

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

The Reorganization Meeting was called to order at 6:30 pm. by Jeffrey, followed by Pledge of Allegiance. Roll call showed present: Jeffrey Bixler, Tim Pfile, Chris Diehl, and William McCluskey.

Mr. Bixler turned meeting over to Mr. McCluskey who asked for Nominations for Chairs.

Motion: Mr. Bixler nominated Mr. Diehl for Chairman for the 2025 Fiscal Year.

Resolution 2024-030 Mr Diehl was nominated Chairman for 2025, second by Mr. Pfile

Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes
Meeting continued with Mr. Bixler.

Motion: Mr.Bixler asked for nominations for Vice Chairman for the 2025 Fiscal Year.

Resolution 2024-0 Mr. Diehl nominated Mr. Pfile as Vice-Chairman for 2025. Seconded by Mr. Bixler.

Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Chairman Bixler continued the meeting;
Chairman reviewed meeting dates or times and asked if there were any changes requested.

Resolution 2024-0 Mr. Bixler moved to continue to hold Regular Trustee meetings on the second and last Thursdays of each month at 7:30 p.m. at the Town Hall; Seconded by Diehl.

Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Trustees reviewed the following sections.

I. GENERAL PROVISIONS

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

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

- 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 2025 Standard Mileage Rate issued by the Internal Revenue Service of \$0.655 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. All requests for public records should be or submitted to the Township Fiscal Officer for recording.
- H. The Township Trustees will give authority to make purchases without prior approval, to the following personnel, as follows:
- 1 Administrative Assistant, Zoning Inspector/Zoning Secretary, EMS Coordinator, and Township Building and Rental Coordinator up to \$200.00 per week, with department head approval.
 - 2 Fiscal officer, Fire Chief and Roads, Buildings & Grounds Supervisor/Cemetery Sexton, and Road Department Assistant (When acting for the Supervisor or under his direction) to make purchases up to **\$1000.00** per week without prior approval of Trustee Liaison; for new items per **Week** with trustee Liaison approval and; **\$2000.00** for emergency repairs trustee Liaison contacted must be attempted. (This amount cannot exceed township operational budgets approved by Trustees and appropriated by the Fiscal Office, County Auditor, and Trustees)
 - 3 Personnel under the direction of the Roads, Buildings & Grounds Supervisor/Cemetery Sexton and Fire Department Personnel up to **\$500.00** per week with department head approval.
- I. Township Trustees give authority to the following personnel to sign for deliveries: Chris Diehl, Tim Pfile, Jeffrey Bixler, William McCluskey, Kevin Biltz, Nate Worley and fire Personnel
- J. Holidays will be:

2025 Holiday Schedule	
Date	Holiday
Monday, January 01	New Year's Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17 *	Washington's Birthday
Monday, May 26	Memorial Day
Thursday, June 19	Juneteenth National Independence Day
Friday, July 04	Independence Day
Monday, September 01	Labor Day
Monday, October 13	Columbus Day
Tuesday, November 11	Veterans Day
Thursday, November 27	Thanksgiving Day mtg Tuesday the 25 th 2025
Thursday, December 25	Christmas Day mtg Friday 26 th 6:30 pm

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

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. Veterans day: Veterans Day will be a floating holiday for Full-time employees.

- K. All employees that are classified as part time will be limited to no more than 1500 hours per year.
- L. As the need arises the Township will sell unused or obsolete items through public auction or internet services such as E-Bay.
- M. Trustee Liaisons: Department liaisons: Bixler, Fire Department and rental coordinator (Townhall and Park, cleaning); Pfile: Roads and Park Maintenance, Parks Board and Cemetery, Diehl: Zoning Department.
- N. All township Employees and elected officials will complete annual Fraud Prevention training provided by the State of Ohio, and record class participation, providing certificate and letter of attendance to the fiscal officer for their personnel file.
- O. All employees and elected officials will be provided annual review of Sexual harassment and Bullying policy, and provide Fiscal Officer with signed letter of participation for personnel file
- P. Department Heads will provide Fiscal Officer with employee’s monthly or bimonthly timesheets, at latest, Sunday before a regular trustee meeting to help insure timely payment of wages.
- Q. Receipts of purchases, charges, and funds received for township fees, will be forwarded to the fiscal officer on at least a weekly basis.
- R. Bill Discussed reasoning for the addition of N-R being added from past organizational meeting to address documenting insurance and financial needs not addressed directly in Employee Handbook.

