

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

April 28th, 2016

John Hayes called the regular meeting of the Edinburg Township Trustees to order at 7:30 p.m. with the Pledge of Allegiance. Roll call shows: John Hayes, present; Jeff Bixler, present; Diane Austin, present; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, present; Kelly Crislip, present.

A motion was made by Diane Austin to approve the Agenda as presented; this was seconded by

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

Citizens present:

Rob Swauger, Fire Dept.
Resident

Todd Peetz, Regional Planning

Terry Montz,

John introduced and welcomed Edinburg Township's new Zoning Inspector/Administrative Assistant/Zoning Secretary, Kelly Crislip.

John and Diane also announced that Stephanie Gilcrest has also been hired as the Assistant Zoning Inspector/Assistant Zoning Secretary.

John asked that all information she can share relating to the community be brought by her to the township meetings.

Diane stated she has given Kelly all the forms Bill requires her to complete for the Fiscal office. She also stated she thought Stephanie was to be here also. Stated they would go in with Chris Meduri to train at the same time. And that Jeff Bixler will bring her up to date on things.

A motion was made by Jeff Bixler to approve the minutes of the April 14, 2016 regular meeting; this was seconded by Diane Austin. Roll call shows: Diane Austin, yes; John Hayes, yes; Jeff Bixler, yes.

CORRESPONDENCE:

Ohio Public Works Commission – An email was received from Tina Hutchison of the Portage County Engineer's Office regarding OPWC Infrastructure Program Schedule Round 31 Grant pre-applications. Bill has contacted her.

Letter from a Ohio State grantor - a grant is available to clean up old abandoned gas stations. All agreed that this does not apply to Edinburg Township.

NOPEC – received information utility contracts/gas.

Todd Peetz, Director of Portage County Regional Planning Commission presented information regarding the changes and added services that they now provide since Edinburg Township chose to leave the RPC over three years ago. One service that they offer is grant writing, including grants for fire departments, community surveys, countywide information and planning, mapping services, data collection, neighborhood planning strategies and zoning planning, conservation areas, changes in zoning include community development, inform of all regional directives and state directives to townships. All Excel formats to share specific mapping data to search and review. They do not tell trustees and zoning what to do, rather share opinions and education of regulations. www.rpc.com is website of all services as well. He said his goal was to bring the township up to date on things they can offer. He also mentioned "Celebrate Portage" community organization supporting and helping the community. Volunteer days to help community projects, movie nights, to raise funds.

Jeff Had no questions. Mike Pittinger asked questions regarding multiple grants within same township. Todd said grants can overlap.

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

April 28th, 2016

John asked what Todd felt he could really offer our township. He gave examples of things such as beautiful grounds and community. He mentioned opportunity on SR14 development, street trees, better access points, better signage and business searches to bring revenue into community.

John mentioned trustees does not get information of the community about what they need. Todd reviewed that surveys can help and survey questions can help kind the trustees. Todd said there are less than 4 townships that do not participate in the Portage county.

Diane stated they pulled out of regional planning 3 years ago because of the cost and they didn't feel they were getting what we were paying into it for. Todd stated the cost was hire because portage commissioners/RPC Board were building off of projected census data. Therefore price of \$1900 was higher than the 1700 they should have been charged. He stated the system is now fixed. And reset off of actual census numbers. Diane stated she thought it was more than \$3000.00 a year.

If Edinburg Township decided to join RPC effective June 1, the fee would be \$1,084.00 which would cover the remainder of 2016. A full year would be \$1,860.00, and include 35 free service hours to work on any regional planning service they provide.

OLD BUSINESS

Parade Committee

Jeff said that he and Sandy Templeton and Shannon Paulus have everything basically lined up.

They are still working on choosing a Grand Marshal. Terry Montz has also volunteered to help.

RESOLUTION 2016-057: A motion was made by Jeff Bixler to present this year's Trustees' Award to Sandra Templeton for her years of service to Edinburg Township; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

NEW BUSINESS

--Noreen Brooks called to inform her that the Red Cross has asked about the Town Hall rental charges for their additional blood drives.

RESOLUTION 2016-058: A motion was made by Jeff Bixler to allow the Red Cross to use the Town Hall for the blood donations up to five times per year at no charge; this was seconded by John Hayes.

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

TRUSTEE REPORTS

John Hayes

+++++++--He thanked the Fire Department for jumping to a situation which could have potentially created more havoc than was wanted. Diane asked why there were no tones. Mike said because it was only an alpha page, which was an admitted error on the part of the Ravenna City Dispatcher.

--He thanked Kevin for picking up the rocks.

--He again welcomed Kelly.

--Diane said to make sure an individual code for Kelly has been entered into the security system at the Administrative Office. She told Bill he would need to contact Dave Saltzman to do this.

