

# Edinburg Township Trustees – 2020 reorganization Meeting

At Edinburg Administration Building

January 2nd

2020

The Reorganization Meeting was called to order at 7:45 pm. by Chris Diehl, followed by Pledge of Allegiance. Roll call showed present: Jeffrey Bixler, Tim Pfile, Chris Diehl and William McCluskey.

Chris Diehl turned the meeting over to William McCluskey, Fiscal Officer for nominations of trustee positions.

William McCluskey asked for nominations for Chairman for the 2020 Fiscal Year.

**Resolution 2020-001** Jeffrey Bixler nominated Tim Pfile as Chairman for 2020. Seconded by Chris Diehl. Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

William McCluskey asked for nominations for Vice Chairman for the 2020 Fiscal Year.

**Resolution 2020-002** Tim Pfile nominated Jeffrey Bixler as Vice-Chairman for 2020. Seconded by Chris. Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, abstained

Mr. McCluskey turned the meeting back over to Mr. Pfile. Chairman reviewed meeting dates or times and asked if there were any changes requested.

**Resolution 2020-003** Mr. Diehl 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 Mr. Pfile. Roll call: Chris Diehl, yes; Tim Pfile; yes Jeffrey Bixler, yes

Trustees discussed reviewing each section as needed and holding resolutions to the end of each section. Chairman Pfile lead each section as all read through All Title categories of each of the following sections before a final motion was requested for all of items in each sections subcategories. (unless otherwise recorded).

## 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.

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- 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 2020 Standard Mileage Rate issued by the Internal Revenue Service of \$0.575 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. 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:
- 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 \$500.00 per week without prior approval of Trustee Liaison; for new items per day with trustee Liaison approval and; for emergency repairs trustee Liaison must be contacted. (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 \$200.00 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:
1. Martin Luther King Day – **January 20**, 2020, Monday
  2. President’s Day – **February 17**, 2020; Monday
  3. Memorial Day – **May 25**, 2020; Monday
  4. Independence Day – July 3rd, 2020; Friday for July 4, 2020 (Saturday)
  5. Labor Day – **September 7**, 2020; Monday
  6. Columbus Day – **October 12**, 2020; Monday
  7. Veteran’s Day – **November 11<sup>th</sup>**, 2020; Wednesday
  8. Thanksgiving Day – **November 26<sup>th</sup>**, 2020; ( 2nd meeting of November will be Tuesday the 24<sup>th</sup> of November 2020.
  9. Christmas Day –**December 25**, 2020; Friday
  10. New Years Day—**January 1**, 2021; Friday

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

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or Committee should be held. Clarification Discussion about 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.

## **Resolution 2020-004**

Jeffrey moved to adopt: Section I. GENERAL PROVISIONS, A-L as amended. This was seconded Tim.

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

Trustees discussed keeping present liaisons as they are

M. Trustee Liaisons: Department liaisons: Jeffrey Bixler, Fire Department; Tim Pfile Roads, Parks and Cemetery, Chris Diehl, Zoning Department and Commissions, and Building rental coordinator.

**Resolution 2020-005** Chris moved to adopt: Section I.M Trustee Liaisons, Jeffrey Seconded

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.
- F. Fiscal office typist, is paid an **independent contractor** rate of \$ 12.00 per hour.

**Resolution 2020-006** Jeffrey moved to adopt Section II. TRUSTEES AND FISCAL OFFICER A-F as amended. Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes

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

### **A. General Employment**

- 1. Roads, Buildings & Grounds Supervisor/Cemetery Sexton - Kevin Biltz is paid at a rate of \$21.00 per hour.
- 2. Nathan Worley is paid a rate at \$16.25 per hour and reporting to the Road Supervisor. Mr. Pfile recommended an increase in wage to \$18 an hour.

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3. 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. 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 or not worked will be paid at the employees' regular rate. Paid vacation for full time employees for 2020 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.

Mr. Pfile recommended Mr. Biltz vacation be increased to 3 weeks per year. Employee manual was discussed relating to time of service with township and accrual policy. Trustees did not wish to change the employment benefit policy in the manual, rather just add 1 additional week to Mr. Biltz's annual vacation benefit.

4. 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 Discussion regarding present fees. Trustees agreed to increase grave site fee for non-residents from \$600 to \$800.

