

RECORD OF PROCEEDINGS
Minutes of Regular Meeting
Held at 1219 St. Rt. 183 in Atwater, Ohio; on March 25, 2014

The Atwater Township Trustees held their regular scheduled meeting at the Atwater Town Hall located at 1219 St. Rt. 183 in Atwater, Ohio on March 25, 2014.

ATTENDANCE

Trustees Danny Derreberry, Peggy Baine, Lynn Whittlesey, Fiscal Officer Shawn Renee Miller, Mark & Pam Morosky, Martha Bevard, Naomi Wise, Chief Mel Russell, Becky Myers, Rodney Myers, Walt Baine, Ron & Emma Stanfield, Charles Darrah , Rebecca Whittlesey, John Kovacich

Dan Derreberry called the Regular Meeting to order at 7:00pm. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes.

Meeting was opened with the Pledge and prayer offered to all.

Danny Derreberry asked the Board if they had each received & reviewed the March 11th meeting minutes for the Regular Meeting and asked if there were in any corrections, all agreed there were no changes. Danny Derreberry requested a motion to accept the minutes from the March 11th per Draft 2; Peggy Baine so moved, Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

COMMUNICATIONS

- Upbeat Site Furnishings Magazine
- Jones Fish
- Carrot Top Products Magazine
- Maplewood Career Center Newsletter; April 9th is Career Day
- Summit Supply Play Ground Equipment

FINANCIAL

Danny Derreberry asked if everyone had received and reviewed the Financial Statements dated March 25th, 2014 and the February Bank Reconciliation; Shawn Renee Miller explained that she tried again this month to adjust the UAN Balance by \$1,887.08 from three checks that cleared the bank at the end of 2012 & beginning of 2013. An adjustment was made to the Bank Balance within UAN and the reconciliation zeroed out, however after hitting “post & print” she realized that would not permanently correct the error; UAN will not allow a Bank Reconciliation to be deleted or voided once posted. . Notation made on the Bank Reconciliation that this \$1,887.08 would reappear in March and she was continuing to work with UAN to resolve it permanently. With no further questions/concerns Danny Derreberry moved to accept the Financial Statements as of March 25 and the February Bank Reconciliation with notations; Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry – yes; motion carried.

FIRE DEPARTMENT

Old Business

- 1) Chief Russell updated the Board regarding the 120 class being offered (spoken about at the 3/11 meeting). Jesse Baughman’s hours were correct, based on 136 hours. Began the class early, 3/24/2014, due to changes at the State level; if they had started after 4/3 additional instruction on practical skills would have to be added which would result in more instructional fees. Class will be complete at the end of May.
- 2) Chief Russell presented the Board with the signed agreements from the five individuals going through the 120 class. Agreements are between the individual, AFD & TWP regarding commitments from the individual to remain with the AFD for a period of Two years in good standing for “repayment” of the training. (TWP/AFD pay for the training costs). Agreements provided to the Board for their signatures and returned to the FO for copying and filing in personnel files within TWP & AFD.
- 3) Chief Russell has been checking on the Tanker replacement costs. Spoke with individual in Toledo, primarily deal in International Cab & Chassis, average 125K miles. Some modifications that the AFD wants are not able to be done and there would be no warranty on the Tanker, roughly \$100K purchase price. Peggy Baine stated \$100K with no guarantees? Chief stated correct. Danny Derreberry asked about New and Chief stated based on his internet research looking at \$200K - \$225K

