

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

January 25th

2018

Jeffrey Bixler called the regular meeting of the Edinburg Township Trustees to order 7:30 pm with the Pledge of Allegiance.

Roll call shows: Trustees: Jeffrey Bixler, present; Chris Diehl, present; Tim Pfile, present; Roads, Parks, Cemetery: Kevin Biltz, present, Fire department: Mike Pittinger, Absent. Rob Swauger Present. Fiscal Officer: Bill McCluskey, Present

Other:

Guests: Nathan Worley, RD, Robert Grudosky, Katie Miggo, Rosey Nelsen, Rhonda (no last name printed), David Starcher residents

I. MOTION TO APPROVE AGENDA for: January 25th, 2018 regular meeting,

Motion: Chris Diehl

Second: Tim Pfile

ROLL CALL: Jeffrey Bixler: Yes Chris Diehl: Yes Tim Pfile: Yes

II. MOTION TO APPROVE: January 11th 2018 minutes

Motion: Chris Diehl

Second: Tim Pfile

ROLL CALL: Jeffrey Bixler: Yes Chris Diehl: Yes Tim Pfile: Yes

Jeffrey opened floor to comments from attendees,

Rosie Nelson: I live off of Stroup Rd, I have a piece of property that borders off of someone else. He has been working all fall cleaning up the brush and what have you and I don't have a problem with that. He has a good sized pond and I walked out there Monday and I was horrified. There is a natural water way that cuts thru my property and it was 2-3 feet under water. This water is just filthy and it has never been like that. Even when Stroup road floods, there is always enough that I can get up to the top of the property, I looked over and he had done a ditch on the back of the pond, it was running so fast and so hard, it has flooded out that entire area; you can see where he had been working with a excavator; I have taken pictures of it if you would like to see it; but it is flooding here and eventually it is going to flood the next neighbor and just down the line. I wondered if there is something that could be done about that. I mean that it is too deep that is; if I was working on the other side I could never get back home.

Jeffrey: What is the address of your property?

Rosie: 2980 Stroup Rd. and his address is 2948 Stroup Rd.

Jeffrey: OK, and all the work was done on his property.

Rosie: On his property, he has come up right to the line, he respected the line, I have no problem with that; but when he does the pond; the back of the pond goes up maybe 10 feet about 1/2 way thru there is a hole that goes down in and like I said; I took pictures; it has never been there before; there is a natural waterway there and I have always been able to get across it. For me to get across it Monday, I would have had to have some kind hip waders and guide ropes to get to the other end, cause I like to make sure that everything is nice and it is a good walk for the dog and good exercise for me, I like to check on the birds and everything and Monday was nice. There was no way I could cross it and like I said it was wide and running 2-3 feet the entire way. It flooded out to the next pond and it was backing back up on me, which is natural, but eventually it is going to get to Mr. Ebies ditch and it is going to flood out Stroup Rd even more than it already does. Now he has asked me several times to sell me that piece and I have refused and the last time I saw him last fall he wanted to work on his property and use my property and I refused, and he was not happy with me, I don't know if this is an intimidation tactic, which isn't working, but I don't think that much water should be flowing that quickly.

Chris: Is what he did; did he cut through a damn? A pond damn?

Rosie: May I approach? There are two different views, this is the best that I could get of

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the natural water way, right through here and its 2 feet. You could walk across it even when Stroup Road was flooded, completely flooded you could walk thru this, yesterday there was no way that I could walk across this.

Chris: What you are going to have to do is go and see Sloan in Water, because they take care of off road ditching and controlling that. I guess before you go there. When this seeks its own level is it going to slow down then?

Rosie: It didn't slow down today either. I mean it was so loud Monday like I said standing from here half way to that sign and you could hear it, and I am half deaf.

Jeffrey: It looks like from these pictures that it just cut the damn off.

Chris: This is over flow from the pond; was there an over flow from the pond before?

Rosie: Very little, Very little, I mean he did make the remark to me the first time that I met him. That the nursery and Mr Ebie rolled off on him; so he was going to run off on me. I said that I don't understand what you're saying, but I don't think that you can do that.

Chris: He can change the natural flow, but eventually I think that it would have to sink to its own level once it runs out. What you're going to have to do is go see Sloan in water because they are the ones that can take care of you.

Rosie: OK, I didn't know

Jeffrey: This is a private property situation, this doesn't affect township property roads or anything else, if it did then we would be able to look into it some. I would like Chris says contact Sloan at water.

Rosie: I would go thru Portage County.

Chris: Yes go thru Portage County.

Rosie: One of the neighbors told me to go thru you guys first.

Jeffrey: That is fine.

Kevin: You want to talk to Craig James or Eric Long.

Rosie: OK

Jeffrey: Is there anything else from the audience?

III. CORRESPONDENCE:

NOPEC GRANT- Jeffrey- We have a copy of the agreement; I have not had a chance to completely absorb this. I believe this looks like the standard NOPEC contract and according to the way this reads, this thing would continue until the grant would either be terminated or changed in some manner. So what you fill out for 2018. Parties Agree that the agreement should begin Jan 1st 2018 and expires Dec 31st 2018, should be automatically renewed annually unless NOPEC discontinues the NAC Grant Program for any subsequent year our guarantee is not longer a NOPEC member in good standing defined herein. Like I have said I know that we have had this before and It has been for the of money you get it gives us an opportunity to improve on our efficiency. Anybody have some thoughts on this or would you like to take some time to read it and then we discuss it.

