

Edinburg Township Trustees Meeting

Town Hall

November 13th

2025

MEETING TO ORDER BY: Diehl 7:30 p.m. Pledge of Allegiance

Roll Call

Chris Diehl: Chair, present, Vice chair: Tim Pfile, present Trustee: Jeffrey Bixler: present, Bill McCluskey, Fiscal officer, present, Jesse Baughman, Fire Chief, absent, Rhonda Lippy, Zoning, present. Emily Duma Zoning, present.

Guests: Shannon Paulus, Robert Grudowski, Jacob Michael, Luke Grudowski

I. MOTION TO APPROVE AGENDA FOR 11/13/25

Moved By: Pfile Second: Bixler
Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

II. MOTION TO APPROVE MINUTES:

10/30/2025:

Moved By: Pfile Second: Bixler with one correction. Tim will be absent for 11/25/2025 meeting not Jeff.
Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

Guest presentation: Jacob Michael from Fire Dept thanks Township for paying for his training classes for: Life and Fire Safety Educator, as well as the Car seat Passenger Safety Technician. Congratulations received from Jeff Bixler as well as Tim and Jeff. Jacob stated he is now giving classes for these as well.

Shannon Paulus updated on the following. Fire Fighters Association is holding a few events: 1st Saturday in December (6th) – Pancake Breakfast with Santa. Donations Only. Times are 8am – noon. She will get with Nate to put on sign. Flyers have been made as well. 13th of December is annual Toy and Food Drive 10 a.m. – 2p.m. at Pettigrew's. Friday the 12th of December is the Christmas Party and will do a family potluck dinner at Town Hall if it is available. 20th is the Christmas Parade and gift delivery event. Tim asked for Toy Drive preferred List. Shannon stated there is no list just any new unwrapped toy (no clothes), non-perishable, non-expired food items and monetary donations are accepted as well. She went into detail explaining how the food drive works. Fire Fighters Association spent around \$3,000 for Class A Uniforms for all of the members that were able to attend and be a part of Robert Abbuhl's funeral.

Shannon further updated and requested financial support for items for the Fire Dept. She requested new recliners, as there are broken and six years old. She requested love seat recliners with separators in them for comfort purposes. Association does have some funds but not enough to cover. She stated that Breakfast with Santa will cost about \$1,000. She priced recliners at \$1,200 for one. Rhonda suggested to price match online. Shannon also asked to fix up the bunk rooms. Jeff stated that he has had conversations with Chief Baughman regarding the bunk room update. Jeff thanked Shannon for her ideas and asked her to funnel them through the Chief to limit potential confusion regarding requests. Jeff stated that no one is opposed to fixing up the Fire House and agreed that it needs done. He reiterated that he wants to make sure requests are directed up through the Chief to limit confusion. The trustees did state that they were happy to move forward with purchase of the recliners requested for the Fire House and would approve \$3,000 for the purchase of the recliners. Chris stated that he is not opposed to shopping online but preferred that the recliners are purchased within in the community. Jeff stated that the Association does a lot of good things and the Township is happy to help the Association where they can so that can help limit expenses for the Association. They thanked the Fire Association for all they do. Bill interjected and said that he needs to create a P.O and that the money is already appropriated. He asked for the actual cost and the vendor so we can figure out how the Township can pay for it.

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MOTION – ALLOCATE FUNDS NOT TO EXCEED \$3,000 FOR (2) RECLINERS FOR THE FIRE DEPARTMENT.

Moved by: Bixler. Second: Pfile.

Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

Chris offered (that if able) see if vendor can bill township. Then, Chris, one of the Trustees, or Chief Baughman can sign for the sale.

Bob Grudowski- Asked for new carpet in the meeting room. He stated that it has been in there since 2004 and it has been duct taped up. Trustees said replacement didn't have to be carpet. Shannon said she wouldn't mind laminate. Jeff suggested that if they are getting their recliners at Randolph Home Furnishings that they also do flooring so they could get pricing and measurements from them. Other vendors in the area were also given as options. Bob then asked for an A/C company to come in and wrap the pipes that have condensation in the Fire House as the moisture causes damage to the ceiling tiles. Chris suggested getting a hold of our furnace person that Roads uses for an estimate. Tim asked Shannon if she would contact Kevin or Nate to get the information so she can reach out to the A/C company. Bill asked if the Fire House would also be buying replacement ceiling tiles. Shannon stated that they would after the pipes were wrapped. Bob asked for 8 more 2 ft. bulbs. Bill stated that more bulbs are on the way due to a Fire House miscount. Bob wanted to know if the bay lights need to be installed with the ballast or bypass it. Bypassing the ballasts will save electric costs. Jeff agreed that they can be bypassed but suggested to leave the ballasts hang in the fixtures so we do not have to dispose of them. Bill asked if there were enough bulbs for the bays. Bob said he thought there were. Bob asked if there was an objection with a fire fighter replacing the lights. Trustees said no. Tim stated that Kevin has scaffolding from home that he may allow them to borrow to make the job easier. Chris reminded Shannon that we need quotes and pricing for the flooring before its approved.

