

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

The Reorganization Meeting was called to order at 6:30 p.m. by John L. Hayes, followed by Pledge of Allegiance. Roll call showed present: John Hayes, Jeffery Bixler, Diane Hargett Austin, and William McCluskey.

(Resolution 2017-001) Diane Hargett-Austin moved to approve the Agenda as presented. Second by Jeffery Bixler; Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

John Hayes turned the meeting over to William McCluskey, Fiscal Officer.

William McCluskey asked for nominations for Chairman for the 2017 Fiscal Year.

(Resolution 2017-002) Diane Austin moved to nominate Jeffery Bixler as Chairman for 2017. Second by John Hayes, Mr. Bixler accepted position as he stated that position has a traditional rotation unless John would like to do it again (jokingly). Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, abstained vote, but

William McCluskey asked for nominations for Vice Chairman for the 2017 Fiscal Year.

(Resolution 2017-003) Diane Austin moved to nominate John Hayes as Vice-Chairman for 2017. Second by Jeffery Bixler, Roll call: Diane Austin, yes; John Hayes, abstain; Jeffery Bixler, yes. Mr. Hayes accepted

Diane Austin moved to continue to hold Regular Trustee meetings on the second and last Thursdays of each month. Mr. McCluskey stated he would be at the OTA meeting on January 26th as well as Lori Calcei, assistant Fiscal officer. Jeffery Bixler suggested Jan 24th for the second Township meeting in 2017. Mr. McCluskey said he reviewed the calendar year and saw no conflicts with any Holidays for remainder of Year. Trustees double checked thanksgiving and Christmas. John Hayes brought up discussion about Flag Days, wanting to include this in the reorganizational meeting. Mr. Bixler mentioned the Fire Department has been charged with this unless there were not any objections and to add under Fire and Rescue department section O. They have Key access

(Resolution 2017-004) Mr. Bixler 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, with exception of January 24 rather than January 26th; Second by Diane Austin. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

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 Drivers 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. Administrative Assistant 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.
- F. Use of personal vehicles while on Township business conducted by the Fiscal Officer, Zoning Inspector, Assistant Zoning Inspector, and Zoning Secretary will be

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

reimbursement based on the 2017 Standard Mileage Rate issued by the Internal Revenue Service of \$.535) per mile. 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. Mileage rate changed to meet Federal Rates of 2017 from \$0.54 to \$0.535. Motion by Mr. Bixler and seconded by Mr. Hayes Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes,

- 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.

Discussion had over present payment approval levels. This included per diem rates approved and P.O.'s. This related to previous purchases and problems. At the same time not requiring need to wait to next meeting. Vehicle repair is the biggest issue.

- H. The Township Trustees will give authority to make purchases without prior approval, to the following personnel, as follows:
1. Fiscal Officer, Administrative Assistant, Zoning Inspector/Zoning Secretary, EMS Coordinator, and Township Janitor up to \$200.00 per week.
 2. 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;
- I. Township Trustees give authority to the following personnel to sign for deliveries: Diane Austin, John Hayes, Jeffery Bixler, William McCluskey, Kevin Biltz, and fire personnel.
- J. Holidays will be:
1. Martin Luther King Day – January 16, 2017, Monday
 2. President's Day – February 20, 2017, Monday
 3. Memorial Day – May 29, 2017, Monday
 4. Independence Day – July 4, 2017, Tuesday
 5. Labor Day – September 4, 2017, Monday
 6. Columbus Day – October 9, 2017, Monday
 7. Veteran's Day – November 10th, Friday* in lieu of November 11, 2017, Saturday
 8. Thanksgiving Day – November 23, 2017, Thursday
 9. Christmas Day –December 25, 2017, Monday
 10. New Years Day—January 1, 2018, Monday

*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.
- M. Trustee Liaisons: Diane Austin, John Hayes and Jeffery Bixler; Parks Liaisons: Diane Austin, John Hayes and Jeffery Bixler; Department liaisons: Jeffery Bixler, Fire Department; John Hayes Roads and Cemetery, Jeffery Bixler and Diane Austin, Zoning Department and Commissions.

(Resolution 2017-005) Mr. Hayes moved to adopt Section I. GENERAL PROVISIONS as amended. Second by Diane Hargett-Austin, Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

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.
- 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, Karen Ross is paid a rate of \$ 12.00 per hour. Lori Calcei remains fiscal officer at a rate of \$25.00 per hour.

(Resolution 2017-006) John Hayes moved to adopt Section II. TRUSTEES AND FISCAL OFFICER as amended. Second by Diane Austin. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery 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 \$19.95 per hour which was effective January 16, 2016.
2. Nathan Worley is paid a rate at \$13.25 per hour which was effective January 16, 2016 to the Roads, Buildings & Grounds/Cemetery under discretion of trustees and reporting to the Road Supervisor.