FIRE DEPARTMENT

New Business

Nothing new

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ROAD DEPARTMENT

Old Business

- 1) Peggy Baine asked Lynn Whittlesey & Danny Derberry if they made a decision about the trees that Tim wants to take down in the Cemetery? They both had not and were not exactly sure which ones were in question....
- 2) Peggy Baine received a call from a TWP Resident (Mark & Pam Morosky) on Moff Road concerning trees that were removed by the TWP Road Crew. She explained to the Residents that the TWP has authority when they are in the right-away.
Residents Mark and Pam Morosky were present at the meeting and brought pictures to present.
Mark asked the Board for an understanding why the trees were chosen and why the mess was left behind (grindings and stumps). Pam stated that it was disheartening as they felt the trees helped cover the home from the Road view along.
Danny Derberry stated that the TWP leaves the work up to the Road Crews discretion; they know what it takes for the ditching and what is needed.
Peggy Baine stated she spoke with Tim Whittlesey and he stated that do this work each spring.
Mark Morosky stated that there is not a ditch; it is level ground to the road covering a drain pipe.
Danny Derberry asked how far from the road the trees were; Mark stated 8-10 feet from the road.
Pam Morosky states they understand trimming but do not understand the elimination of the entire trees and there was no notice, the trees were there on Friday and gone when the returned home on Saturday, thus the reason for the calls to the Trustees.
- 3) Peggy Baine stated that there was no Issue II monies for Unger Road as previously mentioned in 2013
- 4) Peggy Baine stated that the Board needs to act on the Salt Agreement for 2014-2015.
 - a. Danny Derberry asked how much salt we had, Peggy stated about 20 Tons.
 - b. Peggy read the Resolution/Agreement for the 2014-2015 Salt Agreement (TWP not participating in the Summer Program, only the Fall) Agreement became RESOLUTION #18-2014 Peggy Baine Motioned to accept, Danny Derberry second. Roll Call Vote: Lynn Whittlesey – yes, Peggy Baine – yes, Danny Derberry – yes; Motion carried and Resolution Signed. (attached)
- 5) Peggy Baine spoke with a resident about their Recycling Bill from the County and asked why they were not receiving the 15% discount. Martha Bevard stated she was receiving hers and all it took was calling the county, stated she called several years in a row but it is now automatic. Walt Baine stated that when he called he was told that the TWP Board needed to pass a resolution regarding the discount. Danny Derberry stated he would contact Bill Steiner and find out if there is paperwork or what needs to be completed.
- 6) Peggy Baine stated that the small RD Garage roof needs repaired, it is in terrible shape and the TWP mowers are stored in there. Danny Derberry felt that it has been deteriorating for sometime at quotes are needed in order to proceed. Danny Derberry felt that is could go under Repairs & Maintenance and Shawn Renee Miller stated that she would rather see it under the Buildings category.
- 7) Charles Darrah asked how much salt was used this winter; Peggy Baine stated 141 tons per Tim Whittlesey and that we are pretty close the 150 every year.
- 8) Shawn Renee Miller stated that the documents for the OTARMA MORE Grant were submitted to OTARMA for reimbursement of \$493.50 of expenses from the Road Department and should be seeing that refund within the next 30-60 days.

ROAD DEPARTMENT

New Business

- 1) Peggy Baine stated that Moff Road will need to be Chip & Sealed. Lynn Whittlesey asked about Portage County handling the Chip & Seal; Peggy felt they did not have any money for as it as she also asked the County about their road. Lynn stated that when the County does it the Township pays the County; Resident Walt Baine stated that when he spoke with the County the problem is with regards to the budgeting and when the TWP reimburses the County the County can't use those funds until the next calendar year.

ZONING

Old Business & New Business

- Danny Derberry stated that Jim Donovan was not in attendance this evening. Danny reiterated the Moving Ohio Forward Land Bank Grant information. Danny believed that there were approximately 16 properties that have been cleaned up since the TWP partnered with the Landbank; not all properties were covered under the land bank.
- Lynn Whittlesey stated Tim Long was willing to fill Peggy Baine's seat on the Zoning Appeals, Lynn Whittlesey moved to appoint Tim Long to the Zoning Appeals position to expire 12/31/14; Danny Derberry second. Roll Call Vote: Lynn Whittlesey – yes, Peggy Baine – yes, Danny Derberry – yes. Motion carried.
- CEMETERY/REAL ESTATE**
- Old Business**
- Lynn Whittlesey updated the Board on the Park Use Form/ Agreement that was approved on 3/11. Some changes were requested by the Waterloo Youth Baseball & Softball Program and there is a now a second party involved, Ohio Bombers Girls traveling softball team. Item #1 was changed and Item #7 added (copies provided to the Board).

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Lynn Whittlesey moved to rescind the Park Use Agreement from 3/11/2014, Danny Derreberry second. Roll Call Vote: Lynn Whittlesey – yes, Peggy Bainey – yes, Danny Derreberry – yes. Motion carried.

Lynn Whittlesey moved to accept the revised Park Use Agreements between the Waterloo Youth Baseball & Softball and Ohio Bombers; Danny Derreberry second. Roll Call Vote: Lynn Whittlesey – yes, Peggy Bainey – yes, Danny Derreberry – yes. Motion carried.

CEMETERY/REAL ESTATE
Old Business (continued)

Lynn Whittlesey reminded the Board about the Cemetery Bequest Monies and asked for ideas on how to spend the dollars.

- Peggy Bainey mentioned that mowers and baggers that need to be updated
- Martha Brevard mentioned the Roads in the Cemetery
- Stone Wall at the Road entrance could use some repairing
- Ron Stanfield suggested markers for Coal Miner Graves
- Shawn Renee Miller requested some type of dedication to the donor

Nothing at this time.