III. Correspondence: Jeffrey Bixler - Portage County Combined General Health for Storm Water Review. We have no changes so nothing to proceed on.

IV Old Business

Jeff – A. Follow up on review on Edinburg Township Employee Policy on Personal use and Reward Program Points. Emily asked if the trustees had reviewed the policy. If so, and there were no changes needed then we could move forward with it being approved and distributing it to all township employees by Bill and Emily. Chris said it was fine and we could proceed. No objections.

B. Range Finder received by Rhonda. She is working through how to use it.

C. Town Hall Rental Forms. Confirmed that website has all current forms. The resident who was disputing pricing was using an old hard copy that she had from a prior year. Bill stated that we put dates of revision on bottom of forms.

D. Gideon Irons Certified Letter being mailed on 11.14.2025

E. Cyber Security Forms – 1 outstanding due to Medical Leave. Will obtain when employee returns to work.

V. Trustee Report – Jeff - Fire District Meetings canceled for remainder of 2025. Next meeting will be 4th Wednesday in January at 6:00 p.m.

VI. Department Reports.

1. **Roads:** report shared by Tim Pfile. Roads: We have been undercoating the trucks.

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We have had 2 share the road tractor signs taken. We have the salt spreaders on. We have gotten 24 tons of the contract salt. We are supposed to get 25 tons of table salt tomorrow.

Park: We have been doing leaves.

2. Fire Report

Monthly Run Summery

Total Fire Dept. runs for the month of October 2025 = 64

Total Fire Dept. runs for the month of October 2024 = 57

Fire= 9 Structure = 2 Vehicle = 2 Brush/Open Burns= 2

Fire Alarms = 1

EMS= 43 (+) Transports= 23 (-) Transports= 20

MVC= 6 (+) Transports= 2 (-) Transports= 4

Other = 4

Mutual Aid Given = 25 Mutual Aid Received = 9

Total Number of Runs to date as of October, 2025 = 448

Total Number of Runs to date as of October, 2024 = 426

EMS Training will be held at Edinburg Fire for November Training.

Have three applications pending review and interviews

1st applicant is in FF-2 Class finishing up in December and starting EMT training in January.

2nd applicant is a FF2 and EMT-B.

3rd applicant is an EMT-B.

Will be conducting interviews with all three applicants over the next few weeks.

Ravenna City Dispatch sent email asking if we had any questions regarding new contract.

Jeff stated we do not.

Duty Crew has been using new time clock in a testing mode and should be ready for use for December payroll.

Congratulations to Jacob Michael for completing his Child Passenger Safety Technician Certification. He will be sitting safety inspections for Edinburg residents.

Fire Safety inspections completed in October for Coleman Center and Kid Watch.

Bill asked about engine fan estimate. Original estimate. \$5,651. Actual Cost Billed at \$2,139. Will we get billed for the additional amount or are they done? Jeff stated that there should not be anything additional billed.

3. **Zoning:** Addition being constructed on property located at Leeds Court in the Highlands. She is awaiting more information. Regarding the Prosecutors Office. She has been sent to Brett's and Heaven's Secretary. She has not been able to get anything resolved. She will keep trying to get a response. Chris asked if we had a court date coming up. Rhonda said she did not get notice of one if we did. Discussion regarding how to get a response and why we can't get an appointment to meet with them.

Rhonda is going to check and call Connie Lewandoski's secretary tomorrow to get some information and to try to get an appointment. Chris asked for further updates on Yale Rd. No new news to report. She has called Health Department for property on Wilkes Rd. that keeps running sewage into the ditch. Discussion regarding the property on Wilkes Rd. and the neighbor making the complaint calls. Chris asked if Rhonda had anything else. She said no. He asked if she had anything regarding any of the other properties. She said that she does not and she will have to go up to talk to someone when she gets some time.

VII. Fiscal Officer:

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1. Visa card payment was late. Bill paid \$67.48 to cover late fee and interest on account from his personal account. He needs approval for the following missing receipts.
 - a. \$95.00 Safe Kids Worldwide for Fire
 - b. \$27.86 Lowes for Fire.
 - c. \$35.00 ODA Pesticide Fertilizer for Roads
 - d. \$83.02, \$36.01, \$76.17 for Certified Oil for Fire Dept.
 - e. \$44.35, \$68.25 for Certified Oil for Roads
 - i. Bill noted that Certified Oil receipts missing are most likely due to challenges we've been having with Certified in relation to their system integration.