Tim: I would like to table it until the next meeting.

Jeffrey: So we go ahead and table it until the next meeting?

Chris: Yes, I would think so. There are guidelines for what we can use this for right?

Jeffrey: Correct.

Jeffrey: Last year it was brought to our attention by Enervest that they wanted to change that gas motor to electric motor. Here is the actual information on it. We agreed

Kevin: They never received the paperwork, needs signed by the trustees. You guys approved it last a few months ago. The trustees signed it and said that it was OK to do it. I talked to them because I had trouble down there, so they went out and I talked to him today and he said that he never got the paperwork back to their office.

Bill: The resolution or paperwork?

Jeffrey: There is paperwork that needs to be signed by the trustees.

Kevin: There is paperwork that needs signed by the trustees so that they could run that down to their gas well. They want to take this electric start off and do away with that,

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because it froze up over the weekend or two weekends ago. The pump quit working. The gas froze up, which the furnace quit.

Jeffrey: We confirm that it is a good idea the fire department has actually been called down to it a couple of different times because sometimes when it starts up it smokes pretty bad, we at that discussion agreed to do it. Well now since it is this year it takes a minimum of two trustees signatures so we need to approve it again as far as I am concerned.

Resolution: 2018-014: Jeffrey called for a motion to complete authorizations to put electric motor on the oil well at the park.

Chris made motion to go ahead and allow them to put an electric motor on the oil well at the park

Tim: second

ROLLCALL: Mr. Bixler: Yes; Mr Pfile: Yes; Mr. Diehl: Yes

Jeffrey: Next, (regarding letter about Local Government Distribution) we have had meetings with the townships and the cities and commissioners reference to the funding that we normally get apparently I will read this out loud:

“Ladies and Gentlemen of Political subdivisions and governmental units of Portage County, Despite efforts to reach an alternative format for distribution of the 2018 local government funds the various county political subdivisions have not been able to do so, therefore the budget commission will make the determination pursuant to Ohio Revised Code 5747.51 according to that statute the commission is required to extend to each subdivision the opportunity to be heard under oath, that subdivisions need for local funds. As stated in Ohio revised code 5747.51, nothing in section prevents the budget commission for the purpose of forcing the undivided local government fund from inquiring into the claim needs of any subdivision as stated in its tax budget or from adjusting claim needs to reflect actual needs. So if your city, township, village or county wish to be heard before the commission please so advise us prior to Feb 28th, 2018. Please address your requests to the Commission Secretary, Janet Esposito, based upon the volume of requests we will notify you of a date and time for your subdivision to appear before the commission to discuss the needs of your subdivision at that hearing please be prepared to discuss your 2018 budget anticipated, expenditures from general and any special funds in 2019, outstanding debts and your 2018 anticipated 2019 carry over funds. It will be the subdivisions obligation to designate its representative to the hearing and to appear at the designated date and time. County Budget Commissioner Victor Viguicci Chairman, Brad Comb Vice-Chairman, Janet Esposito, Secretary.”

Jeffrey: So after all the meetings, I thought that we probably had an agreement because they listed the funds apparently someone wasn't happy. With that being said, I think we need to have some conversation with Janet. I would kind of like to get an idea of what their thought process is and whether or not we need to present our budgets and stuff like that. I am kinda of looking at you Bill, because you're the one that is going to have to present our budgets.

Chris: Should one of us call Janet and see if we need to have a meeting with her? Then get involved.

Jeffrey: I do think that one of us needs to get a hold of Janet. I will get ahold of her and start the conversation and we can go from there, but I want to make sure that we have a kind of clarification of what the county is looking at, then we can make a decision as to whether we want to appeal to the commission.

Chris: We don't want to go backwards.

Jeffrey: No. We already know that we are going to take a hit because the funds did decrease. We don't want to be in the position because we didn't represent ourselves that we didn't get.

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Bill: The difference between the old formula and the new formula we get like \$900.00 more a year that's the difference, for our township

Jeffrey: Then I will take care of the initial phone call for that.

Jeffrey: The next thing that I have is from the County Engineer 2017 certified road mileage. 14.955, I believe that is correct.

Jeffrey: University Hospital sent a letter about their charges for per-employment physicals, 5-panel drug screen, 10-panel drug screen, so on and do forth. I will pass that around so that you can look at the cost.

IV. OLD BUSINESS:

A. Floor resurfacing Town Hall-Chris Diehl

Chris: Noreen got me a price to clean, strip and re-wax the floor here in the town hall, Clean the tile and grout also in the bathrooms and the entry way. It has been several years since its been done. This company has sent several references; they take care of the Randolph Fair Grounds and several other public buildings. They would do it in one day and bring several people in, five coats of wax, strip and take care of it for \$600.00.

RESOLUTION:2018-015

Chris Diehl: I will make the motion to have the flooring's taken care of at the Town Hall, by * Done Right Janitorial for \$ 600.00.

