

# Edinburg Township Trustees – Reorganization Meeting

At Edinburg Administration Office

January 05, 2012

The Reorganization Meeting was called to order at 6:30 p.m. by Chairman Sandra Templeton. Roll call showed present: Tom Repcik, Sandra Templeton, Diane Austin, and Judy Repcik.

**(Resolution 2012-1)** Diane Austin moved to approve the Agenda as presented. Second by Thomas M. Repcik. Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes.

Sandra Templeton turned the meeting over to Judy Repcik, Fiscal Officer.

Judy Repcik asked for nominations for Chairman for the 2012 Fiscal Year.

**(Resolution 2012-2)** Diane Austin moved to nominate Thomas Repcik as Chairman for 2012. Second by Sandra Templeton. Roll call: Diane Austin, yes; Tom Repcik, abstain; Sandra Templeton, yes.

Judy Repcik asked for nominations for Vice Chairman for the 2012 Fiscal Year.

**(Resolution 2012-3)** Diane Austin moved to nominate Sandra Templeton as Vice-Chairman for 2012. Second by Thomas Repcik. Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, abstain.

**(Resolution 2012-4)** Diane Austin 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. The end of the year meeting will follow the Trustee meeting; Second by Sandra Templeton. Roll call: Tom Repcik, yes; Diane Austin, yes; Sandra Templeton, 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. Tom Repcik 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 2012 Standard Mileage Rate issued by the Internal Revenue Service of fifty cents (\$.555) 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.
- 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.
- H. The Township Trustees will give authority to make purchases without prior approval, to the following personnel, as follows:
  - Fiscal Officer, Administrative Secretary, Zoning Inspector, Zoning Secretary, Hazmat Coordinator, EMS Coordinator, and Township Janitor up to \$200.00 per day.
  - Fire Chief and Roads, Buildings & Grounds Supervisor/Cemetery Sexton to make purchases up to \$500.00 per day for new items and up to \$1000.00 per day for emergency repairs.
  - Personnel under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton up to \$200.00 per day; same for Fire Department Personnel approved by Fire Chief.
- I. Township Trustees give authority to the following personnel to sign for deliveries: Diane Austin, Tom Repcik, Sandra Templeton, Judy Repcik, Chris Diehl and fire personnel.
- J. Holidays will be:
  - New Year's Day – January 1, 2012, Monday
  - Martin Luther King Day – January 16, 2012, Monday \*
  - President's Day – February 20, 2012, Monday \*
  - Memorial Day – May 28, 2012, Monday
  - Independence Day – July 4, 2012, Tuesday
  - Labor Day – September 3, 2012, Monday
  - Columbus Day – October 08, 2012 Monday \*
  - Veteran's Day – November 12, 2012, Monday \*
  - Thanksgiving Day – November 22, 2012, Thursday
  - Christmas Day – December 25, 2012, TuesdayIf 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. \* denotes holidays the Fire Department will work.
- K. Administrative Secretary - **Rehire Tamela Scott** at a rate of \$13.42 per hour, effective January 1, 2012.

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**(Resolution 2012-5)** Sandra Templeton moved to adopt Section I. GENERAL PROVISIONS as amended. Second by Diane Austin. Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes.

## 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, 2008.
- 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. Rehire **Karen Ross** typist, at a rate of \$ 10.62 per hour.

**(Resolution 2012-6)** Diane Austin moved to adopt Section II. TRUSTEES AND FISCAL OFFICER as amended. Second by Thomas Repcik. Roll call: Tom Repcik, yes; Diane Austin, yes; Sandra Templeton, yes.

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

### A. GENERAL EMPLOYMENT

1. Roads, Buildings & Grounds Supervisor/Cemetery Sexton - Rehire **Chris Diehl** at a rate of \$24.42 per hour effective January 1, 2012. Hours worked on Sundays or Holidays will be compensated at a rate of time and one-half. Any hours worked in excess of forty hours per week, will be compensated at a rate of time and one-half. Paid Vacation for 2012 is 200 hours per year, not to be carried over to successive years. The ten Holidays set forth in Section I, Part J will be paid. Eight (8) hours of Sick Pay is earned each month and can be accumulated and carried over to successive years. All regular hours, overtime, vacation and sick leave shall be approved by the Trustees.
2. Part-time Township employees under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton - Rehire and **Jim Hershberger** at a rate of \$14.35 per hour and **Paul Moracco** at a rate of \$12.32 per hour, effective January 1, 2012.

