

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

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, arrived late; Bill McCluskey, present; Kevin Biltz, present; Mike Pittinger, present; Stephanie Gilcrest, present.

**I. A motion was made by Jeff Bixler to approve the Agenda as presented; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeff Bixler, yes.**

## **II. Citizens present:**

David Starcher, Resident/Farmer

Daniel Dumovic, Fire Dept. & Association

Rob Swauger, Fire Dept.

John welcomed the citizens in attendance and asked if they had anything to bring to the meeting.

David Starcher stated that he had previously offered to help Kevin and his crew on the roads as a volunteer and he was told he could not help due to insurance reasons. He asked if there was any way he could help for free. He stated that he would sign a paper that if he got hurt he would not sue the Township. John commended David for offering to do this from the bottom of his heart but there is risk.

Jeff said he does not have a problem asking the Prosecutor to approve a letter like this but the Township would also want to make sure he's covered if there is an accident. John told David that they would look into this for the future.

**Diane is now present.**

**III. A motion was made by Diane Austin to approve the minutes of the June 30, 2016 regular meeting; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, yes; Jeff Bixler, abstain.**

## **IV. CORRESPONDENCE:**

--A report from the Mental Health Recovery Board was received.

--Township magazines were received.

--Bill reported that the Portage County Township Association will meet on August 20 at 6:00 p.m. He will not be able to attend. Diane said the cost is \$14.00 and Suffield is hosting this at Wingfoot Lake.

--Bill reported receiving a letter from Celebrate Portage which included an application to try to receive one of five, \$500 grants to host a movie night and/or ice cream social. Shannon will complete this application and plan the event.

## **V. OLD BUSINESS**

### **A. Township Checks - Firefighters Association [Judy Repcik Memorial]**

Dan Dumovic presented bank statements from September through December 2015 [he misspoke and said 2014] and reported that there was a \$15,000 deposit on October 28. He also presented a printout of the deposit slip screen shot.

Mike wanted to make it clear that Dan was not the treasurer at the time of these deposits.

Dan said he scanned about 2/3 of the checks from the memorial for Judy Repcik before he deposited them but he missed scanning about 5 or 6 in the middle. Regarding the discrepancy about where the money should go and bleachers: the only check that he had that mentions bleachers is the one for \$100 from Robert Walker of the Rocking Horse Bed and Breakfast in Ravenna which had "bleachers" written on the memo line. He presented a copy of this check. He said some of the checks were written to the Association and some were to Edinburg Fire Department; he believed the obituary did say the Fire Department.

John asked if they [the Association and the Fire Department] are two separate entities.

Dan said yes, they do not share accounts.

## Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

2016

John said Tom Repcik did advertise it in the obituary and it was unclear as to where checks needed to be written, but all funds that come into Edinburg Township need to cross the Fiscal Officer's desk.

Dan said that his understanding was that the money was to go to the Association and that's why they were deposited in the Association account. There were two checks that were written to Tom and he sent them to Tom with a letter to do what he wishes with them. Tom endorsed them and gave them back to Dan and told him to deposit them so he deposited them into the Association account.

Diane said after speaking with Tom, he said the intention was for the checks to go to the Association but the problem is, when the checks were made out to the Edinburg Fire Department (which many were because of what the obituary said) Dan was able to deposit them in the Association account. Technically, they should have come to the Fiscal Officer and then the Trustees can approve that that money be donated to the Association. She was surprised that their bank let them deposit the checks.

Shannon said she looked back into the Association's files and there are copies of checks from 2006 and before, of when donations in memory of someone were received and the checks were made out to the Edinburg Fire Department, they were given to the Association; the Association cashed those checks and used them for the community. So this has been the history that any donations made in memory go to the Association even if they are written to the Fire Department.

Diane said she does not think anybody did anything intentional.

Mike said the policy just needs to be changed. [Many agreed.]

John stated again that in the future the checks need to go through the Township account and then distributed.

Shannon said it would be better to ask the donors to write their checks out to the Association.

Diane restated that if they are made out to the Fire Department they need to come to the Fiscal Officer first and then the Fiscal Officer will write a check to the Association for that amount. This is how it should be for auditing purposes.

Mike said he had written a donation check to the Brimfield Fire Department when Mr. Palmer passed away and it was endorsed and deposited by their Association. He can see where what happened here could be misconstrued—nobody did anything intentional.