Jeffrey: I will second it.

Bill: What is the company's name.

Chris: Done Right Janitorial*.

ROLL CALL: Mr. Bixler: Yes; Mr: Diehl: Yes; Mr. Pfile: Yes

B. Excavator: Tim Pfile

Jeffrey Bixler: We have had several different bids from several different companies, I will Tim talk about the ones that he has received and then have Chris talk about the one that he received. Kevin I will be looking for your input also to the board.

Tim Pfile: We have prices for a Bobcat, from Leppos, \$ 64097.60, Akron Tractor \$ 64063.00, Miners \$ 63,814.00. They are all close to the same price and we looked at all of them. The guys really liked the New Holland from Miners. Kevin Nate and myself. We operated it and looked over it real good. What's your thoughts Chris?

Chris Diehl: It looked good to me a nice machine, very comparable. I would really like to keep the money within the township. It seemed very comparable to the other two machines for that matter. We have had New Holland equipment here for a long, long time in one way or the other. I would Definitely lean toward the New Holland. These are the same people that we go and beat up for donations for volunteer things that we go and do within the township and when we get a chance to go spent our money with them, I think that it's a win win type of thing if we decide to go ahead and buy a machine like this. It is a nice machine and it will benefit the township in the long run.

Jeffrey Bixler: What I am looking at here and that I question. There are two different options here the difference that I see is this is the protection plan. Is that built into the rest of these.

Chris Diehl: No.

Tim Pfile: No, he added that on, it makes it into a five year

Chris Diehl: The way he explained this to me. He said that he thought that they actually required them to do that, then he realized that New Holland didn't actually require them. But what does is exactly what Tim says; It is a five year warranty; everything on the machine is warranted by picking up this plan; They use to make people buy this warranty; This is a lease option; and they use to make people buy this, to protect the company; as much as anything; made a complete package warranty; so to speak for five complete years; and they made the people buy it automatically; Now they don't especially

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government entities; they don't necessarily make them buy the option; I really think that we would be very wise to purchase this five year warranty: Everything on the thing is covered by it. We wouldn't have to worry about it aside from the typical oil changes and maintenance.

Tim Pfile: I agree, all three very good machines; if we can buy local and get the same quality; we were really impressed with this machine overall.

Jeffrey Bixler: I am very interested in the protection plan, 60 months, what is the 4000 PT&H. I would assume one of them would be parts; the plan is eligible for mileage reimbursement, 1.50 per mile up to maximum of 150 miles per occurrence and will have a 300.00 aggregate contract limit. Is that for them to come get it and haul it back in case it breaks down somewhere, or what is that?

Chris Diehl: I think so, but I think that is general language that comes from the company; they don't understand that we are next door.

Tim Pfile: We would probably have to talk to Steve and clarify.

Jeffrey Bixler: I would like to know that for the amount of the cost of this protection plan; it is very reasonable.

Chris Diehl: \$ 2100. is all that it amounts to for the whole 5 years.

Jeffrey Bixler: I was just trying to get a better understanding of what the 4000 was, I know that it is 60 months, but what is the 4000?

Tim Pfile: 60 months or 4,000 hours

Jeffrey Bixler: I like the looks of the annual payment plan for five years; Interest rate and stuff like that; I would rather see in my opinion and we will have to look at Bill on this a little bit, I would think that would be a lot less painful than paying the whole chuck out at one time.

Chris Diehl: I agree with the whole plan, it is a 60 month lease with \$1.00 buy out; I know you guys have been looking at this and talking about this for a long time and as far as I am concerned we are ready to move on, unless somebody else has something else.

Jeffrey Bixler: I am actually going to lean toward our Fiscal Officer and get some opinions on our finances for managing this, Bill.

Bill McCluskey: At this point in time we have \$ 46,000 that is unencumbered that's adding all the different road funds for the year, so we can look at some of the uses cemetery and park, I just have to look into the law as far as what I can actually purchase with different funds, so I imagine you could pull some from the general fund to cover for the park and put that into one of the funds; but I think we should keep the vehicle coming out of one of the road funds. What that is; the whole fund. You are already spending what you are bringing in so we are actually going into the "savings account"; so we are going to be spending more money than we are bringing in; you are in deficit when you are spending that much.

Jeffrey Bixler: I understand that; out of that fund; were at a deficit; We have the ability to transfer if necessary. Gentlemen; Do I get a motion on this?

Resolution: 2018-016

Chris: I move to purchase this mini-excavator at Miners with lease purchase option with the extended warranty;

Jeffrey: That would be option 2

Chris: Yes Option 2

Tim: I will second that

ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile; Yes

Tim Pfile: This is the trailer that we are recommending and this is the updated price from Lowell Noll. \$1799.00 for a Steel Tilt Trailer for towing. Purchasing for the excavator and roller. This is a new trailer, this is what I am recommending, when we sold the last piece of equipment, we made more with the last sale. He is giving us a pretty good deal on this. Unless you guys can think of something different. I thought maybe we could even use the money from the sale of the grader to purchase it, if that's something we can

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do.

Jeffrey Bixler: We usually go with competitive bidding, that way it kinda keeps us straight. I don't believe I remember anything on a actual limit.

