

RECORD OF PROCEEDINGS
Minutes of Regular Meeting
Held at 1219 St. Rt. 183 in Atwater, Ohio; on January 14th, 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 January 14, 2014.

ATTENDANCE

Trustees Danny Derreberry, Peggy Baine, Lynn Whittlesey, Fiscal Officer Shawn Renee Miller, Martha Brevard, Becky Myers, Rodney Myers, Walt Baine, John Kovacich, Wayne Robertson, Rebecca Whittlesey

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 stated that we had two sets of meeting minutes to approve, asked the Board if they had each received & reviewed the December 30th meeting minutes for the Regular Meeting and asked if there were in any corrections. Lynn Whittlesey stated that he read them.

Danny Derreberry requested a motion to accept the minutes from the December 30th meeting minutes for the Year End Meeting; Lynn Whittlesey so moved, Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Danny Derreberry stated the Reorganization Meeting Minutes and there was a mistake, for some reason there was a motion made but no second on the Chairman's position; Danny wants the minutes to reflect the correction, Peggy stated let's do it over.

Peggy Baine motioned to make Danny Derreberry Chairman for the 2014 year, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Danny Derreberry motioned to make Peggy Baine the Vice Chair for the 2014 year, Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Danny Derreberry asked the board if there were any other corrections to the minutes; all agreed there were not. Danny Derreberry requested a motion to accept the January Reorganization Minutes as corrected, Peggy Baine motioned to accept as corrected, Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes.

FINANCIAL

Danny Derreberry asked the board if they had received the Bank Reconciliation and Township Financial and also the budget.

Danny Derreberry asked if there were corrections or additions to the Budget, hearing none, Danny asked for a motion to accept the Budget as presented for the 2014 year; Peggy Baine motioned, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes.

Danny Derreberry asked if there were any questions or corrections to the Bank Reconciliation or Financial Statements, hearing none he requested a motion. Lynn Whittlesey moved to accept the January 14th Financial Report and December 31st Bank Reconciliation; Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes.

COMMUNICATIONS

- LALCAL Equipment Magazine received by Danny Derreberry
- Ohio Township Newspaper/Magazine
- Communication from Chris Meduri regarding Comp Time Policy, each Board Member received a copy. Sample policies received, Danny suggested that each Board member review the information received and formulate a policy for the Township. Decision to table for now and make a decision at future meeting.
- WorkSaver Bob Cat Catalog

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- NEFCO January 15th meeting agenda
- Portage County Recycling Contract received back signed from county.

FIRE DEPARTMENT
Old Business/New Business

Danny Derreberry stated Chief Mel Russell is not present due to a funeral, so he will hold until next meeting.

ROAD DEPARTMENT
Old Business

Peggy Baine mentioned she met with the Road crew during inventory and they were very helpful. Also mentioned that the Grasshopper Zero-Turn mowers may be something they look into replacing as they were purchased back when she was in office and the crew uses the heck out of them.

Peggy mentioned that Tim Whittlesey stated the owner of Cana Winery is very upset with the Waterloo road closure and he has spoken with the State Workers and wants to place his own detour signs up.

ROAD DEPARTMENT
New Business

Danny Derreberry as if there was anything additional under new, other than the idea of the mowers being replaced, Peggy stated no.

Shawn Renee Miller, FO, stated that in the recent OTA Magazine discussed under communications, there is a piece about the OTARMA MORE Grant for 2014. Shawn Renee Miller stated that in 2013 the Township received those funds; she also spoke Tim about the Township's eligibility again this year for the \$500 grant. Tim stated he will pull out his "target/wish list" and get with Peggy to see what can be gone after for this year's \$500 grant.

ZONING
Old Business

Jim Donovan is at a Regional Planning meeting this evening regarding the Moving Ohio Forward program that the Township is heavily involved in.

ZONING
New Business

Danny Derreberry read the following:

RESOLUTION 4-2014

A Resolution Ordering a Public Hearing to be scheduled for the purpose to proceed under Ohio Revised Code, Section 505.86; removal, repair or secure of unsecure, unsafe, building(s) or structure(s).

The Board of Trustees of Atwater Township, Portage County, Ohio met at a regular session on January 14, 2014 at the Township Hall, with the following members present:

Lynn Whittlesey, Peggy Baine, Dan Derreberry (Chairman)

Danny Derreberry moved for the adoption of the following resolution:

Public Hearing scheduled for Monday, March 10th, 2014 at 6:30pm. Purpose of the hearing to proceed under the Ohio Revised Code, Section 505.86; removal, repair or secure of unsecure, unsafe building(s) or structure(s) on the following properties located in Atwater Township, Ohio: **741 Porter Road, Atwater Ohio** in the Township of Atwater, Portage County Ohio with **Parcel#01-019-00-00-013-000**. The Board authorizes Fiscal Officer, Shawn Renee Miller, to send certified letters to appropriate parties along with submitting a Legal Notice to the Record Courier.