Bill asked Dan if he is the one who makes the deposits for the Association.

Dan replied, "At the moment".

Bill said from here on out the Association has to realize it is the Association and not "Joe Smith". When a check comes in, if it says Joe Smith / Edinburg Fire Department, that is a totally different organization so the check cannot be deposited. He was previously told that all checks were written to the Association – however, he presented a copy of a check that was written to the Edinburg Fire Department that Dan signed and deposited. He told Dan he should not have signed it and the bank should not have deposited it -- the auditor will look at it this way.

Bill reported that he recently received a check for \$100 written to the Fire Department but the letter states that it is for Association events. So he is depositing it into the Fire Department account and he put it on the agenda tonight for the Trustees to approve forwarding the money to the Association.

Mike said this is a perfect example of how the two entities could be confused.

Bill said he has no control over the Association; if a resident says, at their bequest, that the money is to be spent on bleachers, the resident needs to attend an Association meeting to request this, not a Township Trustees' meeting. There is too much confusion. These are two separate entities and need to make sure they stay separate.

Diane asked what needs to be done to clean this up.

Shannon asked if they could just move forward from here.

Bill said because it was brought up at a Trustee meeting on his watch, the total sum of the checks that were written to the Edinburg Fire Department needs to be forwarded to Edinburg Township to be deposited; then a resolution needs to be passed to forward the money back to the Association.

Mike asked about the checks written to Tom Repcik.

John said that doesn't count. He also said he agrees with what Bill said.

Bill also said the ability for the Township to donate the money back depends on whether the Association is in good standing as a not-for-profit organization so he asked for documentation of that and the tax ID number.

Shannon said after speaking with their tax person, the Association is in good standing – they do need to file their taxes for this year but they have three years to go back and file.

Diane said the Association has been through a lot in the transition that has happened over the last couple of years.

Shannon said all of the paperwork disappeared after the last treasurer left including the 501c3 paperwork. She has been in touch with an accountant who is helping them get all of their paperwork filed so everything is current. They are not delinquent with the IRS nor with their 501c3.

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

2016

John and Bill restated the procedure that will take place to clear up the issue with the checks that were deposited incorrectly.

Bill asked about the Cleveland Indians bleacher grant money.

Diane said there was a \$5,000 deposit and she read through old minutes and couldn't find where they had talked about it.

Shannon said she found it in the minutes.

## V. OLD BUSINESS (cont.)

Diane said a couple of years ago, around the time the money was received, there was a new account opened at Talmer Bank with Gary Stewart's name on it. She asked if the \$5,000 is accounted for in their account records somewhere -- the money should not have been spent on anything other than for what it was intended.

Mike? Rob said that his understanding is that the account that they opened was to be a working account that could be used so they would not touch the other money. They have \$5,000, if they need to use it, which is still in the original account that the \$11,000 (and change) was deposited into.

Shannon asked, since the Cleveland Indians gave the Township the grant to buy bleachers and because of insurance reasons we cannot purchase bleachers, we may need to contact them and return the money to them. Mike agreed.

Diane said that's what she thought that grant was for.

Shannon said she has contacted the Indians and they are researching it and are supposed to get back to her.

Diane said the Township cannot just buy one set of bleachers for \$5,000; many sets are needed.

Mike said they have asked the Indians if the money could be used for back stops, a score board or other baseball-related items and they are waiting to hear back from them.

He also said the other \$10,000 from the communications grant, received from CSX, has not been spent yet because they have not delegated anything yet.

Bill asked if this is a straight grant or a matching grant.

Mike and Shannon both said it is a straight \$5,000 grant.

Jeff asked if the information was in the Association minutes or the Trustee meeting minutes.

Shannon said it was brought to a Trustee meeting in fall of 2014 by Gary Stewart who stated at the time that the check had been received and that he deposited it into the Talmer bank account. It was deposited on

October 28, 2014.

### B. Road Bids

Bill said he talked to Kevin today and they have not heard back from the engineer yet.

Kevin said he had to turn it over to the engineer to make sure everything is legit.

Bill said that he learned that the bids were supposed to go to the engineer to check the specifications before it could come before the Trustees to approve one.

Diane said she did not know this. This is the first time they've ever done this.

John said he has received some phone calls regarding the bids and asked who is entitled to receive this information.

Bill said at this point no one is entitled to receive the information because it has to get approved by the engineer. He said he's received these requests as well.