Tim Pfile: As far as purchases?

Jeffrey Bixler: You know how like; for example;

Tim Pfile: I think that it is around \$50,000, do you know Bill?

Bill McCluskey: I think it is too.

Chris Diehl: To a certain extent, I have known him all my life, I would be comfortable buying this trailer, but I do think that it is a good idea to get a second price.

Tim Pfile: Yes we can go around and get 3 or 4 different prices.

Chris Diehl: I just think that we need another price.

Jeffrey Bixler: I agree with Chris, I think we should have more prices.

Chris Diehl: I don't think that anyone is going to beat this price, I really don't.

Kevin: Do we want to do just new?

Chris Diehl: Yes.

Jeffrey Bixler: It has got to be the same.

Chris Diehl: I think we just need to find a similar trailer and get a second price.

Bill McCluskey: Have you priced some previously?

Kevin we priced one from leppo 2014/16 ft and they wanted \$6,000. for it.

Chris Diehl: I don't care if you even find just a second price, as long as we have another one.

Kevin: I don't have a problem with that, I can call Lenard up or

Chris Diehl: Just make sure that you get it half way similar.

Jeffrey Bixler: It has to be the same weights and everything else.

Kevin: We have Lenard's and Majestic.

Jeffrey Bixler: Go ahead and get two more quotes, I would rather have three, a total of three quotes. Make sure that they are very comparable.

C. Sprint: Chris Diehl:

I got a hold of Sprint; security answer, security number and pin number; we all set to upgrade our phones; if and when we get a new zoning inspector we probably should get a phone that is good for them, have them maybe help us pick out a phone for the zoning inspector; The other question that I had is everybody else is happy with their phones or if we need to do upgrades on the some of the other phones; I know that there is some problems with the zoning phone, but I don't know about the others.

Jeffrey Bixler: Have there been any problems with Fire?

Rob: We have old flip phones; some reception issues, but other than that, I don't think

Jeffrey Bixler: Would you just need updated flip phones or do they actually need something better? I don't think they need a smart phone, but here is what ATT was awarded phone services across the nation and offering discounts for first responders and that type of service, which I would assume that the township would apply to that. I don't know the service of AT&T, I have no idea. I don't know what their plans are, but they are offering discounts because of that. It was something that was passed thru federal law that the states have to meet this mandate, that if there is an incident in an area, those people with those phones, you don't have to have AT&T to get the alerts but you will be alerted once their registered. The only thing is that they are offering discounts, that is the only thing that I am thinking about. Discounts on the Plan, any plan, as long as its government; or is it strictly emergency services?

Rob: Apparently its also for personal fire fighters, cops any of that kind of thing.

Chris Diehl: I know zoning needs one, I think that we need to move on and get a new zoning phone, and then if we want to look into doing better on our bill in the next couple of months; so be it.

Jeffrey Bixler: You're saying that your phones are functioning OK, with some reception problem.

Rob: Right.

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Kevin: I am good; I don't know that there is an upgrade; I have mine just to pass thru the calls to my phone; so that I don't have to carry two.

Bill McCluskey: Are some of the phones not working that need replacement.

Chris Diehl: I still have a flip phone; it's a new one; they still make them; the flip phones don't cost very much.

Jeffrey Bixler: My opinion on the zoning phone; instead of carrying a camera and everything else it needs to be capable of photo's;

Chris Diehl: Right this minute they have a Galaxy S8; we can get one for 1/2 price and I was told that it would probably do what we want it to do.

Jeffrey Bixler: It would and it could be down loaded to a computer and everything; you take your pictures whatever you need to do and then download them. We need to go ahead and move forward on that. We need to research as quickly as you can and find out.

Chris if you want to look into the AT&T thing, but that would mostly pertain directly to you guys in the fire service.

Chris Diehl: I for sure don't have a problem switching over to AT&T in a few months if that is what we think can save us some money; However, I think that we need to get this problem here fixed as soon as possible. OK, then I will finish taking care of that then.

Bill McCluskey: There is also a box back in storage with phones; in the utility room

Jeffrey Bixler: It use to be every trustee had a phone and I think most everybody had a phone, at that time.

IV. NEW BUSINESS:

Tim Pfile: I was notified about a meeting with the County Engineer Feb 7th at 7:00, They want a representative from each township; at least one; to discuss with Mickey about problems with the county roads; any thoughts the trustees have about it; I was planning on attending; if any of you would want to go; They want somebody to go if they can.

Jeffrey Bixler: Where is that going to be at?

Tim Pfile: At Mickey's office. I got an email from Gertrude Woodall, use to live on Clark Rd and moved to Georgia; He has four burial plots and wanted to sell them to his previous neighbor. I told him that I thought that needed to sell them back to the township and then we could sell them to his neighbor and that way they could have a proper deed. I told him that I would get back to him. I don't know how they usually handle that.

Chris Diehl: I think that we just let people just take care of that themselves; they just write a letter and have it notarized saying that such and such happened.

Tim Pfile: So he could just sell them to his neighbor.

