

Edinburg Township Trustees Meeting

Town Hall

October 9th

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, absent during roll call, entered later. Emily Duma zoning, present.

Guests : None

I. MOTION TO APPROVE AGENDA FOR 10/09/25

Moved By: Pfile Second: Bixler

Mr. Pfile: yes Mr. Diehl: yes Mr. Bixler: yes

II. MOTION TO APPROVE MINUTES:

09/25/2025: Moved By: Bixler Second: Diehl

Mr. Pfile: abstain Mr. Diehl: yes Mr. Bixler: yes

09/11/2025: Moved By: Pfile Second: Bixler

Mr. Pfile: yes Mr. Diehl: abstain Mr. Bixler: yes

III. Correspondence: Shared by Diehl – Land Bank letter shared regarding recommendation submission for clean - up properties.

Emily asked for additional information regarding Land Bank information and how it worked. Jeffrey Bixler explained the Land Bank process of cleaning up abandoned property. He stated that after it is cleaned up it goes up for bid to local government at a very reduced cost. He further explained that the government entity that purchases the land from the Land Bank is then responsible for maintaining it. Chris Diehl touched on how that process worked for the gas station that was in the center of town that is now a plot of green land owned by the Township as well as a private piece of property on Giddings Road in between 183 and Stroup Rd. The Land Bank cleaned it up and a neighbor purchased it as it was not buildable. Chris Diehl clarified that the purchasing local government does not financially profit from the clean-up and sale. They profit by ensuring that the community is not overrun with abandon homes. Emily asked about the house on 14 that is overgrown and uninhabited. Chris stated that unfortunately that home is most likely not considered abandoned yet and does not have enough liens on it yet for the Land Bank to step in and force it to Sheriff Sale. He stated that the old gas station had been forced to Sheriff Sale 3 times and owed approx. \$50,000 in back taxes. Emily thanked for the clarification regarding the Land Bank Process as she was not sure how of the process.

IV. Old BUSINESS.

Cyber Security policy was distributed with employee payroll on 10/6/2025 by Bill and Emily. Bill let the team know that the policy was not distributed to members of the team that did not receive a paycheck. Emily confirmed that those team members that did not receive a paycheck or paystub would receive the Cyber Security Policy to review and sign this week. Tim asked if everyone including Trustees needed to sign. Emily confirmed that it is a new mandate and everyone needs to review and sign.

V. Trustee Report: Tim Pfile – Park Meeting was Weds 10/1/2025. Tim confirmed that Trunk or Treat is Sunday October 26th from 1-3pm. Tim double checked with Chris to ensure he is doing the hayrides this year. Chris confirmed that he is. Tim stated that Linda Dillon mentioned that some of the outlets in the concession stand were broken. Tim checked the outlets and all were working but one. He followed up with Linda and she

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then stated that one outlet kept tripping. Tim called a local electrician to look at the outlets. The electrician confirmed that there is no fire hazard. The outlets are old GFCI's and are tripping. He suggested to replace the outlets that are tripping as there are plenty of circuits to support the electrical output in the building. Tim then stated he asked Kevin and Nate to set up replacement of the ALL the GFCI's (20 AMP) and while the electrician is there to go ahead and have them replace the switches as well since some of them are loose and wobbly. Tim stated that there are a lot of GFCI's in the concession stand and it looks like every box is on its own circuit.

Jeffrey Bixler – Shared information and pricing regarding Christmas lights for the center of town. He stated that he would like to absorb the information prior to making any type of decision. He stated that he would like the group to think about entering into a 3-year contract for the Christmas lights in an effort to keep the cost predictable and locked in. Jeffrey will follow up with Marcus to review the pricing information as it is a bit confusing the way it is written out. Bill stated that originally, we purchased the lights so we wouldn't have to keep re-purchasing them or lease them. Jeffrey confirmed that we are currently not leasing the lights. Everything that we have we own. However, if we end up going to a leasing option, we won't have to worry about the rodent damage that is currently happening with some of our own lights. Jeffrey re-iterated that he would like to have a 3 – year lock in price that works for the Township budget. The group agreed that the center display in the township is good for moral.