John asked why they want to know.

Bill said many requests have come from construction companies and construction magazines.

**Stephan Gilchrest is now present.**

### C. Appropriation of Cemetery Funds

Bill has reviewed and brought a list of cemetery bequests on which he had a specific will or a note. The way they are set up right now, there are three options: 1) the money can go to the cemetery for whatever it needs

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

2016

2) the money goes to just the specific gravesites and any amount can be spent and 3) he can only spend the interest on the money bequested for a specific grave. Right now, all of them are set up in the computer with the third option. He informed them that he is going to separate the different bequests so that he can spend the funds the way they were bequested. All agreed.

## VI. NEW BUSINESS

### A. Hazmat Spill on State Route 14

**RESOLUTION 2016-076: A motion was made by Jeff Bixler to move forward with civil action against**

**PVS Transportation for the hazmat spill on State Route 14 on April 27, 2016 in the amount of**

**\$3,160.68 [see attachment for complete resolution]; this was seconded by Diane Austin. Roll call**

**shows:**

**John Hayes, yes; Diane Austin, yes; Jeff Bixler, yes.**

**RESOLUTION 2016-077: A motion was made by Jeff Bixler to proceed forward with the request for a**

**fire levy to go the treasurer of the Board of Elections; this was seconded by Diane Austin. Roll call**

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

## TRUSTEE REPORTS

### Diane Austin

--The Cub Scout Troop that normally meets at the church on Monday night would like to meet at the Park pavilion and they have asked if the fee could be waived for them.

**A motion was made by Diane Austin to waive the Park pavilion fee for Cub Scout Pack 3558 for use**

**on**

**July 18, 2015; this was seconded by Jeff Bixler. Roll call shows: John Hayes, yes; Diane Austin,**

**yes; Jeff Bixler, yes.**

### Jeff Bixler

--He commented that he likes that they are mowing ditches again and they look good.

--He said he received communication from a resident, and he went there to confirm, that the culvert on Porter Road between CR 18 and SR 14 is sinking. This needs to be taken care of.

**Diane Austin is no longer present.**

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

2016

## John Hayes

--He received calls that Jeff's voice is still on the voice mail message for the Zoning Inspector's business phone so residents would not leave a message because they didn't think it was correct. Stephanie said this has now been corrected.

--He thanked Mike for jumping on board and helping Kevin and Nate with the road the other day.

## John Hayes (cont.)

--Jeff said he would like Stephanie to get an updated phone -- the current one is worthless.

Shannon said new phones are needed for the squads too -- she lost signal three times while trying to communicate with the hospital recently. They are all Sprint phones. Jeff said many times Stephanie needs to take pictures when she is on an inspection and with a smartphone she could do that and be able to download them as well. Shannon will look into this for all phones as needed. All agreed.

## DEPARTMENT REPORTS

### **A. Kevin Biltz - Roads, Buildings, Cemetery and Park**

--They spent three days crack sealing roads at Bingham Place and they sealed the seam on Carlisle and St. Andrews Way. They are not completely done with Bingham Place because they ran out of material. He checked prices to get two more pallets and what is not used, \_\_\_\_\_ will take back. He will have to finish it in September because of other jobs that need to be done. He asked the Trustees to approve this purchase.

**A motion was made by Jeff Bixler to approve the purchase of 4,800 lbs. of crack seal at a cost of \$3,986.00; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeff Bixler, yes**

Bill asked Kevin for clarification and Kevin confirmed that when the crack seal material is purchased the loan of the machine to complete the job is included in this purchase cost (there is no separate rental fee).

--As they were working in the Highlands' new allotment they noticed a new house is being built and Carlisle Way is all tore up again in front of it. Anyone who Kevin has talked to about this said when the road was built they did not put a proper base under it. He said it will need a good base put in for at least a 100-yard span.

Jeff said this needs to be sent to Chris Meduri to see if any resources could be regained for loss for damages.

Jeff asked who over-saw this road installation. Kevin said it was the County Engineer.

--John asked about the space for the free table salt that the Township receives from Morton Salt. Kevin said they are completely out of space now even with giving some to Rootstown Township. John asked if another salt shed should be built. Kevin said yes, a big hoop building with an asphalt floor would be good. Mike suggested applying for a grant. For the time being he is giving the access salt to neighboring townships. Bill said he will add this to his search for grants.

## Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

2016

--In his written report he thanked Mike for helping them.

