

## Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

August 11, 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; Stephanie Gilchrest, absent.

Guests: Rebecca Evans, Southeast Schools PTO; Max Lachance, Boy Scout Troop 558; Carissa Flint, Southeast High School; Ed Rigggenbach, Resident; Dave Starcher, Resident; Rob Swauger, Fire Department.

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

Diane Hargett Austin moved off agenda to allow Rebecca Evans, Recording Secretary for Southeast Elementary PTO to speak.

She was present to request that there be one community Trunk-or-Treat at the middle school this year on Friday, October 21 at 5:30 pm prior to a home football game [that evening]. They've received permission from Superintendent Robert Dunn to use the premises. So far Palmyra Township, Deerfield Township and Southeast organizations are all on board. They were hoping to have one event instead of several in the area so residents didn't have to choose between them. She asked if Edinburg Township would come on board also and provide treats and a game. Diane asked how the game is decided. Rebecca said Edinburg would come up with a game and let her know so there aren't any duplicates.

Diane said she feels it's a good idea. Mike said the fire staff may be busy parking cars at the game but they would do what they can.

Diane asked if anyone from the different communities could participate. Rebecca said they will have it so anybody can participate by providing a trunk.

Diane is concerned that Edinburg residents may not like this because it does not coincide with trick-or-treat time.

John asked which fire departments park cars at Friday night games. Mike said all of the departments in the Southeast School District take turns. [He received a text just now stating that Charlestown and Palmyra would be parking cars that night so Edinburg Fire Association is able to help.]

Jeff asked where the idea originated. Rebecca said the PTO president (Angela Sefrissy) brought it up at a meeting.

John asked if there will still be trick-or-treating in the townships. Rebecca said to her understanding Palmyra is only doing this Trunk-or-Treat. Diane said trick-or-treat should also take place in Edinburg. Jeff agreed.

Mike asked if the communities would be separated at the middle school. Rebecca said she doesn't see a reason to do that. He was curious because of the amount of candy that they would need to purchase.

John asked Rebecca what they are calling this event. She said that they had not decided on a name yet. Diane suggested the name: The Southeast Community Trunk-or-Treat and then on the flyer list the Townships that would be represented. Rebecca liked this suggestion.

All agreed to join this effort and also set a time for Edinburg's door-to-door trick-or-treat time.

Diane asked Rebecca to provide flyers and Edinburg Township would help promote it. Rebecca agreed.

John asked if any other guests had items for discussion.

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Ed Riggerbach stated that he noticed at the Park that the picnic tables and pavilions need some work such as boards that need tightened and trees that could damage the buildings need to be trimmed.

John thanked Ed for bringing this to their attention and also mentioned that Mr. Woodall suggested that a stump be removed. Nate took care of this and he and Kevin also removed old exercise equipment that was not safe.

Diane asked Ed if he'd like to fix the picnic tables and he said he would look into it. He also suggested trimming a pine tree on the southwest corner of the intersection across from Jeff. Jeff will look into this.

John thanked Ed for his wonderful neighborhood participation and welcomed others to contribute in future.

II. John Hayes called for a motion to approve the Minutes of the July 26 regular meeting; a motion was made by Jeff Bixler; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, abstain; Jeff Bixler, yes

III. John Hayes called for a motion to approve the Minutes of July 26 Special Budget meeting; a motion was made by Jeff Bixler; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, abstain; Jeff Bixler, yes

## IV. CORRESPONDENCE:

A. The Portage County Health Department report was presented.

B. Brian Peck from the Ohio Department of Transportation called and later emailed John (which he forwarded to the other Trustees) regarding proposed construction in the Spring of 2018 at the intersection of State Route 18, Tallmadge Road and State Route 14. They will be working on a turn lane, curbs, gutters and storm sewers.

Brian also told John that they will handle the gazebo area with more care since it is like a public park and they will need to Acquire property on the northwest corner during this time. They will also tidy up the curve by the Corner Store.

Diane wanted to clarify for the record that they are not taking the Corner Store, feed mill or the Dairy Queen.

John stated that they will also be looking at the catch basin east of the Fire Department.

If any resident would like more information, John said that they can contact Brian Peck at the ODT.

## V. OLD BUSINESS

A. Bill reported that at this time there was no check received from the Firefighters Associate in regard to reimbursement of the Judy Repcik memorial donations.

B. Bill reported that he is still awaiting wording from the Board of Elections for the Fire Levy.

C. Bill said the final Trustee signature on the Road Bid Sheet for Stroup Road was received. He is still awaiting the signature of H. Luli.

Bill stated that the way he read [the bid], payment is made once the job is done.

## VI. NEW BUSINESS

There was no New Business to discuss at this time.

## VII. TRUSTEE REPORTS

A. John Hayes

--He feels that the bushes and trees at the Park need to be trimmed along 76.

He thanked Mr. Woodall for his observation and he thanked Kevin for taking care of the stump. Diane said trimming the trees is a matter of Nate having enough time to do it. John agreed that they are pretty busy.

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--He would like to have the camera by the garage that is focused on the recycling area replaced; it is not working correctly. Diane said Dave [of Detect Alarm] should give an estimate for a new camera that will work with the DVR.

Bill said he has the license plate number of the red truck that recently dropped off carpet there. Kevin had previously called Dave and he will give a quote as soon as possible.

--He asked about the Family Days at the Fire Department. Mike said it went well.

