

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

January 24, 2017

Jeffrey Bixler called the regular meeting of the Edinburg Township Trustees to order at 7:35 p.m. with the Pledge of Allegiance. Roll call shows: John Hayes, present; Jeffrey Bixler, present; Diane Austin, present; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, present; Sandy Templeton, present.

I. Introduction from Jeffrey to guests attending:

There were no comments from guests at this time.

Guests: Rob Swauger, Fire Dept.

II. Jeffrey Bixler called for a motion to approve the Agenda as presented; motion was made by John Hayes; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

III. Jeffrey Bixler called for a motion to approve the minutes of the December 22, 2016 meeting; motion was made by John Hayes; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, abstain; Jeffrey Bixler, yes.

IV. Jeffrey Bixler called for a motion to approve the minutes of the January 12, 2017 meeting with one correction: per request of Diane Austin to replace “Diane stated” with “Diane asked”; motion was made by Diane Austin; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, abstain; Diane Austin, yes; Jeffrey Bixler, yes.

V. CORRESPONDENCE:

- A. Pamphlet from Stonehugger Cemetery Restoration
- B. Thank you card from the Edinburg United Church
- C. Letter from Southeast Primary School – A family informational meeting for Kindergarten registration will be March 9 at 6:30 pm in the primary gymnasium. The Trustees approved putting this on the Town Center sign.
- D. Stage two preliminary road construction plans for the Town Center intersection were received from the Ohio Department of Transportation.

VI. OLD BUSINESS

- A. Lifeforce Billing Rates – Lifeforce informed Bill that their billing rates are still within the standards.

VII. NEW BUSINESS

- A. 1.5 Mil Fire and EMS Renewal Levy:

**RESOLUTION 2017-017** The following motion was made by Jeffrey Bixler:

The Board of Trustees, Edinburg Township Portage County, Ohio, resolution declaring the necessity of a renewal tax in excess of the 10 mil limitation for fire and EMS purpose pursuant to Ohio Revised Code sections 5705.19(I), 5705.191, 5705.25 and Revised Code 505.39. The Board of Trustees of Edinburg Township Portage County Ohio met at a regular session on the 24<sup>th</sup> day of January 2017 at 7:35 p.m. at the Edinburg administration building with the following board members present: John Hayes, Diane Hargett-Austin, Jeffrey Bixler.

Whereas, the amount of taxes that may be raised within the ten mill limitation will be insufficient to provide an adequate amount for the necessary requirements of Edinburg Township, Portage County, Ohio; and

Whereas, a resolution declaring the necessity of levying a tax under RC 5705.19(I) outside the ten mill limitation must be passed and certified to the county auditor of Portage County in order to permit the board of trustees to

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consider the levy of such tax, and must request that the county auditor certify to the board of trustees the total current tax valuation of Edinburg Township and the dollar amount that would be generated by the 1.5 mill.

**Now Therefore Be It Resolved**, by the Edinburg Township Board of Trustees, Portage County, Ohio, with at least two-thirds of all members elected thereto concurring, that it is necessary to consider a renewal of Fire levy in excess of the ten mill limitation for the benefit of Edinburg Township under RC 5705.19(I) for the following purpose: (Read by Jeffrey Bixler);

For the purpose of providing and maintaining fire apparatus, appliances, buildings, or sites therefore, or sources of water supply and materials therefore, or the establishment and maintenance of lines of fire alarm telegraph, or the payment of firefighting companies or permanent, part-time, or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.34 of the Revised Code, or the purchase of ambulance equipment, or the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company.;

as provided by Ohio Revised Code Section 5705.19(I). and to operate same at a rate not to exceed 1.50 mills for each dollar of valuation, which amounts of Fifteen cents (\$0.15) for each one hundred dollars of valuation for the tax years 2018, 2019, 2020, 2021 and 2022; be it further;

Resolved, that said levy be placed upon the tax list for a period of five (5) years beginning with the tax year 2018 if the majority of the electors voting thereon vote in favor thereof; and be it further;

Resolved, that the question of such tax levy shall be submitted to the electors of Edinburg Township at the election to be held therein on April 5th 2017; and be it further;

Resolved, that the Fiscal Officer is hereby directed to certify a copy of the resolution to the county auditor. The board of trustees hereby requests that the county auditor certify to this board of trustees the total current tax valuation of Edinburg Township and the dollar amount of revenue that would be generated by the tax levy if approved by the electors. Township will then determine whether to proceed and to forward this Resolution to the Board of Elections.;

This motion was seconded by Diane Austin.

Roll call shows: Jeffrey Bixler, yes; Diane Austin, yes; John Hayes, yes.

- B. Credit Card Policy – Bill presented a copy of the bulletin received from the Ohio State Auditor last September setting up the standard policy and procedure on credit cards. He stated he had presented it earlier to the trustees for review and would like to review it. Trustees requested more time for review. Diane said Chris Meduri would need to review it. Bill stated he had already sent his proposal to Chris who had supported it. Diane asked for a copy of his response.