Peggy Baine second the motion and the roll call was called on the question of its adoption. The vote was as follows: Roll Call: Lynn Whittlesey - yes; Peggy Baine - yes, Danny Derreberry - yes. Motion carried.

Danny Derreberry read the following:

RESOLUTION 5-2014

A Resolution Ordering a Public Hearing to be scheduled for the purpose to proceed under Ohio Revised Code, Section 505.86; removal, repair or secure of unsecure, unsafe, building(s) or structure(s).

The Board of Trustees of Atwater Township, Portage County, Ohio met at a regular session on January 14, 2014 at the Township Hall, with the following members present:

Lynn Whittlesey, Peggy Baine, Dan Derreberry (Chairman)

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Public Hearing scheduled for Monday, March 10th, 2014 at 6:30pm. Purpose of the hearing to proceed under the Ohio Revised Code, Section 505.86; removal, repair or secure of unsecure, unsafe building(s) or structure(s) on the following properties located in Atwater Township, Ohio: **6810 Waterloo Road, Atwater Ohio** in the Township of Atwater, Portage County Ohio with **Parcel#01-028-00-013-00 and #01-028-00-014-00**. The Board authorizes Fiscal Officer, Shawn Renee Miller, to send certified letters to appropriate parties along with submitting a Legal Notice to the Record Courier.

Peggy Baine second the motion and the roll call was called on the question of its adoption. The vote was as follows: Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

Danny Derreberry read the following:

RESOLUTION 6-2014

A Resolution Ordering a Public Hearing to be scheduled for the purpose to proceed under Ohio Revised Code, Section 505.86; removal, repair or secure of unsecure, unsafe, building(s) or structure(s).

The Board of Trustees of Atwater Township, Portage County, Ohio met at a regular session on January 14, 2014 at the Township Hall, with the following members present:

Lynn Whittlesey, Peggy Baine, Dan Derreberry (Chairman)

Danny Derreberry moved for the adoption of the following resolution:

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Peggy Baine second the motion and the roll call was called on the question of its adoption. The vote was as follows: Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

Shawn Renee Miller stated these resolutions will be a part of the final minutes and a copy will be placed within the property files.
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Lynn Whittlesey spoke with Sonja Smith and Martha Brevard terms ended 12/31 and both agreed to continue to serve another 5 years. Sonja Smith will remain on the Zoning Commission and Martha Brevard will remain on the Zoning Appeals. Lynn stated still need someone to fill Peggy Baine’s position on the Zoning Appeals.
Lynn Whittlesey moved to accept Sonja Smith’s 5 year term on the Zoning Commission to expire 12/31/2018 and Martha Brevard’s 5 year term on the Zoning Appeals to expire 12/31/2018; Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

Shawn Renee Miller, FO, confirmed that the Board received their individual copies of the Zoning Property reports. Shawn felt it was important to note that the property on Petrie was handled this week by the owner, the structure was demoed and Shawn personally drove by the property and felt it looked great. In addition, Jim Donovan has requested the board pend further action on the property located at 2255 Alliance Road, as he is working with the Bank that owns it and they are working to resolve the Zoning Violations.

Shawn Renee Miller asked Lynn about the Moff Road property and he stated Jim Donovan asked to hold off until additional research is done.

CEMETERY/REAL ESTATE
Old Business

Lynn Whittlesey stated the fee schedule letters were sent to the funeral homes and monument companies for 2014.

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CEMETERY/REAL ESTATE
New Business

Lynn Whittlesey stated that he believes it is more appropriate for him to work with Dave and Tim on the mower issue as that is a Cemetery issue. Peggy Bainey stated she simply suggested it and that “we all have to work together on it, not just one person”.

December 10th & December 18th Special Meeting (Payroll Only) signed off on; approved at December 30th meeting.

ADMINISTRATION
Old Business

Lynn Whittlesey discussed old electronics within the Township Departments that are not being used. Lynn & Shawn Renee will work together to create a list and gather up between the FO office & AFD. Then create a resolution for next meeting for donation to the school.

Residents asked for information about the Waterloo HS Climate Club’s recycling drive. Shawn Renee explained that the two computers in the FO office are not dead; there may be an option to be donated to the school or another club or something as they are functioning.