Resolution 2024- 033 Mr. Bixler moved to adopt: Section I. GENERAL PROVISIONS, A-Q as amended. This was seconded Pfile.

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

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

- F. Fiscal office typist, is paid an independent contractor rate of \$ 12.00 per hour. (open position)
- G. Group Health Insurance will be offered to full-time and eligible employees.
- H. The Fiscal Officer may make electronic payments (AHC) for routine utilities, charge card, and Health Insurance provided funds are appropriated and receipts documented.

Resolution 2024-34 Mr.Diehl moved to adopt: Section II. Trustees and Fiscal officer A-F. This was seconded Mr.Pfile

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

III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK

A. General Employment

Trustees discussed wage increases for road department.

- 1. Roads, Buildings & Grounds Supervisor/Cemetery Sexton - Kevin Biltz is paid at a rate of \$25.00 per hour, increased to \$25.75 beginning 2025.

Nathan Worley is paid a rate at \$22.00 per hour and reporting to the Road Supervisor., increased to \$22.75 in 2025.
- 2. Any hours worked-scheduled event- (Excluding comp time) over 40 hours for a full-time employee will be paid at a rate of 1 ½ employees’ regular rate. Road department employee has the option of either taking overtime, or comp time. Comp time is limited to 80 hours’ accrual; and cannot be taken by two department members at the same time, Holiday hours worked will be paid at 1.5 times the employees’ regular rate and not effect holiday hours earned. Starting Paid vacation for full time employees for 2025 will be 80 hours and only 40 hours can be carried over to the next year. Hours will be posted the first of the year, with accruals added based on years of service policy.
- 3. 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 fees

- 1. Grave Sites Charges for each gravesite will be **\$200.00** for residents and **\$1500.00** 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. Also: Any funeral with an arrival time after 2 pm, will be charged an additional \$200.00, with Sexton discretion if a cremation. 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.

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

- 3. Monument company will be responsible for gravestone footers per the Sextons specification. 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. Additional \$200.00 for arrivals after 2 pm.
- 5. Burial for Military residents – A grave site, opening and closing cost and foundation footer will be provided at no cost to any resident who is ‘Military Personnel killed in active combat duty’.

C. PARK

- 1. Park Advisory Board – The board will remain an advisory board to the Trustees. The Board will have a Trustee assigned as Parks liaison as an advisor and fiscal officer as fiscal advisor.
- 2. Park Rules – Rules are posted at the Town Hall and at the Park.
- 3. Park Access – The Park will be open all year.
- 4. Event Scheduling – All Scheduling or reserving Park amenities and facilities will be handled by Township Building and Rental Coordinator . A \$25.00 resident and \$50.00 nonresident fees will be charged for Event Scheduling.
- 5. Use of the Park Concession stand may be available to Community based organizations, but must be prearranged and approved by the township trustees. Use must also be compliant with Health Department regulations regarding food preparation and sales and the Township assigned concession manager rules. (Presently Bill McCluskey 2024)

Resolution 2024-35 Mr. Pfile made a motion to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, A-C as amended. Second by Mr. Diehl.

Pfile yes, Diehl Yes, Bixler Yes.

Trustees discussed raise to zoning and also general fees. no changes recorded.