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

April 28th, 2016

Jeff Bixler

RESOLUTION 2016-059: A motion was made by Jeff Bixler to rescind the motion pertaining to the 1,490 hour rule to go back to 1,500 hours as the goal to use for Fire Department personnel with the understanding that the intent is to only work the personnel 1,500 hours per year, excluding training hours; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

Diane Austin

She had nothing further to report at this time.

DEPARTMENT REPORTS

Kevin Biltz - Roads, Buildings, Cemetery and Park

--They received about 51 tons of table salt last week. He still needs to get 60 tons of regular salt before June, which is what was ordered last summer.

--He received the bid specification sheet from the County regarding Stroup and Clark Roads chip and sealing. The County would put together booklets for the Township that contractors would use to bid by. This would need to be advertised in the newspaper. John asked Kevin which road needs to be done first and he said Stroup. Jeff asked who would certify that the job was done properly. Kevin said the County would do this. The Trustees discussed funds available for roads. Bill will have the funding status broken down to present at the next meeting.

A motion was made by John Hayes to have Kevin start the process of acquiring bid books from the County; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

Kevin Biltz - Roads, Buildings, Cemetery and Park (cont.)

--They've been mowing and cleaning the Park to get it ready for the Ben Dillon tournament.

--They've have all of the foundations dug at the cemetery and will pour them in the morning.

--Diane asked if he has had any response from the teen summer program. Kevin said no, not yet.

--John asked for an update on the Township Cleanup Day. Kevin said Terry is bringing a scrap dumpster and Portage County is bringing a tire dumpster.

--He said he's been asked by several residents about receiving a blue recycling container. They will not be receiving them because the Township has not decided to go to curbside recycling.

Mike Pittinger - Fire Department Report

--He asked what the status is of the bylaws for approving the cadets. Jeff said he has it in his email but he has yet to review it. He also said it needs to go to the Prosecutor [Chris Meduri] first so he told Mike to submit it to him to keep moving forward.

--He thanked Kevin for diking up the oil/fuel spill incident.

--He recommended Scott Taylor, Aaron Barnes, and Brandon Henkel for hire.

RESOLUTION 2016-060: A motion was made by Jeff Bixler to hire Scott Taylor as Firefighter / Paramedic pending physical and background check; this was seconded by John Hayes.

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

RESOLUTION 2016-061: A motion was made by Jeff Bixler to hire Aaron Barnes as Firefighter II / EMT Basic pending physical and background check; this was seconded by Diane Austin.

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

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

April 28th, 2016

RESOLUTION 2016-062: A motion was made by Jeff Bixler to hire Brandon Henkle as Firefighter II / Basic pending physical and background check; this was seconded by Diane Austin.

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

--Mike said regarding the spill incident that the Fire Department called the EPA then the EPA called the trucking company who then got a cleanup crew there. They were there yesterday and all day today and they removed debris from the road. They will be replacing whatever needs to be replaced and planting the grass. Then the State and the EPA will inspect it. This will be a billable HAZ-MAT call once all of the numbers are in from the surrounding departments that came to the scene.

John asked if the spill went onto Township property and Mike said yes.

Zoning Department

--Diane asked Bill to make sure Kelly gets her timesheets.

William McCluskey - Fiscal Officer Report

--He presented half of the financial reports because the office ran out of printer ink.

--He said a motion was needed to approve the permanent appropriations from the County Auditor.

RESOLUTION 2016-063: A motion was made by Diane Austin to approve the Permanent Appropriations from the County Auditor; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

--He presented forms for the Trustees to review regarding payment procedures, billing issues, human resource requirements for accounting and applications.

--He presented changes to the Township's general application. The main one is that the Township is not allowed to ask the applicant of a history of incarceration "the no to check the box" legislation passed by John Kasich in 2015. He explained this does not mean the question cannot be asked, rather it is to allow applications to be more fairly reviewed before any type of questions about incarceration or found guilty of any crimes.

--He shared a billing compliance report problem involving John's Towing Service for the 1518. He asked Mike for documentation for the file. Mike said that they don't usually give him a receipt or any paperwork. He said he would require some type of documentation by the supervisor or trustee that the work was actually performed and to standard. Mike agreed to sign the invoice for service.

A motion was made by Diane Austin to pay the bills; warrants 39555 to 39572; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Jeff Bixler, yes; Diane Austin, yes.

--Bill gave an update to the minutes of the April 14 meeting that University Hospital gave the Fire Department FREE glucometers to put in their jump bags.

Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

April 28th, 2016

A motion was made by Diane Austin that the meeting be adjourned at 9:07 p.m.; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Jeff Bixler, yes; Diane Austin, yes.

John Hayes, Chairman,
Roads, Cemetery, Parks
Liaison

Jeff Bixler, Vice Chairman
Fire Department
Liaison

Diane Hargett Austin, Trustee
Custodial, Rental, Zoning
Liaison

William McCluskey, Fiscal Officer