

# Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 04, 2018

The Reorganization Meeting was called to order at 6:00 p.m. by Jeffery Bixler, followed by Pledge of Allegiance. Roll call showed present: Jeffrey Bixler, Tim Pfile, Chris Diehl and William McCluskey. Mr. Pittinger, fire department was also present. Mr. Swagger also attended arriving later.

Jeffrey Bixler turned the meeting over to William McCluskey, Fiscal Officer.

William McCluskey asked for nominations for Chairman for the 2018 Fiscal Year.

Chris Diehl suggested since both he and Tim were new trustees this year, that He would recommend Jeffrey Bixler be Chairman

Jeffrey discussed the roles of township liaisons amongst the trustees and the liaisons role as the go to person relating to Township employees.

**(Resolution 2018-001)** Chris Diehl moved to nominate Jeffery Bixler as Chairman for 2018. Seconded by Tim Phile. Roll call: Chris Diehl, yes; Tim PFile; Jeffery Bixler,-accepted

William McCluskey asked for nominations for Vice Chairman for the 2018 Fiscal Year. There was no discussion.

**(Resolution 2018-002)** Jeffrey Bixler nominated Chris Diehl as Vice-Chairman for 2018. Second by Tim Phile, Roll call: Chris Diehl, accepted; Tim PFile; yes, Jeffery Bixler, yes.

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

Jeffrey explained that moving forward with the meeting, each section (using 2017 reorganizational meeting as a guideline) would be reviewed and discussed; and a motion would be taken for each section.

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

**(Resolution 2018-003)** Tim 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 Diehl. Roll call: Chris Diehl, yes; Tim PFile; yes, Jeffery Bixler, yes.

Jeffrey 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 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.~~

Bill mentioned we do not have an administrative assistant, Jeffrey agreed and removed administrative assist and changed to contact person (Liaison). Chris Diehl suggested this be changed to Trustee Chairman. Tim Pfile agreed with this change, as did Jeffrey.

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**\*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. 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.

~~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 2018 Standard Mileage Rate issued by the Internal Revenue Service of \$.535 \*\$0.545 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.~~

Bill interjected to clarify that by statute, the Fiscal officer is not able to be reimbursed for mileage “Within” the township borders, only outside the township. The same for Trustees.

Jeffrey agreed that isn’t stated in this section and to add it for the Fiscal officer.

**\*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 2018 Standard Mileage Rate issued by the Internal Revenue Service of \$0.545 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.** Tim Pfile made a motion to approve section 1, A-G with changes (\* and Bolded above). This was seconded by Chris Diehl. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffery Bixler, yes.

Jeffrey reviewed that in 2017, there was 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.~~

Mr. McCluskey voiced a concern. The \$200.00 a week limits some township business for the fiscal officer, offering OTA and Local Government Conference scheduling as problems in the past. Jeffrey suggested moving Fiscal officer to section 2. Tim agreed. He also mentioned the Fiscal officer does not have a department head.

**1. \* Administrative Assistant, Zoning Inspector/Zoning Secretary, EMS Coordinator, and Building rental coordinator/Township Janitor up to \$200.00 per week, with department head approval.**

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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;

Mr. McCluskey also mentioned the title of township janitor, referring to Noreen Brooks, is limiting of her actual duties. Trustees opened a general discussion of other potential titles more encompassing of her duties. **\*Building rental coordinator** was decided upon.

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

- I. Township Trustees give authority to the following personnel to sign for deliveries: **\*Chris Diehl, Tim Phile**, Jeffery Bixler, William McCluskey, Kevin Biltz, and fire personnel. Mr. McCluskey explained to the new trustees that most deliveries occur at the fire department as they are generally open all day, while other offices are not.

**Motion:** Jeffery asked for a motion for section I with changes. Tim Pfile made a motion to approve all section I. with changes. This was seconded by Chris Diehl. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

Jeffrey reviewed the schedule of federal holidays passed out by Bill, who noted none fall on a township meeting date.