CEMETERY/REAL ESTATE
New Business

ADMINISTRATION
Old Business

- 1) Shawn Renee Miller provided the Board with the February 25th meeting minutes for signatures.
- 2) Danny Derreberry read the following from Chris Meduri (TWP/Portage County Prosecuting Attorney):

Shawn Renee: As previously discussed, the situation arose where a trustee could not be present at a regular meeting, and payroll for the township employees needed to be provided, with one of the other two trustees present following that trustee's past practice of not signing the warrant (check) because one of the employees is an adult child of a trustee. (Please let me know if that is not accurate)

The township proceeded to issue the payroll checks. For purposes of the record, as previously discussed, a township trustee could move that a motion be passed ***“ratifying the payment of employees on February 25, 2014, with that payment being in the normal course of township business for that pay period.”***

Peggy Bainey motioned, Danny Derreberry second. Roll Call Vote: Lynn Whittlesey – yes, Peggy Bainey – yes, Danny Derreberry – yes; Motioned Carried.

Shawn Renee Miller stated to the Board and audience that for the TWP record; the Road Dept Check referred to in this discussion were presented to Danny Derreberry prior to him leaving town for signature as completed/printed checks; blank checks were not signed.

- 3) Shawn Renee Miller provided the Board with the February 14 Bank Reconciliation for signatures and stated she would provide each of them a copy of the cover page which contains the reconciliation notes.
- 4) Shawn Renee Miller stated at the 3/11 meeting the Board approved the upgrade of the website to allow for the recorded meetings to be placed on the site. She stated that all meetings to date are loaded out on the site. Reminded everyone that the approved signed minutes are not loaded until they are signed; but the recordings can be loaded immediately and her plan is to have them loaded within 24-48 hours after the meeting. She also stated that with the upgrade additional reports are available and she would provide them to the Board quarterly showing the number of hits to the site.

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ADMINISTRATION
New Business

- 1) Shawn Renee Miller discussed a BWC update regarding premiums and rates. She explained that the Township is subject to two different rates:
 - #9433 Township Employee All
 - #9439 Volunteers Performing Emergency Services
 - In the past, all of the AFD payroll was placed on #9439; however after reviewing the definitions she questioned splitting our the AFD Salaries and Hourly pay from the Runs/Transport wages with our Administrator (Frank Gates) and they felt that these payroll dollars should be split.
 - In 2013 (2012 payroll) total premiums paid were \$15,400.79
 - If everything was paid the same in 2014 (2013 payroll) total premiums would have been \$33,920.81 (120.3% increase)
 - Explained that premiums are based on five years of claims experience and unfortunately due to TWP claims the rates increase dramatically.
 - By moving the Salary and Hourly wages for the AFD to the #9433 rate code the TWP paid \$15,587.68 in 2014 (based on 2013 payroll)
 - In addition, a refund of premiums paid in 2013 has been requested by moving the Salary and Hourly Wages to the 9433 code; resulting in a \$9,176.89 potential refund to the TWP
 - Due to the large increase don't expect to receive it until late summer or early fall.
 - After the refund request was received, BWC issued a request for an Audit of 2012-2013 which Shawn Renee Miller stated is normal practice when a large refund is requested or could just be our time.
 - Audit could allow for additional refund but won't know until finalized; will keep posted.

In addition, BWC is making changes to the way they are billing businesses. Beginning in 2015 BWC will begin billing based on estimated for the year to come rather than in the arrears as they do now. Shawn Renee stated that as we work on the Budget for 2015 we will have to take this into consideration as we will have to pay both 2014 premiums & 2015 premiums. Talks from BWC indicate transition plan for businesses but until Shawn Renee is able to understand that more she would like to work on the side of worse case scenario and build both full premiums in. as more information comes available she will update everyone. With no further questions from the Board or Audience conversation ended.

- 2) Ohio Unemployment: based on an inquiry from a Township Employee Shawn Renee placed a call into ODJFS regarding the Township account. She is concerned that we could be reporting payroll incorrectly and that it could be harming individuals out on claim. She filed a request with ODJFS to review the TWP Account based on the different departments and different wages paid out and wants to confirm that ALL employees and ALL wages are eligible for unemployment. Her concern is again that the Runs/Transport wages may not be eligible along with some others that make under a certain threshold. Will continue to work with ODJFS and keep all updated and determinations come in.
 - 3) Shawn Renee Miller informed the Board that notice was received from UAN that the monthly user fees are being decreased from \$215/month (\$645/quarter) to \$204/month (\$612/quarter) resulting in a \$32 annual savings. This is in addition to the UAN Holiday on the Surcharge.
 - 4) Lynn Whittlesey spoke about an email received from ODJFS Summer Youth Program, TWP could hire a youth and ODJFS would pay the wages. After discussion the Board agreed that the TWP would not participate.
 - 5) LIFEFORCE ACCOUNTS: Danny Derberry asked if everyone had reviewed the account information, Lynn indicated he had and Peggy reviewed them at the table. With no further comments or questions,
 - a. Danny Derberry requested a motion to approve the waiver of four (4) resident accounts totaling \$1,456.53, Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derberry - yes. Motion carried and accounts signed.
 - b. A resident asked what the accounts in discussion were; Danny Derberry explained they were for transport charges for residents for dollars applied to the resident's deductible, co pays or no insurance. TWP agrees to waive dollars a resident owes.
 - 6) Danny Derberry stated he spoke with Hobby Horn regarding a Recognition of Township Officials, Lions Club, Historical Society and the AFD that the Methodist Church is wanting to put together as a Thank You. Tentative Date is 4/14 or 4/28
 - 7) Ron Stanfield stated that Jim Gay will be speaking at the Historical Society Meeting tomorrow 3/29. He served in the US Army from 43-46 and flew a B-17, B-25 and B-29 Bombers.
- With nothing further to discuss Shawn Renee asked if the Board was ready to move to the BC/Pos. Lynn Whittlesey suggested that the Board approve the PO's and BC's but leave the actual signing until the meeting is complete as not to waste the audiences time since there are so many. Peggy Baine indicated she was not comfortable with that.