Chris Diehl: We didn't even necessarily take care of any paperwork, because we didn't want to get involved in it; I always just told them to hold onto the deeds; that notarized paper so that they had proof of ownership, as long as they showed proof of ownership; the prosecutor always said that it was OK. That way it kind of cut the township out of redoing paperwork and all of that.

Ti Pfile: This is the first time that I have even heard of people doing that; because that is not how we do it; we make them sell them back where I work.

Chris Diehl: I asked them to send us a notarized copy of the paperwork.

V. TRUSTEE REPORTS:

A. Jeffrey Bixler, Chair, nothing to report

B. Chris Diehl, Vice Chairman: Zoning inspector: I mentioned last time that I thought that I maybe had a solution; I think I do and I hope that you guys like it; Rhonda Lippy ran for ~~Trustee~~ * Fiscal Officer (corrected by Bill for record.) and she gave me a letter of intent for zoning inspector; I will read the letter.

“I recently became aware that Edinburg Township is in need of a Zoning Inspector. I am interested in filling the position. I am willing to get any training that is necessary for the position for zoning inspector, I believe that I have applicable qualities such as strong

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communication, personal and decision making skills. I do have experience in local real estate as I was licensed to sell real estate in the past. I have lived in the community for most of my life, it is a wonderful place to live and raise a family. I have been a long time resident in Edinburg. I have gotten to know the community very well; I believe that I will help greatly in succeeding in this job position. Please let me know if I can provide you with any other information. Thank You for your consideration. Rhonda Lippy.”

Chris: Diane Austin also indicated to me that she is not interested in Zoning Inspector, but she would be interested in assistant Zoning Inspector with her knowledge and so forth I thought it might be a good fit for Rhonda.

“Dear Mr. Diehl; I would be willing to serve as assistant Zoning Inspector for Edinburg Township on an as needed basis. I will serve at the direction of the Board of Trustees. Thank You, Diane Austin.” I have those two letters.

Jeffrey Bixler: Is there any discussion that the board would like to have, that we would need to go into executive session on this.

Tim: I don't have anything to go to Executive session.

Chris Diehl: I don't have anything. We have already set the pay scales for the zoning inspectors and so forth.

Jeffrey Bixler: If you don't have anything we can make a motion to hire Rhonda.

RESOLUTION: 2018-017: Chris Diehl: I will make a motion to hire Rhonda Lippy as our Zoning Inspector.

Tim Pfile: Second

ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

RESOLUTION: 2018-018

Chris: I will make the motion to hire Diane Austin as our assistant.

Second: Tim Pfile

ROLL CALL: Mr. Bixler: abstain; Mr Diehl: Yes; Mr Pfile: Yes

Bill McCluskey: Earlier you mentioned that we have set rates for those positions.

Jeffrey Bixler: Didn't we show that at our re-organizational meeting.

Bill McCluskey: We didn't have the zoning inspector's assistant. So we might have to revisit, but I will look at it. Because previously those positions were combined with Sandy.

C. Tim Pfile, Trustee No report

Jeffrey Bixler: On the Grant Applicant; Bill searched for the motion to pay 675.00. We would need to go ahead and approve that fee for the grant writers and couldn't find that; so we would need to move forward with approving that initial fee for the grant writers. One other thing that was supposed to happen was we were supposed to get a copy of the grant before we proceeded; so that we could see it.

Chris Diehl: That hasn't been delivered yet has it.

Jeffrey Bixler: No, that's why I am bringing it up; looking through all of the discussion that we had on it; there is actually some documentation in here saying (reading from related minute notes)” Mike reported last month had 10 calls h had been working with the grant writers and gathering information; they asked if they had been hires; Mike reported to trustees and said yes; I stated that they had not; rather awaiting a proposal report; Mike said that he would be present to present that report when ready.” We have met with them and I know that the initial fee to have the grant turned in is \$ 675.00, I absolutely have no problem with asking the board to approve that, but I do want to see the grant before I actually ask Bill to send a check.

Bill McCluskey: I don't think it's ready yet.

Jeffrey Bixler: With that being said; I am going to make a motion that we pay Gatcho Grant Resource \$ 675.00 for initial fee for grant writing; but like I said I definitely want to see the grant.

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Bill McCluskey: I did create a warrant.

Jeffrey Bixler: I want to go ahead and process everything, but I don't want it to go out.

Resolution 2018-019. Jeffrey made a motion to pay Gatcho Grant services \$ 675.00 for grant writing work but hold payment until grant application presented.

SECOND: Tim Pfile

ROLL CALL: Mr. Bixler: Yes; Mr Diehl: Yes; Mr Pfile: Yes

VI. DEPARTMENT REPORTS:

A. Kevin Biltz-Roads/Buildings/Cemetery/Park Report Plowing; patching; furnace at the park quit working; thermostat quit working at the park and was blowing fuses we have that all taken care of now; the line had froze and we didn't have enough pressure in the lines to run the furnace. We were working on taking trees out of the cemetery; there were three or four dead ones up by the mausoleum; We cut a couple down today; finishing them up tomorrow.

Tim Pfile: Talked about winterizing that building

Kevin Biltz: I talked to Chris and I guess he had winterized it previously; which its only a process of turning the water off and draining those tanks. From now on I will winterize that.