ADMINISTRATION
New Business

Peggy Bainey was not sure where to bring the following up, but she would like to make a motion for a lock smith to come to the Townhall, remove the lock from the Fiscal Officers Door, put a new one in and then she knows that no one has the keys but her, Peggy stated it is illegal to make a motion for anyone else to the keys but her.

Danny Derberbery asked if there was a need for discussion on it.
Shawn Renee Miller, FO, asked what do we do for a backup in the “GOD forbid situation that something happens to her”. Peggy stated that you have one on yourself and one that you know where it is in case something happens to your keys.
Shawn Renee Miller made a recommendation for Mary Rodenbucher, as the backup Fiscal Officer for the Township to have a key in case something happens. Danny Derberbery stated he does not have a problem with that nor does Peggy.
John Kovacich spoke from the audience asking how many keys are there and Shawn Renee stated that she believes there were four; John felt there were only three.

Peggy asked Shawn Renee Miller if she wants it changed or not and if it were her she would change it to put the FO’s mind at ease, up to you Shawn, Shawn Renee Miller stated that it is fine to change it.

Danny asked how many keys, Shawn Renee stated recommends three, one for on her, one as extra locked up and one for Mary.

Peggy Bainey motioned for the locks to be changed on the FO’s office with three keys to be made, Danny Derberbery second, Roll Call: Lynn Whittlesey - no; Peggy Bainey – yes, Danny Derberbery - yes. Motion carried.
John Kovacich spoke and stated that the purpose of the file cabinet that was purchased for the FO was to lock important items up and FO only has a key to that cabinet. The key for the FO’s office was to simplify being able to get to other Township papers and sign checks without having to connect with the FO to get in.

Danny Derberbery talked about the Ohio Township Winter Conference and the attendance is open to the Trustees and Fiscal Officers. Indicated that the registration fee is \$50.00 early registration fee if registered by 1/16/2014, otherwise it is \$80.00. Danny Derberbery made a motion for any Trustee &/or FO that wants to attend the conference 2/12-2/15 at Columbus Convention Center the Township will pay for conference fee, reimburse for travel expense @ \$0.50 per mile, hotel expense (make through Ohio Township Assoc. link for discount) and \$30.00 meal allowance per day as reimbursement; asked the Board for any other suggestions. With no further comments, Danny Derberbery motioned for approval; Peggy Bainey second. Roll Call: Lynn Whittlesey - yes; Peggy Bainey – yes, Danny Derberbery - yes. Motion carried.

Lynn Whittlesey calculated the fuel usage for 2014 based on actual 2013 usage of gallons. New breakdown is 38.3% AFD; 53.4% RD, 7.1% Cemetery 1.2% Park/General. Details written up as to how this was calculated and set in the files, not much change from year to year. Price does not come into play, simply calculated on gallons. Shawn Renee explained that the percentages are used to break out the invoice each time it comes in so that each division is paying their share. Danny made a motion to accept the percentages for fuel breakdown for 2014, Peggy second. Roll Call: Lynn Whittlesey - yes; Peggy Bainey – yes, Danny Derberbery - yes. Motion carried.

Danny Derberbery asked if it is time to shop vendors for the fuel, currently with Powers Oil and when Township changed from Ravenna there was a significant cost savings. Danny stated he will shop some prices and bring information back next meeting. Shawn Renee asked if Danny needed anything from the FO to make the calls, he stated not at this time.

Shawn Renee Miller discussed the Cemetery Bequest Fund 2901-760-750 \$26,751.92, the bequest came in a couple years ago as a split between Atwater and Randolph and there were no stipulations in the bequest. As the FO she made a request to consider updates or a project to spend that money this calendar year. Not asking to just spend the money, but to consider something that will spend it.

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Shawn Renee Miller also discussed the AFD NOPEC Grant Fund #2902-760-720 \$35.22 balance, would like to see that gone as well. Need to understand from Trustees /or AFD as to what exactly that Grant was for to know where to spend it; don't want to buy Band-Aids and if it was for lighting.

Shawn Renee Miller stated two other items came up while working on the Budget. They are two Fund transfers for deposits made in error in 2013.

- Need a motion to approve a funds transfer of \$500.00 from #100-302 General Fund to #2031-931 Transfer In Road Dept. The \$500.00 invoice was paid for by the Road Dept. for Road signs, and the monies should have been applied as an adjustment to the warrant; Danny Derreberry so moved and Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.
- Need a motion for a Fund Transfer Request from the AFD to the EMS; this amount was for a Grant that was applied for and awarded to the EMS Dept. for EMS Training & Supplies, awarded July 1, 2012 thru June 30, 2013; all expenses for supplies paid from EMS Operating Supplies. Need to transfer from #2111-910-910 to 2281-931; Danny Derreberry so moved; Peggy second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried. Lynn Whittlesey confirmed from AFD to EMS. Shawn Renee stated that all these documents for the transfers are attached to the Budget file and will be attached to the transfer file for audit purposes which will be 2015.