**This was tabled until the next meeting.**

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C. Evaluations – Jeffrey stated that the Township staff needs to get back on track with doing evaluations per the Township manual. He said, “An evaluation is not something to utilize other than a tool to help determine where we’re going to go, what we’re going to do and how we’re going to proceed with these processes and to help everybody get on line and on track with what the Township’s goals are”.

Diane said the Trustees talked at the Reorganizational Meeting about when they would look at the money situation and review for raises. Before they talk about it, by the time the money comes in, toward the end of March, she would like the evaluations to be completed. Each department should do evaluations on each employee. Diane asked about a standard evaluation form.

Jeffrey said there needs to be a generic form that is modified for each department. The form needs to require that goals be set. John presented a copy of an evaluation form he received from Bill. Jeffrey said evaluations need to be used to make people better at what they do. Jeffrey would like them completed by the last meeting of February (23<sup>rd</sup>).

Diane agreed and said after the evaluations are completed the Trustee liaisons would meet with the Department Heads to go over them.

Jeffrey will make copies of the evaluation form and put them in their mailboxes. Mike asked if it was ok that he made his own evaluation form for the Fire Department. Jeffrey said that it was fine since he structured it for his department. Bill asked, and Jeffrey confirmed that the revised form will be part of the final Policy and Procedure Manual.

D. Policy and Procedure Manual - Jeffrey told everyone to look at the Policy and Procedure Manual and make sure that it is still up to date to where they want it to be and it is up to the standard that is needed for what the Township is currently doing. Diane said the Fire Department and the Township manuals were gone over by Chris Meduri about three years ago, and at that time he said, unless there are changes that the Trustees feel are needed for the Township, that the manual wasn’t bad. Chris also told her it is always good to have a work session in order to continue to work on it and he would come to meet with them once the Trustees got to the point that they had questions for him. Diane said emailing would be sufficient for this process, though.

### VIII. TRUSTEE REPORTS

#### A. Jeffrey Bixler

--He said he would present his report during the Department Reports.

#### B. John Hayes

--He talked on the telephone with Mr. Brian Peck of the Department of Transportation regarding the reconstruction of the intersection of State Route 14 and Tallmadge Road to install new left turn lanes to the north and south of State Route 14, traffic control signals and storm sewers. The project will acquire .016 acres of permanent corner rounding and .014 acres of temporary right of way from the Portage County parcel 11325-0000010-000 which consists of 1.37 acres owned by the Edinburg Township to facilitate the project construction. They will be in touch with the Trustees soon. Diane said, and John agreed, that this information needs to be displayed for the community to see so they are aware if this. The corner will be tied up with this for quite some time. She suggested that a copy be kept at the office or the Fire Department. Mike suggested putting it on the Township website. All agreed. Jeffrey asked about the gazebo and sign area. John said Mr. Peck told him since it is open to the public, the drawing for it was changed and they will not have to disturb any of that.

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--Parks and Recreation Committee – He received applications from the following:  
Nicole Minor Donovan, Kimberly Ehman, Jody Canale  
Diane said she would like to meet with them in February and make sure they understand the Trustees' thoughts.  
Bill said he has not got anything from the two gentlemen who had expressed interest.  
John will forward the applicants' emails to Diane and Jeffrey for their review.

## C. Diane Austin

--She asked if Sandy had received a new cell phone for Zoning yet. Sandy had told Diane that with the current phone, she is unable to hear the callers clearly and she is unable to take decent pictures with it. Jeffrey said no, she hasn't received a new phone. Bill will give Jeffrey a copy of the Sprint bill and he will contact them to get a replacement phone. He will also check into replacing other older-model Township cell phones that are currently being used. All agreed.

## IX. DEPARTMENT REPORTS

### A. Kevin Biltz – Roads / Buildings / Cemetery / Park

--He reported that they have been doing some ditching but they need to hold off a bit until they find somewhere to dump the dirt.

--He presented a second bid for the two-way radios. Diane suggested getting Nate a cell phone instead of a radio but Kevin said a CDL licensed driver is not allowed to use a cell phone while in a truck. Mike said that the radios would be best because the Fire Department could communicate with them using the radios as well. Diane asked if the Township already has a frequency and does it work with the Fire Department? Kevin said yes. Kevin said they would be able to call Rootstown and Randolph using the radios also. Mike pointed out, for Jeffrey, that the paperwork says that the radios are programmable. Bill confirmed for Jeffrey that there is money available for this that can be appropriated.