--He said there will be a Red Cross blood drive on August 19 at the Town Hall. Bill has posted this on the website and it will be put on the sign.

--Mike said the Fire Department will have a blood drive and flu shots in October also.

--Bill talked to Noreen and she said she takes the information to Pettigrew's and the Corner Store.

### B. Jeffery Bixler

--He said the Family Day was very nice. He took his granddaughter and she had a ball.

--He asked Kevin if he contacted Ohio Edison about the light on Rock Spring.

Kevin said they're supposed to be out next week.

### C. Diane Austin

--She has not received a written resignation from the Zoning Inspector; just a text message. She requested an executive session to discuss the employees for the Zoning Department.

--She stated that she had sent the updated Park rental form to Bill.

## VIII. DEPARTMENT REPORTS

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

--The roads have been mowed back.

--The blade and bearings had to be replaced on the mower; they have fixed it. Diane said the roadsides look much better.

--They've been mowing at the Park and weed-eating at the Cemetery.

--They have cleaned up and strawed graves and are preparing for two funerals.

--They have had a lot of stuff dropped off at the dumpsters recently. He does not believe that it is residents doing this. He thinks the trash company may charge the Township extra to dispose of all of the carpet.

### B. Mike Pittinger – Fire Department

--They've had 20 calls since the last Trustee meeting.

--There will be a fireworks display at Russell Farm on State Route 14 around 8:30 tonight. They are licensed and received the proper approval for this.

--There was a great turnout for the Family Fun Day.

--The event with the Red Cross in October will also be a health fair.

--He presented a list of computers/parts/components that need to be disposed of; the memory had been stripped clean and the units dismantled by previous personnel.

**RESOLUTION 2016-0079** A motion was made by Jeff Bixler to dispose of the computer components, as listed in the Fire Department report, as scrap; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

--He recommended that Arron Flynt to be promoted to a Lieutenant and Training Officer. Diane asked how long he's been with the department. Mike said since January 2016. Jeff said he talked with the Chief and he feels the head officers in the department need to decide on the personnel that they want to see move up according to what they know and how they perform in the department. Even though Jeff has not been with Edinburg very long he has experience from other departments which is a big asset to Edinburg. His opinion is if the Chief is recommending him for a promotion then he is fine with it. John agreed. Diane agreed with Jeff and suggested that they proceed with caution.

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**RESOLUTION 2016-0080** A motion was made by Jeff Bixler to appoint Arron Flynt as a Lieutenant Training Officer to the Fire Department with a 90-day probation period; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

C. Zoning

--Jeff reported that they answered 18 phone calls, issued 2 permits and there are two appointments scheduled for Monday. John thanked Jeff for doing this extra work.

--Kevin asked Jeff if he had contacted the prosecutor about the damage to Carlisle Way. Jeff said no. Kevin said he had Anthony Zumbo look at it but he hasn't gotten back with Kevin yet. Anthony thinks the builder should be responsible.

D. Bill McCluskey – Fiscal Officer

--He has received the approved 2017 Budget.

**RESOLUTION 2016-0081** A motion was made by Diane Austin to accept the 2017 Budget as approved by the County Auditor; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

--Bill said he wasn't sure why they did not carry over the permanent funds on the sheet; they did include the estimated bequest interest so the permanent Cemetery funds are still there even though it says "0". He will place a follow-up call on this.

--He still is not receiving all of the receipts to match the credit card bills for Certified [Oil] when they come in. The Road Department is running at 93% accuracy and the Fire Department is at 65% accuracy in getting receipts to him. He issued a challenge between the two departments to increase their percentages in turning in receipts to him.

John admonished the department heads to make this happen; Bill needs the receipts as soon as possible. Mike said he will look into this. They are considering assigning PINs to each purchaser so they would know whom to ask for a missing receipt. Bill was happy to report that the Pettigrew bill was 100% for both departments, though.

--Rob asked about a check that his aunt wrote as a donation to the Firefighters Association when his mom passed away. Rob said the checks haven't come through yet for the Trustees to approve giving back to the Firefighters Association.

--Mike said they would like to put the mailbox back up at the Fire Department. Bill said this can be discussed.

- IX. A motion was made by Diane Austin to pay warrants 39690 to 39720 including electronic payment to Dominion Gas and 39721, reimbursement to Noreen Brooks for supplies; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

A motion was made by Diane Austin to enter into an executive session to discuss personnel issues for the Zoning Department at 8:33 p.m.; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

A motion was made by Diane Austin to come out of executive session at 8:53 p.m.; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

**RESOLUTION 2016-0082** A motion was made by Diane Austin to accept the resignation of Stephanie Gilcrest; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

**RESOLUTION 2016-0083** A motion was made by Jeff Bixler to hire Sandra Templeton as Zoning Inspector at a rate of \$12.00 per hour, on an appointment-only basis and keep looking for a person fill the other positions; this was seconded by Diane Austin. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes

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Diane wanted to confirm for Sandra that because the total hours would be minimal, she would not need to pay into PERS. (She had already cashed her PERS savings in from when she was a Trustee.) This will be verified.

- X. A motion was made by Diane Austin that the meeting of 8/11/2016 be adjourned at 8:55 p.m.; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.

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John Hayes, Chairman

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Jeff Bixler, Vice Chairman

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Diane Hargett Austin, Trustee

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William McCluskey, Fiscal Officer