VI. Department Reports.

- 1. Roads:** We are fixing the mower. The splined shaft went out and we are getting it welded back together. The roads are chip and sealed. They turned out pretty good. A-Best was here and sprayed the buildings. We got 6 new dumpsters from recycle. We also counted 128 lights to be replaced in the buildings. Townhall had 56, park garage has 24, concession building has 24, and road garage has 14. All 4 foot long.

Park: We redid a playground with new gravel

Cemetery: We mowed and weed eat the cemetery.

Chris asked if we have a second splined shaft so if one goes down, we have another. Tim stated that we do but the 1st one broke more quickly than anticipated due to Road Dept. picking up mowing that is not being done by the state (at the intersections) and it is causing the equipment additional wear and tear.

Everyone agreed that the chip and seal looks nice.

2. Fire Report

Repairs have been completed in both 1513, and 1518. Repair cost was significantly less than what was approved. 1518 cost was a bit over \$500. Came in around \$2900.00. Bill waiting for invoice to come.

The new cascade system has been ordered and will be shipped shortly.

The new AED for the park has been ordered.

I would like to send Jacob Michael and myself to receive his National Child Passenger Safety Certification, the cost of the class is \$95.00 each. I will use time that I have for educational leave from the state, I would like to pay Jacob his training time for the class at 4 days, 8 hours each day. This will give us both certification on child seat safety installation and inspections, which is a high priority in communities and great public relations for the department.

Chris Diehl asked how long Jacob has been on the department. Jeffrey Bixler stated that he is putting in a lot of overtime and he is on probationary period. Emily informed the group that we are missing the signed copy of the training policy for Jacob and suggested

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that we may want to obtain that before moving forward. Jeffrey asked if we have paid for any of his certifications. Bill stated that we have paid for all of his certifications. Tim suggested that we get the signed form and then send Jacob to training with Jesse. Chris agreed. Bill asked for clarification regarding a training class that was 24 hrs of time and if the Township should pay for it. This was a training that was covered by a grant but the Township fronts the money for it. Jeffrey asked if we approved it. Emily and Tim recalled a training discussion with Jesse regarding a grant earlier in the summer and that there was a training session approved during Jeffrey's absence but they weren't 100% sure that it is the same training that is being discussed today. Chris reiterated that he wanted assurances that Jacob will commit to Edinburg after his certifications are completed. Jeffrey agreed and again stated that he would get the signed training policy form from Jacob.

Mr. Bixler made **Motion** to pay for requested Training for Jesse and Jacob. (\$190 for training and 32 hours paid at employees' current pay rate)

Second by: Tim Pfile. Mr. Diehl: yes, Mr. Bixler: yes, Mr. Pfile: yes

The contract with Ravenna City Dispatch is up for renewal at the end of December. I have included a copy of the Dispatch Service Agreement for you to read over. Also included is a breakdown on how the new agreement was changed compared to last agreement. Jeff stated that he thinks the price has gone down.

Motion: (edited for correction: **RESOLUTION 2025-024**

by Jeffrey Bixler that we accept the service agreement by Ravenna City Fire Dispatch for an annual fee of \$13,721.50 paid quarterly at \$3,430.37

Second: Pfile

Mr. Pfile: yes Mr. Diehl: yes Mr. Bixler: yes

Joint training will be taking place with multiple departments on Saturday October 18th. This will be a high-performance water supply training provided by the State Fire Academy.