### B. CEMETERY

1. Grave Sites – Charges for each gravesite will be \$150.00 for residents and \$500.00 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 \$275.00 for residents, \$500.00 for non-residents. An additional \$300.00 fee will be charged for services on Saturday, Sunday or Holiday. Charges for an infant or urn will be \$75.00 for residents and \$100.00 for non-residents; an additional \$150.00 fee will be charged for services on Saturday, Sunday or Holiday.
3. Foundations – Charges will be \$100.00 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 \$6.00 per square foot for residents and \$16.00 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.
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 – **Township Trustees**.
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 the Administrative Secretary. \$25.00 resident and non resident fees will be charged for Event Scheduling.

**(Resolution 2012-7)** Tom Repcik moved to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, PART A, GENERAL EMPLOYMENT as amended. Second by Sandra Templeton. Roll call: Tom Repcik, yes; Diane Austin, yes; Sandra Templeton, yes.

**(Resolution 2012-8)** Sandra Templeton moved to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, PART B, CEMETERY as amended. Second by Diane Austin. Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes.

**(Resolution 2012-9)** Diane Austin moved to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, PART C, PARK as amended. Second by Sandra Templeton, Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes.

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## IV. TOWNSHIP ZONING

- A. Zoning Inspector – Rehire **Tamela Scott** as at a rate of \$13.42 per hour effective January 1, 2012.
- B. Assistant Zoning Inspector – To be decided at a later date based on work load.
- C. Zoning Secretary – Rehire **Tamela Scott** at a rate of \$13.42 per hour effective January 1, 2012.
- D. Zoning Commission – per current membership.
- E. Board of Zoning Appeals – per current membership.
- F. Portage County Regional Planning Commission Representative – **Terry Montz** as representative and **John Stephens** as the alternate. This is a two-year term beginning in 2011.
- G. 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

#### 12. Copies \$ .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 2012-10)** Diane Austin moved adopt Section IV. TOWNSHIP ZONING as amended. Second by Thomas Repcik. Roll call: Tom Repcik, yes; Diane Austin, yes; Sandra Templeton, yes.

## V. FIRE AND RESCUE DEPARTMENT

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- A. Fire Chief – Rehire **Tim Paulus** at a rate of \$19.57 per hour effective January 1, 2012.
- B. Asst. Fire Chief – open position \_\_\_\_\_ at a rate of \$ \_\_\_\_\_ per hour effective \_\_\_\_\_.
- C. Fire Captain/EMS Coordinator – Rehire **Derek Reed** at a rate of \$13.42 per hour effective January 1, 2012.
- D. Lieutenant – open position \_\_\_\_\_ at a rate of \$ \_\_\_\_\_ per hour effective \_\_\_\_\_.
- E. Full-Time Duty Crew
  - 1. Rehire **Joe Corbin** at a rate of \$10.85 per hour effective January 1, 2012.
  - 2. Eligibility for paid vacation will begin upon completion of one full year of full-time service. Vacation leave will be paid following the schedule set forth in the Employee Manual, not to be carried over to successive years. The ten Holidays set forth in Section I, Part J will be paid. Eligibility for paid sick leave will begin upon completion of three (3) months of full-time service.  
Eight (8) hours of Sick Pay is earned each month and can be accumulated and carried over to successive years. All regular hours, overtime, vacation and sick leave shall be approved by the Trustees.
- F. Part-Time Duty Crew
  - 1. Rehire **Benjamin Rahe**, FF/Medic at a rate of \$12.14 per hour.
  - 2. Rehire **Justine J. Reed**, FF/EMT-B, at a rate of \$10.07 per hour.
  - 3. Rehire **Robert Swauger**, FF/EMT-B at a rate of \$ 10.07 per hour.
  - 4. Rehire **Ron Fumich**, FF/EMT-Intermediate at a rate of \$10.85 per hour.
  - 5. Rehire **Robert Grudosky**, FF/EMT-B at a rate \$10.07 per hour.
  - 6. Rehire **Ed Steinley**, FF/EMT-B at a rate of \$ 10.07 per hour.
  - 7. Rehire **Thomas Freborg**, FF/EMT-B at a rate of \$ 10.07 per hour.
  - 8. Rehire **Ken Bator**, FF/Medic at a rate of \$12.14 per hour.
  - 9. Rehire **Todd DeWitt**, FF/EMT-B at a rate of \$ 10.07 per hour.
  - 10. Rehire **Charles Campbell**, FF/EMT-B at a rate of \$ 10.07 per hour.
  - 11. Rehire **Matt Dix**, FF/EMT-I at a rate of \$ 10.85 per hour.
  - 12. Rehire **Gary Stewart**, FF/EMT-I at a rate of \$ 10.85 per hour.
  - 13. Rehire **Daniel Shannon**, FF/EMT-B at a rate of \$ 10.07 per hour.
  