Fiscal officer presented a financial year end financial report showing the expenditures verses the annual revenues for the general fund, fire funds, and road funds. The general fund did spend less than it brought in while both the fire department and Road department spent more money than was brought in. A discussion held about review of funding, revenue, budgets relating to expenditures, and how much the levies bring in from property taxes. Trustees stated desire to review budgets closer before any changes in pay rates. Temporary budget through March was also included in handout. The trustees also discussed looking at comparables to review and possible review of salaries after the permanent budget is approved by the Portage County Auditor.

3. Only actual hours worked will be used to compute overtime; Overtime will be paid at a rate of 1-1/2 times the employees' regular rate of pay. Previous resolution will allow Road department employees to use comp time in lieu of paying overtime during the pay period earned. Comp time will need to be used within a year of its accrual 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 2017 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 \$150.00 for residents and \$600.00 for non-residents. A maximum of five (5) lots may be purchased. Transfer of gravesite

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

ownership is restricted by Edinburg Township. Arrangements for indigent persons will be handled by Wood Kortright Funeral Home as per agreement.

–(Motion was made by Mr. Bixler to increase charges for each gravesite to \$200.00 for residents and \$650.00 for non-residents but not seconded,) Fiscal officer will review indigent contract with Wood Kortright. Trustees discussed Cemetery equipment, concrete costs and manpower requirements for use in Cemetery maintenance. Trustees to review charges for grave opening and closing after review to make sure the costs are breaking even on the cemetery expenses since it has not been reviewed in 3 years. Motion redacted by Mr. Bixler to increases in cemetery fees as well, and Trustees all agreed to revisit these fees after further exploration and research and with discussions with Mr. Biltz. Motion for fees to remain the same at this time was made by Mr. Bixler and seconded by Ms. Austin. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

2. Opening and Closing – Charges will be \$275.00 for residents, \$600.00 for non-residents. An additional \$350.00 fee will be charged for services on Saturday, Sunday or Holiday. 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 for foundations for gravestones. Foundations for military markers or gravestones will be free.
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
Discussion was had that an application procedure was in place for a Parks and Recreation board and has been placed on the webpage with a basic structure developed by John Hayes and Mr. McCluskey and read this to the trustees. Mr. McCluskey mentioned there have been 3 residents voicing interest and he will attempt to contact residents from a previous meeting who had volunteered as well. Trustees will review applications and 5 board members will be chosen. The Board will have the 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 – Scheduling or reserving Park amenities and facilities will be handled by Noreen Brooks. A \$25.00 resident and \$50.00 nonresident fees will be charged for Event Scheduling.

Discussion also had regarding need for follow-up with contract for use of concession and park facilities

(Resolution 2017-007) Mr. Bixler moved to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, as amended. Second by Mr. Hayes, Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

IV. TOWNSHIP ZONING

- A. Zoning Inspector: Sandy Templeton remains at a rate of \$12.00 per hour.
- B. Assistant Zoning Inspector – Sandy Templeton
- C. Zoning Secretary – Sandy Templeton

Discussion held about state of present membership in zoning commission and Zoning appeals. It was also discussed to put an ad in the paper for any opening. Sandy will follow-up with identifying current membership after review. One ad will be placed including this, park committee and Meeting date (Jan. 24, 2017) change.

- 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
Residential Accessory Permit	\$ 75.00
Swimming Pool	\$ 50.00
Fencing	\$ 50.00
Outdoor decking, Gazebos & Patios	\$ 50.00

b. Guest Trailer Permits

0 – 6 weeks	\$150.00
6 – 12 weeks	\$ 250.00

c. Office Construction Trailer Permits

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

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

- 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 2017-008) Diane Austin moved adopt Section IV. TOWNSHIP ZONING, section A.- F Second by Jeffery Bixler. Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

V. FIRE AND RESCUE DEPARTMENT

- A. Fire Chief –Mike Pittinger employed at a voluntary available salary of \$400.00 per month effective January 15, 2017.
- B. Asst. Fire Chief –Robert Swauger employed at a voluntary available salary of \$250.00 per month.
- C. Fire Captain –Robert Grudosky employed at a rate of \$9.25 per hour for on call.
- D. Fire Captain will be paid a rate of \$ 9.25/ hour
- E. Lieutenant –Shannon Paulus employed at a rate of \$8.75 per hour for on call effective January 15, 2016.
- F. Full-Time Duty Crew – Position eliminated
- G. All employees classified as part time will be limited to 1500 hours per year.
- H. The following pay rates are implemented based on classification of certification/training levels for day shift (6:00:00 hours to 18:00:00) hours.