IV. TOWNSHIP ZONING

- A. Zoning Inspector: (Rhonda Lipply) paid at a rate of **\$14.00** per hour, increased to **14.75 for 2025**
- B. Assistant Zoning Inspector – “ \$12.00 per hour” **correction \$12.75**
- C. Zoning Secretary – “Open”
- D. Zoning Commission – per current membership.
- E. Board of Zoning Appeals – per current membership.
- F. Zoning Fees – The Township Zoning Inspector will collect the appropriate fee at the time of issuance of a Zoning Certificate(s). Such fees are non-refundable and are outlined in the following schedule:

PERMITS

- 1. Buildings

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

a. Residential Permits

Single Family	\$ 150.00
Two Family	\$ 225.00
Residential Accessory Permit	\$ 125.00
Swimming Pool	\$ 100.00
Fencing	\$ 100.00
Outdoor decking, Gazebos & Patios	\$ 100.00

b. Guest Trailer Permits

0 – 6 weeks	\$ 200.00
6 – 12 weeks	\$ 300.00

c. Office Construction Trailer Permits

First six months	\$ 350.00
One additional six month period	\$ 450.00

2. Signs

Under 75 square feet	\$ 150.00
Over 75 square feet	\$ 150.00 plus \$5.00 per sq. ft over 75 sq. ft. up to sign limit.

3. Platting Fees

1 – 3 lots	\$ 75.00 per lot
4 and/or more lots	\$ 100.00 per lot

4. Commercial and Industrial Permits

\$ 500.00

5. Commercial Accessory Building

\$ 150.00

6. Commercial Fencing

\$ 100.00

7. Variance Application

\$ 350.00

8. Conditional Use Application

\$ 350.00

9. Conditional Use Permit

\$ 200.00

10. Conditional Use Permit Review

\$ 350.00

11. Site Plan Review

\$ 350.00

12. Copies \$ 00 .25 per page

\$ 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 2024-36 Mr.Pfile motioned to adopt Section IV. TOWNSHIP ZONING,

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

section A.- F and permit pricing, Second by Mr. Diehl.
Pfile yes, Diehl Yes, Bixler Yes.

V. FIRE AND RESCUE DEPARTMENT

Fire Department employees will be paid for township holidays worked at a rate of 1.5 times base rate per hour (00:01-24:00 hour). For Christmas Eve, December 24th and New Years Eve, December 31st, Employees working from 6pm to midnight (18:00 hours to 24:00) will also get time and 1/2. No hours worked for fire department are paid at greater than 1.5 times base rate.

Trustees discussed pay increases for fire department members. Jeffrey suggested 3 percent. Chris stated .75 cents each. Bill reported wage increase would likely represent approximately \$20.000 a year in payroll to township, excluding overtime. Trustees agreed to 0.75 per fire employee.

- A. Fire Chief: (Jesse Baughman) employed at a voluntary available salary of \$500.00 per month.
- B. Fire chief Hourly rate will be \$16.75/hour.
- C. Asst. Fire Chief: (Open) employed at a voluntary available salary of \$250 per month
- D. Fire Captain –Robert Grudosky employed at a rate of **\$16.00** per hour.
- E. Lieutenants – (Amber Ryczek, Aaron Flynt and Shannon Paulus presently) paid at a rate of **\$0.50 over base rate classification** per hour for 2025.
- F. All employees classified as part time will be limited to 1500 hours per year.
- G. The following pay rates are implemented based on classification of certification/training levels for shift hours.

- 1. **FF/EMT-: \$ 15.50/hour**
- 2. **FF/EMT-Advanced \$ 16.75/hour**
- 3. **FF/Paramedic \$ 17.75/hour**
- 4. **FF: \$ 12.25/hour**
- 5. **Training \$ Base rate of certification level/hour**
- 6. **EMS Coordinator. \$ 50.00/month**
- 7. **Fire Chief \$ 16.75/hour plus \$500.00/month salary**
- 8. **Grant writer (administrative, based on FF certification level)**

- H. As Per Current Roster:(Fire chief to review all employees listed on roster and make any changes forwarding to the trustees)
- I. Personnel
 - 1. On-Call (call-back) Personnel will be paid at their base salary. 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.
- J. Dispatching Services – Dispatching services will be provided by Ravenna City Police Department per contracts

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

K. EMS Charges – Edinburg Fire and Rescue Department will charge a fee in accordance with the LifeForce Management contract, for equipment use; equipment maintenance; and supplies used in the transport of a patient to the hospital for emergency medical service provided.