B. Rob Swauger- Fire Department: We have had 7 EMS runs, 2 mutual aid fires, 2 mutual aid EMS, 1 Fire and 1 Hazmat.

Jeffrey Bixler: What was the Hazmat Call?

Rob: That was last night, the FedEx truck that was carrying explosives.

Jeffrey Bixler: Are we billing that?

Rob: We are working on that, Yes. Ryan Shackelford from EMS is getting something together.

Jeffrey Bixler: Where was that at?

Rob: Pretty much the entrance ramp to the rest area. Mike has typed up two termination letters, for two fire fighters that have not been showing up. I can pass them along if you want to see them, but I do need them back.

Jeffrey Bixler: Now those letters that he has written from the way I understand it are still going to the prosecutor because this one says due to lack of participation we are requesting a letter of resignation again if you fail to submit a letter of resignation we will move forward to terminate you. So this is not processed yet. From what I understand we are still waiting to see if the prosecutor is good with this. Again that is for Dan Peterson and Dan Dumovic).

Bill McCluskey: Isn't Peterson just a trainer.

Jeffrey Bixler: Yes, but he hasn't been responding to anything; so make sure that we have everything in a row on that; and when it comes time to actually accept we can go into executive session at that time.

Rob: Also, applying for the state fire Marshall grant; it's a zero match; so hopefully we can get that; I don't know what the grant is for.

Jeffrey Bixler: Fire Marshals grant is for training and equipment right

Rob: Typical the AFD Grant is for training, very well could be. There is also a letter of resignation from Mike Leigh: Due to injuries.

Jeffrey Bixler: Would you like to read that for us?

Rob: Sure, "To Whom it May Concern; Please accept this letter as my formal resignation from the Edinburg Fire Department; Due to my recent surgery I cannot risk further injury's outside my full time job; I have enjoyed my time on the department; Thank you for giving me the opportunity to serve your community. Sincerely, Mike Leigh."

Jeffrey Bixler: Any discussion on this resignation?

Rob: No

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RESOLUTION: 2018-020

Motion: Jeffrey Bixler: I will so move to accept letter of resignation of Mike Leigh.

Second: Tim Pfile

ROLL CALL: Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

Rob: There is this request for ems run from Jennifer Naffiac Esquire; requesting records for a traffic accident for a person that she is representing

Jeffrey Bixler: I passed that down to them because we are going to have to get the report.

C. Zoning: no reports

D. Fiscal Officer- William McCluskey-presented documentation of the following: financial report, warrants, bills and PO's shared, Department of commerce VFFA, Electronic payment opinion letter to trustees, BAMSS bill, VFIS approval, signature letter bank, a bounced check, Tax exemption and Hotel exemption forms for OTA Conference for Tim and Chris, 25\$ in memorium from Shirley Riemenschneider for Louis A Penzera deposited into Fire department fund.

Bill McCluskey: You did get your financial reports handed out; I didn't hear back from the last pack that I handed a big stack out; was there any particular ones that you like or don't want? If you like certain ones let me know it will save a lot of paper. So we have the financial report; warrants; Bills, being passed around. I received a letter from the Department of Commerce in regards to needing to have the volunteer fire fighter's department dependent election board members; I shared that with you.

Jeffrey Bixler: Yes you did and this an annual thing where we need to have member from our board and a member from the community and fire department; actually 2 from the fire department; last time we used Reverend Tim, let's see if he wants to do this again unless somebody has someone else in mind.

Jeffrey Bixler: We have to get the board together.

Chris Diehl: Then Elect him.

Bill McCluskey: He was on the Board?

Jeffrey Bixler: He was on the Board.

Chris Diehl: He has to be elected every year, I think.

Jeffrey Bixler: So what we will do is get a meeting together. This doesn't show a date that it has to be back in does it?

Bill McCluskey: What I don't understand is the date of that is 2017;

Jeffrey Bixler: Shouldn't we be looking at 2018.

Bill McCluskey: I put the evaluation and stuff on there; do you want me to call them and find out if they just didn't have the new form made up or

Jeffrey Bixler: It would be nice to make sure that we were doing the right one; Lets go ahead and do that and schedule the meeting with the current members on the board; and we can go ahead and just wrap that up at the same time.

Bill McCluskey: So I think that John Hayes was on.

Jeffrey Bixler: I thought that I was on it.

Bill McCluskey: Wasn't there two trustees on it.

Jeffrey Bixler: I was on it and I think John was on it.

Bill McCluskey: So would he still be on it?

Chris Diehl: I think that there needs to be a trustee on it.

Jeffrey Bixler: For 2018; it would have to be one of the newer trustees.

Bill McCluskey: So when you said that you had to hold a meeting

Jeffrey Bixler: If we have to hold it according to 2017 board we need to get that scheduled; that is what I am talking about.

Chris Diehl: I don't think that is what they mean

Jeffrey Bixler: Why does it say 2017

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Chris Diehl: I don't know why that is

Jeffrey Bixler: It should be 2018 date on that; when he contacts them and finds out; I don't want to get volunteers together and have a meeting; minimal of one meeting; if they say yes this is what we want from 2017 and then have to go backwards; it doesn't make sense; but we need to verify that.