- 1. FF/EMT-: \$10.50/hour
- 2. FF/EMT-Advanced \$11.75/hour
- 3. FF/Paramedic \$12.75/hour
- 4. FF: \$ 8.25/hour
- 5. Night Staff: all-18:00:01 - 24:00:00 \$ 8.15/hour
- 6. Training and On Call \$ 8.25/hour

- I. As Per Current Roster: see attachment
- J. On Call Personnel
 - 1. On-Call Personnel will be paid at a rate of \$8.25 per hour effective January 15, 2016. 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.
 - 5. Employees retaking training due to prior failure will be responsible for the training costs.
 - 6. Anyone failing the training class completely will be required to reimburse the Township.
- K. Dispatching Services – Dispatching services will be provided by Ravenna City Police Department per contracts
- L. EMS Charges – Edinburg Fire and Rescue Department will charge a fee in accordance with the Life-Force Management contract, for equipment use; equipment maintenance;

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

and supplies used in the transport of a patient to the hospital for emergency medical service provided.

General discussion occurred regarding current rates

M. EMS Billing

1. BLS--\$450.00
2. ALS 1--\$550.00
3. ALS 2--\$700.00
4. Mileage @ \$10.00 loaded mile

N. HAZ-MAT Billing

1. 1511 Squad BLS \$100.00
2. 1511 Squad ALS \$150.00
3. 1513 Engine \$150.00
4. 1516 Heavy Rescue \$200.00
5. 1517 Grass Truck \$100.00
6. 1518 Tanker \$150.00
7. 1526 Command \$125.00
8. 1566 HM/Traffic Trailer \$150.00
9. Lighting Vehicle \$50.00
10. All supplies to be billed at replacement cost including Shipping and Handling.

(Resolution 2017-009) Jeffery Bixler moved to adopt Section V. FIRE AND RESCUE DEPARTMENT as amended. Second by Diane Austin, Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

VI. TOWN HALL

- A. Scheduling and Cleaning – Discussion held regarding labor department classification and rules regarding paying employees salary rather than per hour when not actually in a supervisory status. Noreen Brooks will be employed at a rate of \$ 8.15 not to exceed 77 hours a month.
- B. Policies for use of the Town Hall are posted.
- C. Election set-up/coordination is responsibility of Mrs. Brooks.
- D. Rental – The Town Hall rental shall be \$75.00 up to 5 hours and \$200.00 over 5 hours for residents and \$100.00 for non-residents up to 5 hours, \$250.00 over 5 hours.
- 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.
- G. Meetings for current “clubs” using the Town hall for meetings will be limited to one rental of the hall at a rate of \$50.00 per month.
- 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)

(Resolution 2017-010) Diane Austin moved to adopt Section VI. TOWN HALL as amended. Second by Jeffery Bixler. Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

VII. WEB-SITE INFORMATION CENTER

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

(Resolution 2017-011) Jeffery Bixler moved to adopt Section VII WEB-SITE INFORMATION CENTER. Second by Diane Austin. Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 03, 2017

Fiscal officer presented temporary appropriations report to provide for the current expenses and other expenditures of the Board of Trustees, Discussion held regarding procedure revenue funding, and changes in comparison to last year’s appropriations and increasing revenue fund options; sums are hereby set aside and temporary appropriated (not officially filed with the County Auditor’s Office as of date of signing). Fiscal officer also reported at request of Kevin Biltz that there is equipment at the Parks garage that may or may not be owned by the township and Hot Stove will need to be discussed in regard to ownership and inventory.

Temporary Appropriations 2017

General Fund	\$ 460,066.00
Motor Vehicle License	\$ 15,654.00
Gasoline Tax	\$ 129,601.00
Road and Bridge Fund	\$ 49,250.00
Fire Dept 2191	\$ 50,000.00
Park	\$ 7,000.00
Fire Dept 2194	\$ 120,000.00
Permissive License	\$ 20,000.00
Fire, Rescue &EMS	\$ 30,000.00
Permanent Funds (cemetery)	\$ 10.00
Total	\$ 881,157.00

(Resolution 2017-012) Jeffery Bixler moved to accept the temporary appropriations to provide for the current expenses and other expenditures of the Board of Trustees, sums are hereby set aside and temporary appropriated (not officially filed with the County Auditor’s Office as of date of signing) for several purposes for which expenditures are to be made for and during temporary status: Second by Diane Austin,
Roll call: Diane Austin, yes; John Hayes, yes; Jeffery Bixler, yes.

(Resolution 2017-013) Jeffery Bixler moved to adjourn the meeting. Second by Diane Austin.
Roll call: John Hayes, yes; Diane Austin, yes; Jeffery Bixler, yes.

Meeting adjourned at 8:29 p.m.

John L. Hayes, Trustee, Vice Chair

Jeffery Bixler, Trustee, Chair

Diane Hargett Austin, Trustee

William McCluskey, Fiscal Officer