L. EMS Billing

- 1. **BLS--\$850.00**
- 2. **ALS 1--\$1000.00**
- 3. **ALS 2--\$1200.00**
- 4. **Mileage @ \$16.00 per loaded mile (Non-resident)**
- 5. **Treated Non-transport fee and Treated walk in (non-transport) fee, \$150.00 (Patient to be notified of fee prior to treatment)**

L. HAZMAT (per hour)

- | | |
|---|--|
| 1. 1511 or 1512 BLS | \$100 |
| 2. 1511 or 1512 ACLS | \$150 |
| 3. 1513 Engine | \$150 |
| 4. 1516 Heavy Rescue | \$200 |
| 5. 1517 Grass Truck | \$100 |
| 6. 1518 Tanker | \$150 |
| 7. 1526 Command | \$125 |
| 8. 1566 HM/Traffic Trailer | \$150 |
| 9. Lighting Vehicle | \$ 50 |
| 10. All supplies to be billed and replacement cost (including shipping and handling). | |
| 11. Backhoe | \$100 |
| 12. Dump Truck | \$ 75 |
| 13. Personnel | \$ township wage per hour(may include overtime) |

Resolution 2024-37 Mr. Pfile moved to adopt Section V. FIRE AND RESCUE DEPARTMENT A-L, Second by Mr.Diehl
Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Trustees discussed rate changes for town hall and park. Tim and Jeffrey discussed rate increase Town hall scheduler, \$50.00 per month.

VI. TOWN HALL

- A. Scheduling and Cleaning – Township Building and Rental Coordinator (Debbie Diehl) will be employed at a monthly rate of \$ 750.00, 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 Township Building and Rental Coordinator.
- D. Rental – The Town Hall daily rental fee shall be \$100.00 for 1 to 5 hours or \$150 for 5 or more hours for Edinburg Township residents and \$125.00 for non-residents for 1 to 5 hour or \$ 250 for 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 \$35.00 rental fee residents and \$75.00 non-residents.
- G. Meetings for Trustee approved “clubs” will be allowed at 1 rental during the week

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

- (no weekends), per month, with no charge and then at a rate of \$75.00 for each additional use, no weekends.
- H. Only trustees, Road Supervisor, Fiscal officer, Fire Chief and Debbie Diehl, and Zoning staff are to have keys for the town hall.
 - I. If Available and scheduled through Township Building and Rental Coordinator, Family may reserve the Town hall at no charge for funeral services of recently deceased family members who were residents of Edinburg Township at time of death.

Resolution 2024-38 Mr. Pfile moved to adopt Section VI. TOWN HALL A-I ,Second by Mr.Bixler.

Roll call: Chris Diehl, abstain Tim Pfile; yes Jeffrey Bixler, yes

VII. WEB-SITE INFORMATION CENTER and ELECTRONIC COMMUNICATIONS

Bill discussed changes in Ohio Rules allowing posting of township meeting changes on Website, rather than requiring post in paper. Therefore adding section C. He also discussed that all texts and Email is public record when discussing Township business, this is the reason for addition of section B. As public record custodian, he was not aware of additional emails used for township business and electronic payments at the Fire Department.

- A. Edinburg Township Trustees will continue to work with the township website administrator, presently Fiscal Officer, to support the Township Web-Site, EdinburgTownship.com.
- B. As Communications of township official business is considered public record, Fiscal officer will be given a list of all emails used for Township business communications of all departments. Addition of new emails will require Trustee approval. Text messages are also public record; therefore, email would be preferred format for communications to avoid need to search personal phones if public record requests are made.
- C. Dates of all Public meeting schedules will be posted on the township website and the Town center sign.

VIII. Resolution 2024-39, Mr Pfile motioned to adopt Section WEB-SITE INFORMATION CENTER and ELECTRONIC COMMUNICATIONS
Second by Mr. Diehl.

Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Resolution 2024-40 Mr. Pfile motioned All **Motions** will take effect beginning the 1st day of 2025. Second by Mr. Diehl
Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Resolution 2024-41 Mr. Pfile moved to adjourn the meeting at 7:10 pm. Second by Diehl.
Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Edinburg Township Trustees – 2025 Reorganization Meeting

At Edinburg Town Hall

December 26th

2024

Tim Pfile ,

Jeffrey Bixler

Chris Diehl

William McCluskey, Fiscal Officer