 to 5 hour or\* \$ 250 for over 5 hours. (\*wording change to clarify rate)
- E. Tables, chairs and other equipment will not be removed from the Town Hall except with permission of the Township Trustees for Township purposes.
- F. Scheduling of the Park Pavilions and collection of \$25.00 rental fee residents and \$50.00 non-residents.
- G. Meetings for Trustee approved “clubs” will be allowed at 1 rental \*during the week, per month, with no charge and then at a rate of \$50.00 for each additional use.\*(no weekends)
- H. Only trustees, Road Supervisor, Fiscal officer, Fire Chief and Noreen Brooks are to have keys for the town hall. (All organizations and individuals in possession are to return them to the Trustees)
- I. \* New. If Available and scheduled through Township Building and Rental Coordinator, Family may reserve the Town hall at no charge for funeral services of recently deceased family members who were residents of Edinburg Township at time of death.

Township Building and Rental Coordinator rate of pay was discussed; weekend



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scheduling of "clubs". Also discussed was addition of rental at no charge for resident funeral services if hall available;

**(Resolution 2018-099)** Chris moved to adopt Section VI. TOWN HALL as amended\* (wording of rental fees; Township Building and Rental Coordinator pay rate increase to \$650 per month; club use on weekend, addition of section I.). Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, yes.

**VII. WEB-SITE INFORMATION CENTER**

A. Edinburg Township Trustees will continue to work with the website administrator, now Fiscal Officer, to support the Township Web-Site.

**(Resolution 2018-100)** Jeffrey motion to adopt Section VII WEB-SITE INFORMATION CENTER. Second by Chris. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, yes.

**Temporary Appropriations:**

Mr. McCluskey reviewed the following Financial summary tables (as of 12/26/2018). (He reminded trustees that these values do not include Bills to be paid on 12/27/2018 or after, nor Purchase orders totaling approximately \$ 21,000 through 3/31/2018. Since the meeting is being held before the year end procedures and final reconciliation).

Fund Summary	Budgeted 2018	Spent 2018	Unencumbered Balances	ESTIMATED Revenue 2019 Levies, taxes, fees, etc.
General	483,560	270,583	202,550	187,951
Roads	180,834	149,953	30,881	125,616
Park (some road salary comes from park)	6985	6005	600	3,000
Fire	341,841	320,313	21,528	359403
GF to Road	0	87434		
GF to Fire	0	8530		

He presented the following figures for the temporary budget to carry through March of 2019.

**Temporary Appropriations 2019**

General Fund	\$ 277813.00
Motor Vehicle License	\$ 4000.00
Gasoline Tax	\$ 27000.00
Road and Bridge Fund	\$ 12000.00
Fire Dept 2191	\$ 90000.00
Fire Department 2192	\$ 10000.00

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Park	\$ 4000.00
Fire Dept 2194	\$ 37000.00
Permissive License	\$ 16000.00
Fire, Rescue &EMS	\$ 59000.00
Permanent Funds (cemetery)	\$ 10.00

Mr. McCluskey explained that the money budgeted in appropriations for the year is based on any estimated carry over funds (money not spent previous year) and estimates of revenue that will come in over the year. We may have a high number appropriated, but depending when that money comes into our possession, we may not have the actual cash available to pay out an expense. Since there is limited income at the beginning of the year until property taxes come in, the temporary budget is in place looking at just the first quarter. Some monies are already encumbered (put aside) in PO's and Blanket certificates to cover expenses such as utilities, insurance, leases. He again stated it is based on numbers estimated before final year end procedures.

These values are based on our fund Balances; not to exceed County's certificate of estimated resources; nor 2019 budget. Again for the temporary period through March.

He also stated he may be able to reduce some PO's and Blanket certificates once the year end closing process is completed releasing some encumbered expenses. Ohio Revised code allows 60 days from year end to complete this project. Depending on the final year end, we may go to the County auditor and ask for additional money to be released from funds that was not budgeted for 2019. This would require an amended certificate.

**(Resolution 2018-101)** Chris moved to accept the temporary appropriations. Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, yes

**Motion:** Chris moved to adjourn the meeting at 6:56 pm. Second by Tim . Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, 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