MOTION TO PAY THE ABOVE REFERENCED ITEMS WITHOUT A PAPER RECEIPT

Moved by: Bixler. Second: Pfile.

Mr. Pfile: Yes

Mr. Diehl: Yes

Mr. Bixler: Yes

2. Ring Central working to set it up. Fire Dept. has Firewall set up because of medical record information on the network. Bill asked Trustees they would like to amend current filters on the Firewall. Trustees were given list of filters to review. Jeff and Tim agreed that current filters in place should remain with shared sites blocked.
3. Bill gave eight LED bulbs to Fire Dept. earlier on in the meeting when he stepped out of the room. Bill installed all LED lights in Admin Building. Bill asked for final count and if there are any other miscounts. He is pushing this so we can make the grant deadline on time. Tim will check with Kevin and Nate to see if there are any more lights needed for roads.
4. Park lease agreement for farming is up this year. Discussion regarding putting it on Township website. Chris stated it will be a sealed bid. Two potential lessee's who have demonstrated increased interest will be directly notified in addition to adding notice to the Township Website. Interested bidders need to come to 1st meeting in December to understand guidelines of lease. (Ie Boy Scouts use land etc...) Sealed Bids will be received through the month of January.
5. Reviewed policy for Fire Dept. regarding clock in and out time. Trustees agreed the shift schedule time is the correct time to record as start time and time out unless they are on a call, or called in, not finger recorded time in or out. Bill verified that there is a 5-minute leeway policy for early or late clock-ins. These will still be counted as clocking in to the nearest hour.
6. Clarifying two people per shift policy from Reorganizational Meeting. There were three occasions when there were 3 people on shift. Examples Include: 1hr 15min, 6hrs, and 8hrs... Jeff asked if they overlapped. Bill confirmed they do. Jeff stated only time that should happen is if there is a probationary person. Bill asked if they are recording as training hours or work hours. If they are training on vehicle operations or something they should be marked as training hours for their probationary period requirements, otherwise only 2 per shift. Bill asked if probationary employees are able to be on staff alone. Jeff said no. Bill reviewed they should be listed as training so there's no discrepancy with the policy, Jeffrey said yes. Jeff stated he needs to think it through as there are times when the Fire Dept. is out making up to 3 runs per day. He said it will be revisited at the next Reorganizational Meeting. Jeff reviewed timesheets and noticed one probationary at the Fire Station by himself. He will get with Jesse and review. Discussion regarding training certifications and probationary and what they are able to do if a call comes in. Bill also mentioned they may be working doing maintenance also, not calls.
7. Bill informed of 9% increase over last 5 years for Concession Stand from Health Dept. New pricing for 2026 will be coming soon.
8. Unemployment increased their percentage from 5% to 5.5%. Bill confirmed that the pricing is the same for all townships. He does not believe the cost is negotiable as it is

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based on location, demographics, etc...

9. OTARMA Policy – Edinburg no longer uses bonds. We use Faithful Performance of Duty. A request was made by the Portage County Treasurer to submit Faithful Performance of Duty annually. O.R.C. does not require this. Bill did send a letter outlining this and stated that he will treat the request as public records when asked for but will not initiate sending each year. Bill requested a signature for our OTARMA Policy. Invoice received is for \$32,879. Bill requested a motion resolution to pay the payment to OTARMA and review Faithful Performance Policy.

MOTION RESOLUTION: 2025-028 FISCAL OFFICER, TRUSTEES, FO ASSISTANT, ZONING DEPARTMENT, AND ROAD DEPARTMENT AND TOWNHALL ARE ALL COVERED UNDER THE FAITHFUL PERFORMANCE OF DUTY POLICY

Moved by: Pfile. Second: Bixler.

Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

10. Bill requested a motion to approve Edinburg Township Employee Policy on Person use and Reward Program Points. (see previous discussion earlier in meeting)

MOTION RESOLUTION 2025 – 029: TO APPROVE EDINBURG TOWNSHIP EMPLOYEE POLICY ON PERSONAL USE AND REWARD PROGRAM POINTS.

Moved by: Pfile. Second: Bixler.

Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

VIII. MOTION TO PAY BILLS: Chris made a **motion** to pay the bills, eft and warrants shared; 44075-44099 Second by Tim.

Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

IX. MOTION TO ADJOURN: Mr. Diehl made a **motion** to Adjourn the meeting at 8:50 pm Second by Tim.

Mr. Pfile: Yes Mr. Diehl: Yes Mr. Bixler: Yes

Chris Diehl, Chairman

Tim Pfile, Vice Chairman

Jeffrey Bixler, Trustee

William McCluskey, Fiscal Officer