--He also stated in his written report that they have been mowing at the Park and Cemetery.

### **B. Stephanie Gilcrest - Zoning Department**

--She received around 10 calls and 1 email.

--She has finally gotten in touch with Jimmy Richards and issued a zoning permit to him for a deck.

--She got in touch with Chris Meduri to set up a time for additional training.

--John asked her if she's feeling more comfortable yet and she said yes and no. John said she has a great mentor. Jeff said she will get more comfortable.

### **C. Mike Pittinger - Fire Department Report**

--There were 21 calls since the June 30 Trustee meeting: 15 EMS, 2 MVA, 2 M/A Given, 5 M/A Received; 4 Fire calls

### **C. Mike Pittinger - Fire Department Report (cont.)**

--There are now at a total of 187 calls which is 23 calls more than the total as of July 14, 2015. This is 9% higher than last year.

--He asked for approval to purchase four cot batteries.

**A motion was made by Jeff Bixler to purchase four cot batteries at \$138.95 each for a total of \$555.80 not to include shipping; this was seconded by John Hayes. Roll call shows: John Hayes, yes;**

**Diane Austin, absent; Jeff Bixler, yes.**

--The Fire Department is hosting a Family Fun Day on Sunday, August 7 at the fire station at Noon. There will be kid-related activities and Sparky the fire dog (aka the Fire Chief) will make an appearance. It is currently being advertised on both signs.

--He received an estimate of the cost to replace his gear that was ruined at a (different) hazmat incident (the rollover). Chris Meduri has the paperwork for this and should have it back to Mike this week. The total is \$2,649.00 which includes: coat, bunkers, gloves and boots purchased from Warren Fire Equipment.

**A motion was made by Jeff Bixler to purchase the replacement turnout gear for the chief at a cost not to exceed \$2,649.00 from Warren Fire Equipment to include: coat, bunkers, gloves and boots;**

**this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeff Bixler, yes.**

### **D. William McCluskey - Fiscal Officer Report**

--He reported that the Annual Budget is due to the auditor's office on July 24. A special meeting will need to be scheduled for this because the next regular meeting isn't until July 28. Bill will follow up with setting a meeting time and get it advertised.

--He received completed job applications from the Fire Department and the old form had been used. He asked them to make sure the new form is used due to the updated questions on it. There is a new one in the packet that he gave to Shannon. She said she will make sure to get it out and use it.

# Edinburg Township Trustees – Regular Trustee Meeting

At Edinburg Town Hall

July 14,

2016

--He said receiving receipts from the Fire Department staff is getting better. Shannon said she is doing her best to get them from the staff.

--Mike said the cost of the replacement gear will be less because the estimate included a face shield and helmet which he does not need. It will be \$2,420.00. Jeff said there is no need to amend the resolution.

--Shannon asked if Bill he gets copies of the receipts from Certified. He said he does not.

--He updated the website by adding Zoning and taking steps to clear out unused email addresses.

--He also asked for an updated Fire Department roster so he can add their emails to the website and have the information for payroll. Shannon said she will get that to him. She also suggested that Bill check with GoDaddy to see if the emails that go to the unused emails could be forwarded to him as the administrator. He said he will check into this.

--He noticed a big jump in the electric bill for the Park garage and concession stand in May –June (313%), June-July (234%) of the average from November - April. Shannon said there are staff there over nights now.

The highest electric bill for the Township is for Fire Department and concession stand. Contributing factors are the pop coolers, freezer and refrigerator in the concession stand and the lights outside at the Park garage are now on all night and the new security system. He was looking at the meters because the addresses were wrong on the bill and he needed to confirm.

--Mike asked Bill to call AT&T and have their land line disconnected. They are now ready for this to be done.

--Jeff asked Kevin to contact First Energy about the street light on Rock Spring Road to have the photo eye checked because it stays on all day.

**A motion was made by Jeff Bixler to pay the bills and payroll – warrants 39663 to 39685; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeff Bixler, yes.**

**A motion was made by Jeff Bixler that the meeting be adjourned at 8:40 p.m.; this was seconded by John Hayes. Roll call shows: John Hayes, yes; Diane Austin, absent; Jeff Bixler, yes.**

---

**John Hayes, Chairman**

---

**Jeff Bixler, Vice Chairman**

---

**Diane Hargett Austin, Trustee**

---

**William McCluskey, Fiscal Officer**