  - 1. Rehire **David Dunn**, Firefighter at a rate of \$ 7.84 per hour.

On-Call Personnel – All On-Call Personnel will be paid at a rate of \$7.84 per hour effective January 1, 2012. On-Call Personnel includes all Part-Time Duty Crew.

- 1. No more than 30 firefighter personnel will be on the Township roster at any one time during the year.
- 2. 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.
- 3. Any training cost paid by Edinburg Township requires a commitment to complete the training.
- 4. Employees retaking training due to prior failure will be responsible for the training costs.
- 5. Anyone failing the training class completely will be required to reimburse the Township.

- G. Dispatching Services – Dispatching services will be provided by **Ravenna City Police Department** per contract.
- H. 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.

**(Resolution 2012-11)** Thomas Repcik moved to adopt Section V. FIRE AND RESCUE DEPARTMENT as amended. Second by Sandra Templeton. Roll call: Tom Repcik, yes; Diane Austin, yes; Sandra Templeton, yes.

## VI. TOWN HALL

- A. Scheduling and Cleaning - Rehire **Noreen Brooks** at a salary rate of \$512.25 per month. Mrs. Brooks is also responsible for the cleaning of the Administrative Building as per job description.
- B. Policies for use of the Town Hall are posted.
- C. Election set-up.
- D. Rental – The Town Hall rental shall be \$100.00 up to 5 hours and \$150.00 over 5 hours for residents and \$200.00 for non-residents per day.
- E. Tables, chairs and other equipment will not be removed from the Town Hall except with permission of the Township Trustees for Township purposes.

**(Resolution 2012-12)** Sandra Templeton moved to adopt Section VI. TOWN HALL as amended. Second by Diane Austin. Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes.

## VII. WEB-SITE INFORMATION CENTER

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

**(Resolution 2012-13)** Diane Austin moved to adopt Section VIII WEB-SITE INFORMATION CENTER. Second by Sandra Templeton. Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes..

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**(Resolution 2012-14)** Thomas Repcik moved to accept the permanent appropriations to provide for the current expenses and other expenditures of the Board of Trustees, sums are hereby set aside and permanently 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 said fiscal year as follows:

General Fund	\$ 280,541.00
Motor Vehicle License	\$ 4000.00
Gasoline Tax	\$ 85,800.00
Road and Bridge Fund	\$ 25,450.00
Fire Dept 2191	\$ 89,700.00
Park	\$ 6,300.00
Fire Dept 2194	\$ 98,000.00
Permissive License	\$ 17,600.00
Fire, Rescue &EMS	\$ 86,300.00
Permanent Funds	\$ 5270.36
AFG Fire Grant	\$ 6972.00
<b>Total</b>	<b>\$705,933.36</b>

Second by Diane Austin, Roll call: Diane Austin, yes; Tom Repcik, yes; Sandra Templeton, yes.

**(Resolution 2012-15)** Diane Austin moved to adjourn the meeting. Second by Tom Repcik.  
Roll call: Tom Repcik, yes; Diane Austin, yes; Sandra Templeton, yes.

Meeting adjourned at 7:13 p.m.

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**Thomas M. Repcik, Chairman**

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**Sandra K. Templeton, Vice-Chairman**

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**Diane Hargett Austin, Trustee**

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**Judy Repcik, Fiscal Officer**