Bill McCluskey: There is also a warrant that goes with this. I had sent a email out regarding electronic payments; there is some; I have written something up; but I think what I would rather do is wait til after the Ohio Township Association Conference; two issues one is there are certain electronic payments that are made for tax forms, employee with holdings that fall on certain dates regardless of when your meetings are; they are going to fall on certain dates; so since primarily warrants and PO's are getting approved at the meetings sometimes those dates don't jive so there are some late fees attached; I talked to some other Fiscal Officers and they said since the UAN system there are certain direct payments that I don't need to have a PO for or Blanket Certificate for some things such as Federal Taxes that are withheld that the way it was done and has been done with Judy and Lori both is they just go ahead and submit those payments; however I cannot find the resolution on that; so I looked thru all the re-organizational minutes; I don't see a resolution that basically says yes you can go ahead make those payments; so the system allows me to do it; but there should be a resolution. I wrote up a description; but I didn't get it finished; so I will give you that letter; so that is one thing; more in regard to the electronic payments that are already approved that we have already appropriated for them; some of them we have already approved PO's for such as Gas we do online we could get that approved; just so when dates don't jive we don't accrue late fees. The other thing is I did some training and they are setting up an electronic signature ability; instead of you needing to sign all of these checks; we can electronically sign those; same thing for PO's and some other things. So in relationship to saving time; it is approved that we can do those electronically; so there is a system for that in place, however there still needs to be some sort of guidelines for when something like that can be done. One complication that I see is that when I do a warrant and get them signed; then a trustee doesn't show up at that meeting; my thought; One of the reports that you get is every check that goes out is listed at every meeting; we just do a summary page that is signed saying yes we looked them all over; say Jeffrey you weren't at that meeting your name would still be on that warrant; so that is one question; but as far as the electronic ones that are already approved; I think it would be good to have those signatures on them too.

Jeffrey Bixler: I would not feel comfortable not having one with the signatures on them.

Bill McCluskey: So I will find out more about it; its part of a new upgrade that is going into UAN; we have had two upgrades that have gone in already this year and this is part of a new upgrade. So I will write those down and explain those. I had a bill from BAMSS for a kickstand and I didn't know what that was.

Jeffrey Bixler: For a kickstand?

Bill McCluskey: From Bamss plow and Snow shop.

Kevin: That is for a jack for the snow plow; you should have had a copy for that; I probably still have it in my drawer.

Bill McCluskey: I got a letter in regards to VFIS insurance; remember all of that last year; so I got a late notice; first I have seen it; so we paid for it last year.

Jeffrey Bixler: And that was for last year.

Bill McCluskey: Are we looking at paying it again for this year?

Jeffrey Bixler: Yes we will.

Bill McCluskey: So I need a motion to pay the VFIS Insurance.

Jeffrey Bixler: How much is that?

Bill McCluskey: \$1,161.00 for Ohio Public Risk Insurance Agency; VFIS which is Volunteer Fire Fighters Insurance;

RESOLUTION 2018-021

Jeffrey Bixler: I will make a motion that we pay \$1,161.00 to Ohio Public Risk Agency

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for VFIS Ohio Insurance.

Second: Tim Pfile

ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

Bill McCluskey: That list of employees that I had last time was incorrect; but I think now it might be correct I got a packet of this is our present roster at the last meeting; but there were people that were receiving checks that were not in that packet; so I deleted them from that system; then when I got payroll I had to go back in and re-enter them.

Jeffrey Bixler: So right now we are not showing a current roster for the fire department; so I would like a single page roster with all of the current members; all the trustees; and Fiscal Officer.

Bill McCluskey: I don't need like social security numbers; just who is actually working right now.

Chris Diehl: Would it be out of line to have a phone number on there?

Jeffrey Bixler: No, if you want the contact numbers on that.

Rob: It has phone numbers along with email addresses.

Jeffrey Bixler: Normally, we don't; at least I don't have direct contact with a majority of the members (fire dept.)

Chris Diehl: 90% of the time I don't either; I guess I thought just in case

Bill McCluskey: I would like to present a letter from Huntington Bank for signatures; see how simple that is all you guys have to do is sign that page next to your name; instead of meeting at the bank all at the same time with everyone past and present in the township. If anything comes up in the future, there is a phone number the township is dealing with the bank; and not to deal with the local bank branch other than to make deposits to the account; any contractual business goes thru the government account rep. at Huntington. I did have one check bounce for a town hall rental; I talked to the gentleman and he is willing to send a money order for that amount. I wasn't sure is there reimbursement for a canceled check fee that we get from our bank in the contract for the Hall Rental.

Chris Diehl: I don't know that that is in the contract; I don't believe that has ever happened before; I guess we need to put that on there.

Jeffrey Bixler: What was the fee?

Bill McCluskey: I think that it is \$30.00, I would have to double check.

Chris Diehl: Did you ask him if he would pay it.

Bill McCluskey: He volunteered; if this is something that you want to excuse; or do you want him to cover the amount.

Jeffrey Bixler: It needs to be covered.

Bill McCluskey: So could we have a resolution for that so I can change the contract.