- J. **\*Holidays will be:**
  1. Martin Luther King Day – **January 18**, 2018, Monday
  2. President’s Day – **February 19**, 2018, Monday
  3. Memorial Day – **May 28**, 2018, Monday
  4. Independence Day – July 4, 2018, Tuesday
  5. Labor Day – **September 3**, 2018, Monday
  6. Columbus Day – **October 8**, 2018, Monday
  7. Veteran’s Day – **November 12<sup>th</sup>**, 2018
  8. Thanksgiving Day – **November 22**, 2018, Thursday
  9. Christmas Day –December 25, 2018, Monday
  10. New Years Day—January 1, 2019, Monday

**Motion:** Jeffery asked for a motion for section J with changes from 2017 dates. Tim Pfile made a motion to approve all section J. with changes. This was seconded by Chris Diehl. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

**\*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.  
Jeffery explained to the new trustees that this is to limit number of employees eligible for our insurance program, and this has been discussed with the County Prosecutor. He stated that some may by chance go over this amount, but they are not intended to be full time employees. Chris asked if there have been any problems with paying and Jeffrey stated no, they understand the rules. And they understand that if they go over the 1500 hours they will stop working. Tim asked how many part time fire fighters there are.

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Mike said 21. Mike added they could bring more on but that we have limited equipment.

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

L. As the need arises the Township will sell unused or obsolete items through public auction or internet services such as E-Bay.

**Motion:** Jeffery asked for a motion for section L. Tim Pfile made a motion to approve L. This was seconded by Chris Diehl. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

Jeffrey discussed M, from 2017 and felt that the parks should not have “all” trustees listed as liaisons, but should be handled by the road liaison since they are in charge of the parks. And as they go though the list they will see other liaisons. Tim Pfile asked for clarification regarding what liaison actually means here. Jeffrey gave example that if Mike (fire department) has an issue he reports that to the Fire department liaison, or Kevin reported to John; Liaison then report to the other trustees. Tim Pfile stated in his experience all 3 trustees make the decisions. Jeffrey expanded that this is just the day to day issues. All three trustees still make decisions. One trustee would be in charge of the department communications. Mike mentioned that I help him because he has one go to. Jeffrey further expressed that liaison does not have ability to approve a big purchase or change any business plan/building work on a township property with majority of trustees. Tim mentioned he just wanted clarification as he wanted to be involved in all departments. Jeffrey stated a trustee is not limited in involvement with departments for which they are not a liaison. Jeffrey further added that in the past, if he had an issue with a department he was not assigned to, he would speak with the liaison for that department, expressing the issue. It just helps with keeping day to day operations moving smoother. Bill added that from the fiscal officer standpoint, payroll is signed and approved by that department liaison. Or if they wanted vacation approved. Or if someone calls the township, he has a liaison to refer them too. Mike added that if the liaison is not available, as in a recent Fire department situation, another trustee can still get involved.

General discussion occurred amongst the trustees regarding past experience and strengths in the various township areas, and other experiences outside of township relating to various departments. Jeffrey expressing his with fire department and zoning, Tim and Chris with Roads and Chris added he was also zoning inspector for awhile. Tim Pfile stated he did not want to start right off the bat with something he didn't know anything about. Bill mentioned there is also now a Parks Advisory committee now Jeffrey agreed adding John Hayes had been in charge of that. Chris stated that at least for a year he wouldn't have a problem with Tim doing the road, and he wouldn't care if he was liaison for fire department or zoning, if Jeffrey wanted out of fire department. All discussed the expectation that the liaison would change each year so all trustees would be involved in all departments. Jeffrey opened up nominations starting with Road.

**Motion:** Jeffery asked for a motion for nomination of Roads, parks, and cemetery liaison. Chris Diehl nominated Tim Pfile. Jeffery Bixler seconded. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

**Motion:** Jeffery asked for a motion for nomination for Fire liaison. Chris nominated Jeffery. Tim Pfile seconded. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

**Motion:** Jeffery asked for a motion Chris Diehl for Zoning and commissions (Zoning and Board of zoning appeals) and building rental coordinator liaison. Tim Pfile seconded. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

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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.

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

Jeffery stated to accept the individual motions as a combined resolution.

**(Resolution 2018-004)** Jeffery Bixler moved to adopt Section I. GENERAL PROVISIONS as amended.

Jeffery read through section II.

## **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, “OPEN” is paid an **independent contractor** rate of \$ 12.00 per hour.