3. **Zoning:** Discussed property of one acre on Yale Rd that is not a buildable lot. Owner stated neighbor is causing challenges for him. Randy Roberts from the Building Department is going to send a letter to owner of property. Rhonda directed owner to speak to Health Department to see if a septic system can be put in on the property before he "fixes what is there". Owner's name is Robert Mitchell. He owns other rental properties that he fixes up and rents out. Rhonda reiterated to Robert that it is not a buildable lot. Jeffrey cautioned Rhonda against making comments to callers regarding information / violations as it could cause a legal problem in the future if the comment is misheard. He stated that it could happen to anyone on the Township payroll so to use discretion when speaking to clients. He said this as a general statement to everyone as well. Rhonda stated that she shared that the Realtor was well aware that the lot was not buildable. Current owner purchased for \$23,000 as is. Rhonda suggested the current owner go back to realtor for not disclosing the lot is not buildable. Rhonda directed Robert Mitchell to refer to the Zoning book that is online as well as the Health Dept. before proceeding any further with the property. Rhonda also informed that there is an email with Randy Roberts Steve Schneider, Chris Diehl, and herself regarding the old Auction Barn on Tallmadge Rd. The current response from Schneider is that he is working on it. She also stated that she has talked to Tom McCarty on the phone and he asked her to email everything she has questions about. This was about 3 weeks ago. She stated that she emailed him initially 3 weeks ago then she followed up and is still not receiving a response. Rhonda has received some complaints about the auction barn on Tallmadge. They have collected a lot of junk and have been reforming new construction. The property

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is listed as vacant land. Randy Roberts from the building department has sent a letter regarding this matter. I have sent them violations in the past. I have also talked to Tom about this property. (See above statements regarding phone conversation and email challenges.)

Jeffrey Bixler suggested making an amendment to the current Zoning book to require for sale lots to be buildable unless they are purchased by adjacent property owners for the purpose of a parcel addition to the land. Chris Diehl suggested checking to make sure we are allowed to do that. Jeffrey Bixler and Tim Pfile suggested going in person to meet with Tom.

Regarding two properties of 14 Rhonda has also not made any progress because she is not receiving responses from Prosecutors Office. Chris stated that he and Rhonda should go meet Tom in person together. Chris requested that Rhonda call and set up an appointment for she and him to meet with Tom.

Chris asked about the Boat Place. No update.

VII. Fiscal Officer: Shared financial reports, Eft's Payments.

1. Bill reported still trying to coordinate with Spectrum about the phones.
2. Bill requested a **motion** to approve transfer of money from Contingency and/or Other Expenses into Salary (all within the same fund). We have shortfall in Road and Townhall Salaries due to raises at the beginning of the year. Bill stated that he cannot touch Salary Funds without Trustee Approval. Jeffrey asked for an amount. Bill stated that it was hard to forecast because it is dependent on hours worked, OT, snow fall, vacation etc... Bill clarified that money will be moved within the same fund.

Motion : RESOLUTION 2025-025 to approve Transfer of money into Salary Mr. Bixler

Second By: Tim Pfile Mr. Bixler: yes Mr. Diehl: Yes Mr. Pfile: yes

3. Emily shared that Sympathy card for the family of Robert Abbuhl was mailed on October 2nd.
4. She also stated that she sent an email to Kevin requesting his expertise concerning the LED replacement lights for the NOPEC Grant. She wanted ensure that they are the correct product before they are ordered. Bill stated that if they are too bright then we can remove a few from the fixtures and keep them as spares.
5. Bill updated the group that the Medical Mutual Health Insurance Policy came back with no increases for the upcoming year.
6. Bill informed the team that the prior year Ravenna City Fire District Annual contract was \$15,500.00. That doesn't include the final bill which will include adjustments based on volume of calls. This could go up if the number of calls for the year goes over the initial estimated amount.

Tim asked for clarification regarding where AEDs will be placed. Tim clarified that we should have enough AED's to have two at the park and one in the Townhall.

VIII. Motion to pay Bills: Chris made a motion to pay the bills, eft and warrants shared; 44035-44057 motion seconded Jeffrey,

Mr. Pfile: yes

Mr. Diehl: yes

Mr. Bixler: yes

IX. Mr. Diehl made a **motion** to Adjourn the meeting 8:24 pm seconded by Mr. Bixler.

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

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Chris Diehl, Chairman

Tim Pfile, Vice Chairman

Jeffrey Bixler, Trustee

William McCluskey, Fiscal Officer