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Danny Derreberry asked if there was any further business that needed to be discussed, all agreed that there was not and no further comments from the audience.

- Shawn Renee Miller (FO) requested a motion to approve BC's 16-2014 thru 37-2014 in the total amount of \$55,050.00 for miscellaneous departments repairs & maintenance, operating supplies etc, including closed BC # 31-204 & 32-2014. These were closed based on the dollar amounts being over \$5,000, based on what Shawn Renee read in the ORC there is a dollar limit of \$5,000 and a three month limit to BC's. She is trying to get a definitive answer on this as she does not want negative marks in the TWP Audit. Danny Derreberry moved, Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller (FO) requested a motion to approve PO's 34-2014, 37-2014 thru 50-2014 in the total amount of \$67,310.39 for miscellaneous vendors Danny Derreberry moved, Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller (FO) requested a motion to approve Employee Benefits PO's 31-2014 thru 32-2014 & 35, 2014 thru 36-2014 and 47-2014 in the total amount of \$16,697.06 for miscellaneous vendors Danny Derreberry moved, Peggy Baine second. Roll Call: Lynn Whittlesey - abstained; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller (FO) requested a motion to approve Then & Now PO 33-2014 in the total amount of \$205.47 for Danny Derreberry for OTA Conference, Peggy Baine moved, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Trustees signed all BC's and PO's
- Shawn Renee Miller requests motion to appropriate Receipts #54-2014 thru #71-2014 totaling \$217,706.58; including 1st Half Real Estate check for \$209,086.32. Peggy Baine moved to approve, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Electronic Funds Transfers with Voucher #40-2014, 42,2014 & 43-2014 totaling \$1922.26. Peggy Baine moved to approve, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Warrants #32453 thru 32456 & 32459 thru 32460 & 32463 thru 32468 & 32476 totaling \$6,823.59, Dan Derreberry moved to approve; Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Non-Road Payroll via Warrants #32469 thru 32475 totaling \$3,188.82; Dan Derreberry moved to approve, Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Township Employee Benefit payments via Warrants #32457, 32461, 32462 and Electronic Funds Transfer Voucher #41-2014 totaling \$2,932.58; Dan Derreberry moved to approve, Peggy Baine second. Roll Call: Lynn Whittlesey - abstained; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Road Department Payroll payments via Warrants #32451 & 32452 totaling \$2,412.64; Dan Derreberry moved to approve, Peggy Baine second. Roll Call: Lynn Whittlesey - abstained; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Danny Derreberry requested a motion to pay the bills at 8:35pm; Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Shawn Renee Miller stated there was nothing additional to be signed or reviewed.

Danny Derreberry requested a motion to return to regular session at 8:35pm; Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Announcements ~ NONE

Martha Brevard stated that the United Methodist Church will be holding a Rummage Sale April 5th.

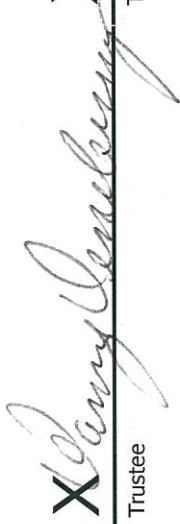
Shawn Renee Miller stated that the Waterloo Football Team is collecting donations (non-perishables & household items) for the Garrettsville Food Shelf outside the weight room at the high school until Friday from 1:30 to 3:00. In addition, there is a donation set up at Edinburg Fire Department.


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Shawn Renee Miller asked about the Spring Cleanup Event; Danny Derreberry stated it will be April 25th (8am-4pm) & 26th (8am-12pm)


Danny Derreberry asked if there was anything additional or if there was a need for an executive session; all agreed nothing additional.

Danny Derreberry requested a motion to adjourn the meeting at 8:40pm; Lynn Whittlesey so moved, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.


Trustee


Trustee


Trustee


Fiscal Officer