**(Resolution 2018-005)** Jeffery Bixler moved to adopt Section II. TRUSTEES AND FISCAL OFFICER as amended. Second by Tim Pfile. Roll call: Chris Diehl, yes; Tim Pfile; 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 \$\***15.00** per hour which was effective after CDL in 2017 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. Bill said the departments have both gone into deficit. Jeffery expressed the need to wait until March to find the final appropriations before looking at raises. Bill agreed as this needs to be included in the budget submitted in July so we aren't playing catchup and borrowing funds from the general fund. Jeffery stated this is really when this should be done, not here.

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- ~~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.~~

General discussion occurred updating the trustees in regard to the changes that occurred since 2017 reorganizational meeting. Further discussion occurred relating to Labor department rules and whether employees should have vacation and sick time included in hours worked. Need for road department to respond to snow emergencies and funerals on weekends. Discussion occurred regarding ability to take off during the week for scheduled weekend funerals. Potential abuse also discussed. Decision was to include scheduled vacation and sick time as worked hours, approved by trustee liaison. Jeffery suggested this section remained in place until the board can get together with road department and further discussed with road department. Further discussion reviewing scenarios continued. A motion was called for.

**Motion:** Chris Diehl called for a motion to approve subsection 3 below:

**\*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 1/2 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 2018 will be 80 hours and only 40 hours can be carried over to the next year.**

Tim Phile seconded the motion Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

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

Discussion reviewed on pricing and Road department recommendation reviewed based on local cemetery fees and days funerals can be held. General discussion also occurred regarding Sunday and Holiday burials. Conclusion was Sunday burials should continue to be offered. Also discussed was increasing the fee for weekend burials where funeral attendance last significantly longer periods of times. Decision was made to raise the weekend price for all weekend to cover the outlier costs. Chris also mentioned that infant burials should remain the same as the families are usually young and don't have the finances. The bolded areas are the changed rates:

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.

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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.
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’.

Motion: to accept above changes was requested by Jeffrey Bixler. Chris Diehl made the motion and it was seconded by Tim Pfile. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

## C. PARK

1. Park Advisory Board – The board will remain an advisory board to the Trustees  
The Board will have the Trustee assigned as Parks liaison as an advisor and fiscal officer as fiscal advisor.  
Bill mentioned they hold meetings the 1<sup>st</sup> Wednesday of the month at 8 pm at the town hall or admin. Building.
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. Park Board had submitted a contract, but it was never resolved.

**(Resolution 2018-006)** Mr. Bixler asked for motion to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, as amended. Tim Pfile made the motion. Second by Mr. Chris Diehl, Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffery Bixler, yes

## IV. TOWNSHIP ZONING

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

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. Discussion also occurred regarding appointments, and will need to be reviewed as well for the new openings.

- 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

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Two Family	\$ 175.00
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 2018-007)** Chris Diehl moved adopt Section IV. TOWNSHIP ZONING, section A.- F Second by Tim Pfile. Roll call: Chris Diehl, yes; Tim Pfile; 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.
- 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. Lieutenant –a rate of \$8.75 per hour for on call.
- E. All employees classified as part time will be limited to 1500 hours per year.



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F. The following pay rates are implemented based on classification of certification/training levels for shift 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. Training and On Call | \$ 8.25/hour |

G. As Per Current Roster: Jeffrey asked Bill and Mike if there was a current roster. Bill said he had given it to Mike for review, But they have not finished it. Rob Swagger arrived. Jeffrey discussed the Chiefs are also paid there rates if they are working

H. On Call Personnel

1. On-Call Personnel will be paid at a rate of \$8.25 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.

Discussion occurred regarding ability to ask for repayment or contract for fire fighters receiving pay for training, but then leave the force. Mike said you can't enforce a contract for length of service or repayment. Further general discussion continued.

~~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.~~

Removed.

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 Life-Force Management contract, for equipment use; equipment maintenance; and supplies used in the transport of a patient to the hospital for emergency medical service provided.

General discussion occurred regarding current rates

K. EMS Billing

1. BLS--\$450.00
2. ALS 1--\$550.00
3. ALS 2--\$700.00
4. Mileage @ \$10.00 loaded mile
5. **Non transport fee, \$150.00**

Discussion occurred regarding non-transport fees. For those treated but not transported, including walk ins. Added above.