Motion:

Resolution: 2018-022

Bill McCluskey: so Jeffrey's motion reads? Any bank charges occurring because of a bounced check will be charged to the renter on the town hall or pavilion.

Jeffrey Bixler: I will second that.

ROLL CALL: Mr. Bixler: Yes; Mr. Diehl: Yes; Mr. Pfile: Yes

Bill McCluskey: Did you get this information on Verizon Towers, I got a kick back email from Stephanie; that use to be the zoning inspector and I forwarded it to Chris I gave your email and Jeffrey your email. He said it didn't forward; I said that I was using the email from work. Basically they want to do some work on Verizon Tower and they want to know if there are any zoning regulations regarding that.

Jeffrey Bixler: I will have to verify that; but I don't think that there is; you're talking on a current tower, correct

Bill McCluskey: Yes

Jeffrey Bixler: They are not going to expand; we will need to verify that; our new zoning inspector could look that up.

Bill McCluskey: I told them that I would pass that along.

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I do have some forms for Chris, you were going to the Township Association.

Chris Diehl: Yes

Bill McCluskey: I don't know if you're getting a hotel; if you get a hotel that is just the tax exemption form; so when you register give them that; and then there is a blanket certificate; exemption certificate, in case for some reason you need to make a purchase.

Jeffrey Diehl: Do they have their credit cards yet?

Bill McCluskey: No. I also received a \$25.00 in memorium from Shirley Reimenschneider for Louis A. Penzera that was deposited in to the Fire Department Fund for donations. I am letting you know that the check came in and was deposited. The check itself was written to the Edinburg Fire Department; so it will be your option of to how that money needs to be handled.

Jeffrey Diehl: What was that check for?

Bill McCluskey: In memorium of a death.

Rob: Was it supposed to be to the association?

Bill McCluskey: This is the letter that I got in the letter with the check. So if someone wants it to go to the Fire Department, it was made out to the fire department; it is in the Fire Department Fund; if they want it to actual go to the Fire Fighters Association; I can't make those calls, if they don't know the difference; I just want to present you the money; so if it going to be transferred from the trustees to the Fire Department association by motion.

Jeffrey Bixler: Guys what do you think about that?

Rob Swauger: I think it was probably meant to go to the association.

Jeffrey Bixler: I am sure that you do.

Chris Diehl: Because that is a common mistake.

Bill McCluskey: Not necessarily, in donations that I have made to the fire department, for our business; you donate to the fire department because you want it used on fire department equipment or something like that.

Chris Diehl: With outsiders that is kind of a common thing.

Bill McCluskey: Well I understand that too. I wasn't aware that money that our business had donated wasn't going to the fire department.

Jeffrey Bixler: What we would have to do is make a resolution to donate that money to the fire department association, unless it stays in our fire department fund.

Resolution: 2018-023

Chris Diehl: I would do that; I make a motion to send that \$25.00 donation check to the Fire Department Association.

Tim Pfile: I will second that.

ROLL CALL: Mr. Bixler: Yes; Mr. Pfile: Yes; Mr. Diehl: Yes

Jeffrey Bixler: I would turn the floor over to Bob Grudosky some plaques to see if we would like to hang them on the wall or put them in a case here, from the boy scouts.

Bob: The plaques are from Boy Scout Troup #558 and last year at the Klondike they won these plaques from the different events that they do: firefighting; fire building; first aid; race a couple other events. There are 4 or 5 events or skills. The boys spend the entire weekend and camp outside in tents this past weekends; they cook meals there and they are pretty proud of it. They have a dog sled that they actually pull to these different events/stations. They get judged on their accomplishments. Last year they took the overall trophy the flag, the district flag and they held it for a year, then they came back this year again and won it again, they had the overall points, pretty proud of it. I asked them Saturday and the boys would like to display them and they asking if they could display them here in the township town hall. They have the little glass thing here and it is all full and there are 10 of these I think they got now and they would like to display them, that way people that come here to use the town hall they will know that there is a troop here. It came up in the meeting that they have those little stick on type that pull off, that way if they need to be moved, there is no damage to the wall.

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Jeffrey Bixler: We have these two cases right here. The only thing we have in it is the Portage County Bicentennial, We also have that one down there that the boy scouts are utilizing, but I don't see anything in it that has any real value of information. Then again not being with the boy scouts I don't know. Would you be able to use those two?

Bob: Of course Yeah.

Jeffrey Bixler: Trustees have an issue with that?

Tim Pfile: No, That's all good.

Chris Diehl: I think that would be fine.

Bob: Alright, I appreciate it.

VII. MOTION TO PAY THE BILLS: Warrants 40507-40522

Tim Pfile: So move

Chris Diehl: Second

ROLL CALL: Mr. Bixler: Yes; Mr Diehl: Yes; Mr. Pfile: Yes

VIII. Motion MEETING ADJOURNED, TIME; 9:05 pm

Motion: Chris

Second: Tim

ROLL CALL: Mr. Bixler: Yes; Mr Pfile: Yes; Mr. Diehl: Yes

Jeffrey Bixler, Chairman

Chris Diehl, Vice Chairman

Tim Pfile, Trustee

William McCluskey, Fiscal Officer