1. Grave Sites Charges for each gravesite will be **\$200.00** for residents and **\$800.00** 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. 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.
3. Foundations – Charges will be \$150.00 per face foot (PER SQUARE 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 \$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 interment of the casket will be \$300.00 with an additional charge of \$400.00 for Saturday, Sunday, and Holidays.
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.

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- 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 (Noreen Brooks). A \$25.00 resident and \$50.00 nonresident fees will be charged for Event Scheduling.

**Resolution 2020-007** Jeffrey made a motion to adopt Section III. ROADS, BUILDINGS, GROUNDS, CEMETERY AND PARK, A-C as amended. Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes

**IV. TOWNSHIP ZONING**

- A. Zoning Inspector: (Rhonda Lippy) paid at a rate of \$12.00 per hour.
- B. Assistant Zoning Inspector – “Open”
- 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

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

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- 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 \$ 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 2020-008** Chris moved adopt Section IV. TOWNSHIP ZONING, section A.- F and permit pricing. Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile; yes, Jeffrey Bixler, yes

**V. FIRE AND RESCUE DEPARTMENT**

- A. Fire Chief: (Jesse Baughman) employed at a voluntary available salary of \$400.00 per month.
- B. Asst. Fire Chief: (Open) employed at a voluntary available salary of \$250.00 per month.
- C. Fire Captain –Robert Grudosky employed at a rate of \$9.75 per hour for on call.
- D. Lieutenants – (Amber Ryczek, Aaron Flynt and Shannon Paulus presently) paid at a rate of \$9.25 per hour for on call.
- E. All employees classified as part time will be limited to 1500 hours per year.
- F. The following pay rates are implemented based on classification of certification/training levels for shift hours.

- 1. FF/EMT-: \$11.00/hour
- 2. FF/EMT-Advanced \$12.25/hour
- 3. FF/Paramedic \$13.25/hour
- 4. FF: \$ 8.75/hour
- 5. Training and On Call \$ 8.75/hour
- 6. EMS Coordinator. \$ 50.00/month

G. As Per Current Roster:(Fire chief to review all employees listed on roster and make any changes forwarding to the trustees)

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### H. On Call Personnel

1. On-Call Personnel will be paid at a rate of \$8.75 per hour. 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.

### I. Dispatching Services – Dispatching services will be provided by Ravenna City Police Department per contracts

### J. 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.

### K. EMS Billing

1. BLS--\$450.00
2. ALS 1--\$550.00
3. ALS 2--\$700.00
4. Mileage @ \$10.00 per loaded mile
5. Non transport fee and walk in (non-transport) fee, \$150.00

### 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).

**Resolution 2020-009** Chris moved to adopt Section V. FIRE AND RESCUE DEPARTMENT A-L Second by Tim, Roll call: Tim Pfile, yes; Chris Diehl, yes; Jeffrey Bixler, yes.

## VI. TOWN HALL

- A. Scheduling and Cleaning – Township Building and Rental Coordinator (Noreen Brooks) will be employed at a monthly rate of \$650.00 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.

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- D. Rental – The Town Hall daily rental fee shall be \$75.00 for 1 to 5 hours or \$100 for 5 or more hours for Edinburg Township residents and \$100.00 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 \$25.00 rental fee residents and \$50.00 non-residents.
- G. Meetings for Trustee approved “clubs” will be allowed at 1 rental during the week (no weekends), per month, with no charge and then at a rate of \$50.00 for each additional use, no weekends.
- H. Only trustees, Road Supervisor, Fiscal officer, Fire Chief and Noreen Brooks 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 2020-010** Jeffrey moved to adopt Section VI. TOWN HALL A-I as amended Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, yes.

**VII. WEB-SITE INFORMATION CENTER**

- A. Edinburg Township Trustees will continue to work with the website administrator, now Fiscal Officer, to support the Township Web-Site, EdinburgTownship.com.

**Resolution 2020-011** Chris motioned to adopt Section VII WEB-SITE INFORMATION CENTER. Second by Tim. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, yes.

**Motion:** Jeffrey moved to adjourn the meeting at 8:18 pm. Second by Chris. Roll call: Chris Diehl, yes; Tim Pfile, yes; Jeffrey Bixler, yes.

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Tim Pfile , Chairman

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Jeffrey Bixler, Vice Chairman

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Chris Diehl, Trustee

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William McCluskey, Fiscal Officer