Board of Trustees signed December 2013 Bank Reconciliation.

Shawn Renee Miller discussed the Pre-Formatted Minute Recording paper; Township does spend money on the paper which is pretty expensive. She did speak with Chris Meduri about the ability to switch to plain white paper and there is nothing in the ORC that states the type of paper. Peggy motioned to change the paper for the meeting minutes, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

- Shawn Renee Miller (FO) requested a motion to approve PO #1-2014 thru 10-2014, 15-2014 thru 17-2014 amount of \$14,185.84 for miscellaneous vendors using temporary appropriations, Lynn Whittlesey so moved, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried and PO's signed.
- Shawn Renee Miller (FO) requested a motion to approve PO's for ALL departments for Employee Benefits (now includes RD, TWP and AFD) using #11-2014 thru 14-2014, amount of \$7,757.15, Danny Derreberry so moved, Peggy Baine second. Roll Call: Lynn Whittlesey - abstained; Peggy Baine – yes, Danny Derreberry - yes. Motion carried and PO's signed.
- Shawn Renee Miller (FO) requested a motion to approve BC's using #1-2014 thru 11-2014, amount of \$16,350.00 again using temporary appropriations for miscellaneous vendors and departments, Lynn Whittlesey so moved, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried and BC's signed.
- Shawn Renee Miller requests motion to appropriate Receipts #1-2014 thru #+6-2014 totaling \$1,850.84. Danny 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 Electronic Funds Transfers with Voucher #1-2014 thru 3-2014 totaling \$678.20. 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 payments via Warrants #32299 thru 32312 totaling \$9,204.74, 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 payments via Warrants #32313 thru 32315 totaling \$923.90; Dan Derreberry moved to approve; Lynn Whittlesey second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

Shawn Renee Miller stated that as a reminder that payroll payments were paid thru 12/31/2013 and that is why this is so short for payroll payments.

Announcements ~ NONE

Danny Derreberry requested a motion to pay the bills at 8:15pm; Peggy Baine second. Roll Call: Lynn Whittlesey - yes; Peggy Baine – yes, Danny Derreberry - yes. Motion carried.

FO, Shawn Renee Miller, stated there were no additional warrants to be signed.

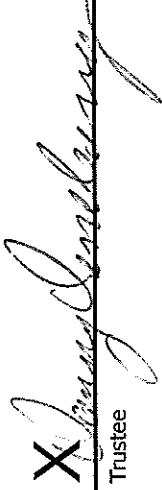
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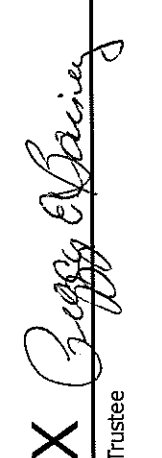
Danny Derreberry moved to return to regular session at 8:16pm; Peggy Bainey second. Roll Call: Lynn Whittlesey - yes; Peggy Bainey - yes, Danny Derreberry - yes. Motion carried.


Danny Derreberry asked if there was anything else from anyone. Resident Rebecca Whittlesey asked what the cost is going to be for the locks to be changed in the FO's office. Danny stated he is unsure. Rebecca asked if the pertinent information that should be kept private is locked in files. Shawn Renee Miller stated that Warrants, Meeting Draft Minutes, etc.; the only that is not locked is the actual Minute Books which someone could remove. Rebecca asked about Personnel files; Shawn Renee stated those are locked up separately in their own file cabinet and the cabinet that was purchased last year holds the other items. Danny asked if that answered her question other than the cost to change the locks; Rebecca stated yes.

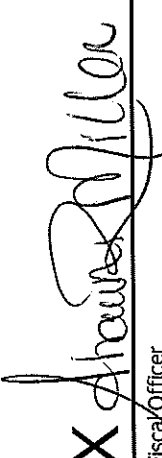
Danny Derreberry asked if there was anything else and if there was a need for an executive session; all agreed nothing additional.

Danny Derreberry requested a motion to adjourn the meeting at 8:18pm; Lynn Whittlesey so moved, Danny Derreberry second. Roll Call: Lynn Whittlesey - yes; Peggy Bainey - yes, Danny Derreberry - yes. Motion carried.

X  _____
Trustee

X  _____
Trustee

X  _____
Trustee

X  _____
Fiscal Officer