Discussion occurred regarding how hazmat fees are set, with Mike Pittinger. Rob Swauger also mentioned that level of certifications is not included under personnel. General discussion

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discussed need to get the accepted county rates, Jeffery said the following was simply for the equipment rate. Jeffery asked for this information at the next trustee meeting.

## L. 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 2018-008)** Jeffery Bixler moved to adopt Section V. FIRE AND RESCUE DEPARTMENT as amended. Second by Chris Diehl, Roll call: Tim Pfile, yes; Chris Diehl A, yes; Jeffery Bixler, yes.

## VI. TOWN HALL

- A. Scheduling and Cleaning –Noreen Brooks will be employed at a monthly rate of \$625.00 not to exceed 40 hours of work a week.
- 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 residents and \$50.00 non-residents.
- 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.~~

Discussion of “club” reviewed, Wording needed changed

**G. Meetings for Trustee approved “clubs” will be allowed at 1 per month with no charge and then at a rate of \$50.00 for each additional use.**

- 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 2018-009)** Chris Diehl moved to adopt Section VI. TOWN HALL as amended. Second by Tim Pfile. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffery 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 2018-010)** Jeffery Bixler asked for motion to adopt Section VII WEB-SITE INFORMATION CENTER. Made by Tim Pfile, Second by Chris Diehl. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffery Bixler, yes.

Fiscal officer presented budget for 2018 to Trustees, for temporary appropriations, that had previously been approved in 2017 by the Trustees.

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January 04, 2018

**(Resolution 2017-011)** Jeffery Bixler moved to accept the temporary appropriations with Bill to update by next meeting on the 11<sup>th</sup>.

The report provided for the current expenses and other expenditures of the Board of Trustees. Rob Swauger asked why fire department appropriations had decreased over 2016-2017 \$2600,00.00 and \$200,000 at 2017. And we had a levy passed in 2017. Bill stated he would really need to review the numbers he is presenting but that the Trustees set the budget based on their expected revenues and expenses. They submit this to the County, who then approves appropriations from our available funds. Bill explained that things like grants or purchases could have been in that budget, Jeffery agreed with this analysis. Bill stated there may be funds in an account, but that doesn't mean it is appropriated. Also, we don't always get the money we expect in collections, from estimated resources like property tax and fees. Tim Pfile suggested they get a Fund status report so they know where they stand each month. Bill explained that just because there is money in a fund, does not mean it is available to be spent, or appropriated to be spent. He explained only so much money comes in, and when more than that is spent, we are in a deficit. So we may have more money appropriated than we plan to bring in, because we are taking it from the savings or Fund balance. He said we are also estimating in our budget how much will be spent in a year. If we spend more, the fund for the next year estimate will be off. Jeffery discussed that the Fiscal officer hands out these reports at the meeting. He asked the Fire department how they have the numbers if they don't get the reports at the meetings. Tim discussed some of the difficulties in understanding the reports and what money is really available because some money might be held of other expenses to come at later times. Bill stated he is writing an article to explain these terms for the trustees and any new fiscal officer here.

## Temporary Appropriations 2018

General Fund	\$ 483560.54
Motor Vehicle License	\$ 9169.29
Gasoline Tax	\$ 110015.11
Road and Bridge Fund	\$ 27650.69
Fire Dept 2191	\$ 40352.54
Fire Department 2192	\$ 126440.00
Park	\$ 6985.42
Fire Dept 2194	\$ 111551.32
Permissive License	\$ 20,000.00
Fire, Rescue & EMS	\$ 33525.62
Permanent Funds (cemetery)	\$ 10.00
Total	\$ 969260.53

**(Resolution 2017-011)** Jeffery Bixler moved to accept the temporary appropriations with bill to update by next meeting on the 11<sup>th</sup>.

Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffery Bixler, yes.

**Motion to adjourn:** Jeffery Bixler asked for a motion to adjourn the meeting at 8:01 pm. Made by Chris Diehl, Second by Tim Pfile.

Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffery Bixler, yes.

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Jeffery Bixler, Chair

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Chris Diehl, Vice Chair

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Diane Hargett Austin, Trustee

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William McCluskey, Fiscal Officer