**RESOLUTION 2017-018 A motion was made by John Hayes to purchase the two-way radios for the Township road trucks from Mitchell Communications at a cost not to exceed \$1,900.00, including installation; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

--He presented a list of the process he follows for each burial at the cemetery. Diane said she'd like him to include an hourly time frame to determine fees. He said it usually takes five to six hours but the most recent one took seven hours. All agreed the weekend rates should be higher. Kevin agrees that there should be a per-hour charge so the funeral attendees are more conscious of how long they are remaining at the cemetery after the graveside service, which hinders staff from finishing their work. Kevin said when the fee list is updated, copies will need to be sent to all of the funeral homes. All agreed.

--They have been doing some patching.

--He received his recertification for his pesticide license.

--They put new cables on the International.

--They have been hauling leaves.

--He requested an executive session to discuss employee issues.

### B. Sandy Templeton – Zoning

--She made/received 10 phone calls.

--She has been checking the roads for violations but she has quite a few more to check.

--She had some fence permit issues in the Highlands. She hopes that she has it taken care of because now it is a homeowner issue.

--She contacted Chris Meduri for some clarification on the fence issues and permits in the Township.

--She asked if everyone checked over their information on the contact list. She recommended that everyone put the Township P.O. box as their address. All agreed to

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this and also to listing their work email address under their names.

--She is still trying to get the BZA and Zoning Committee members to set a date for their Reorganizational Meeting. There are several who are not responding to her voicemails.

--She asked about a resident who left a message regarding building an addition on her house; Sandy wanted to know what the Township charges for this. Diane said it should be the same as an accessory building which is \$75.00. She also said the fee for putting on an addition should be added to the Zoning book. Diane also said that as long as a garage is built attached to the house, it can be built on the front. Jeffrey added, as long as it meets the minimum set back requirements.

--She received a call from the owner of the pie-shaped property on State Route 15 at Yale Road. Even though it is residential, the County made the owner do this as commercial.

--John asked Sandy about the Highlands issue with the road. She said Chris told her that he had gotten something in the mail about it but he didn't tell her specifically. Sandy will call him again.

### C. Mike Pittinger – Fire Department

--He reported that they ran 7 calls since the last meeting.

--He would like to change the verbiage on Section 28.2 Training Requirements.

**A motion was made by Diane Austin to remove the word “or” in section 28.2 Training Requirements so it reads: “Members of the Department are required to attend one fire and one EMS training session per month to maintain an active status”; this was seconded by Jeffrey Bixler. Roll call: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

--He would also like to add Section 17 regarding prohibiting the posting (on social media) of any photos from a fire or accident scene.

**Diane Austin amended the above motion to include adding Section 17 Social Media, to the Firefighters’ Handbook; this was seconded by Jeffrey Bixler. Roll call: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

--Jeffrey asked about the Workers’ Compensation claim for a fire department staff member that was not reported to the Trustees when it happened. Mike requested an executive session to discuss this under personnel, due to the private medical nature of the claim. All agreed.

--Mike presented a sample of the billing authorization for transport and patient refusal form.

Bill raised the question about a non-transport form or a form to be completed by a walk-in resident who refuses treatment. Mike said there has only been one form that they are currently using for people who refuse transport. There is currently no form for walk-ins refusing transport.

Jeffrey told Mike to have their EMS person contact Lifeforce and have them email all of the forms that are required by Lifeforce for a billing and then forward them to Jeffrey also.

--Jeffrey stated that the overtime hours cannot be allowed to get out of control. Diane said that it should not be used for doing paperwork.

### D. Bill McCluskey – Fiscal Officer

--He presented information regarding non-paying patients to be sent for collections.

**A motion was made by Diane Austin to send the four non-resident patients presented, to collections; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

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- He will talk to Andrea at Life force to receive clarification on one non-payment potentially a Workers' Compensation claim before he makes his recommendation to the Trustees.
- He presented Blanket Certificates for the Trustees to sign.
- He reported that he had to make a new appropriation for Ohio Edison street lighting.
- He asked for approval to pay the Certified bill while still missing four receipts. Trustees approved.
- He reported that he needed to appropriate money for the recycling bins to be dropped off, at a cost of \$2,400.00 for the year.
- He presented a purchase order to pay Kevin for expenses related to attending a conference.

**X. A motion was made by Diane Austin to pay payroll and warrants 39957 to 39975; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

A motion was made by Diane Austin to enter into an executive session at 9:10 p.m. to discuss Fire Department and Road Department personnel issues and invite Mike Pittinger and Kevin Biltz; this was seconded by Jeffrey Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

A motion was made by Diane Austin to come out of executive session at 9:50 p.m.; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.

**XI. A motion was made by Diane Austin that the 1/24/17 meeting be adjourned at 9:51 p.m.; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeffrey Bixler, yes.**

Next meeting: Thursday, February 9, 2017

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John Hayes, Chairman

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Jeffrey Bixler, Vice Chairman

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Diane Hargett Austin, Trustee

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William McCluskey, Fiscal Officer