

Record of Proceedings

Minutes of the Regular Trustee Meeting Held at 1219 St. Rt. 183 in Atwater, Ohio on April 9, 2019 @ 7:00 pm

ATTENDANCE

Trustees Lynn Whittlesey, Peggy Bainey, John Kovacich, Fiscal Officer, Linda Allen, Walt Bainey, Mel Russel, Martha Bevard, Phil Cox, Dave Brannon, Larry Fiegly, Shirley McAlicher, John Allen, Tom Nellis, Debby Kiser, Wayne Robertson, Dan Kolasky, were all in attendance.

John Kovacich called the Regular Meeting to order at 7:00 pm. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes.

John Kovacich asked if the Board received and reviewed the March 26, 2019 Meeting Minutes. Lynn moved to approve the March 26, 2019 Meeting Minutes. John second Roll Call: Lynn Whittlesey –yes, Peggy Bainey – abstain, John Kovacich – yes. Motion Carried.

COMMUNICATIONS

Ohio Transportation Budget Update	Census Bureau – no changes to Boundaries
OPWC Grant Pre-Application	Pricing From Cleveland Plumbing ODOT Salt Contract Draft
Magazine for the Road Dept.	

FINANCIALS

John Kovacich asked if there were any corrections or additions to the Financial Statement. Lynn stated that the starting number on the BC's was incorrect, also the ending number of the PO's were incorrect, with these being corrected Lynn moved to approve the financial reports. John second Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

FIRE DEPARTMENT

Old Business & New Business

Darrel Shaw from Summit Diversified took the measurements at the AFD. Things for the new security system are in the works.

Mel gave the gas/diesel report for March. Road Department used 21.5 gallons of gas and 156.2 gallons of diesel. The AFD used 3.1 gallons of gas and 66.5 gallons of diesel. Mel stated that we are still having issue with the gauge on the gas tank.

Mel gave the March Monthly Fire Department Run Report. We had a total of 25 incidents in March.

Lynn asked if we had heard anything from Mike Lynn concerning the new gas line, Mel said that he would contact him.

Mel brought to our attention that 2 complete uniforms are needed for the AFD as well as badges and collar brass. The total cost from Levison's will be \$1,667.00. Peggy made a motion for Mel to purchase the 2 complete uniforms, and the needed badges and collar brass for the AFD from Levinson's at a cost of \$1,667.00. John second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Lynn suggested setting up a new account for uniforms and badges under the AFD account. Linda to follow up on.

Tom Nellis suggested that we hold the last pay checks of the AFD employees until we get all the uniforms and badges back. John made a motion to withhold the final paycheck of AFD personnel until all uniforms, equipment, and badges are turned in. Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Mel asked for an Executive Session to discuss a new hire.

ROAD DEPARTMENT
Old Business & New Business

John said that the Portage County Engineers office got OPWC Grant this year to resurface Unger and Petrie roads. John will be meeting with Mike Collins to get costs.

Grant for the Road signs: John went to Ashland for the necessary info for the Road Sign Grant. The stop ahead signs will now have the name of the upcoming Road, to help folks know where they are.

Mike Collins said we need to pass a resolution to get the speed limits set at 25 MPH in all allotments within Atwater. John to check plat book to make sure we have all allotments listed in our resolution. This is to be tabled until next meeting.

The Portage County Engineers Office will be doing a Ball-Bank study on Laubert, Petrie and Laubert road to do curve study.

Tim and Milt got a good handle on things. They have been straitening the head stones in the cemetery.

John said that Bud Roeder would not be doing the flowers in front of the Town Hall this year.

Tim spoke to Butch from Bobcat about putting a thumb on our excavator for a cost of about \$3,000. A new machine would cost us about \$50,000, we would receive between \$15,000 & \$20,000 for a trade in on our equipment. The existing heads are getting a little sloppy on our excavator. We will revisit this later. Dave Brannon suggested that we pay off the Road Department truck before we take on more debt. Larry Fiegly asked how much to refurbish existing machine. That cost would be between \$5,000 & \$6,000. Our present excavator is around 12 years old. Our last one was 10 years old when we traded it in.

ZONING
Old & New Business

Three permits issued this time, one to Richard Vence for AG building, one for James Burkhart for Ag building, and one to Jeff Hermann for Ag building.

We received 2 emails about the property located at 1499 Whittlesey Road. This property will be taken care of one the issues on the property are fully resolved.

The owner of the home located at 6825 Waterloo Road (Cadwallader) has died and his brother states that the property and contents will be sold. They are assessing what needs to be done now.

John stated that the Land Bank has gone thru a re-organization. The property at 7522 Waterloo Road now belongs to them. There is someone interested in purchasing this property, the trailer needs to be demo's but the garage is to be left.

John could not get an answer from the Land Bank concerning the two burnt trailers on Whittlesey Road. They are now in a hold pattern at the Land Bank due to the re-organization.

Mike Wells took out the old trailer on Oak Street. Perhaps we could get him to remove the trailers at 1435 Whittlesey Road and 1405 Whittlesey Road. John to talk to Mike about this. There is possibly drug trafficking going on at the 1405 Whittlesey Road trailer.

Phil Cox mentioned that the Land Bank was changing their direction, they no longer want to tear down homes, but want to rehab instead.

Duncans' back taxes are up to \$8,000. Dan said this has probably been accumulating for 15 years.

Walt questioned the safety of the house that burnt 3 years ago, and the people are living in the garage. The electric meter is hanging on a 2x4, this is dangerous. John said that this is an Ohio Edison issue.

Phil said that Kim did not come to the last Zoning meeting this month, nor did she call. She also missed last month's meeting. John said to send a letter to Kim about showing up, Kim has until April 22nd to respond that she wants to keep the Zoning secretary job. If she does not respond we will take it for granted that she does not want the position. If she misses another meeting she will be let, go.

CEMETERY/REAL ESTATE/PARK

Lynn said Summit Diversified Systems came and picked up the blue prints for the Town Hall to be able to give us an estimate to put a security system at the Town Hall for the Town Hall security quote. Peggy questioned the possibility of putting in a sprinkler system at the Town Hall, John stated that this would not be recommended for the Town Hall.

Lynn stated that a long time ago there was an error made on Cemetery Lots. New deed was issued to correct mistake.

John received the estimate from Pauli Electric for the new lights at the Town Hall, the estimated cost will be \$4,720. We also received an estimate for electric at the Park, this cost is \$4,850. These estimates will be covered by the grant from NOPEC from both last year and this year. We were able to stack these grants. We also are looking to have the Town Hall man doors replaced. John getting with Bica's for an estimate. The doors will cost us around \$1,200, and the hardware will be around \$1,000. We are waiting on Bica to email price.

Dave Brannon suggest canopy lights in the pavilion that shine straight down, as not to disturb the local neighbors.

ADMINSITRATION

Old Business & New Business

Linda requested a motion to approve Receipts 49-2019 thru 54-2019 totaling \$224,065.83. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey –yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Linda requested a motion to approve Blanket Certificates 15-2019 thru 18-2019 totaling \$16,600.00. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey –yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Linda requested a motion to approve Purchase Orders 8-2019 thru 14-2019 totaling \$71,050.00. Peggy moved to approve, Lynn second. Roll Call: Lynn Whittlesey –yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried

Linda requested a motion to approve Electronic Funds 87-2019 & 88-2019 totaling \$2,632.70. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey –yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Linda requests a motion to approve Warrants 35656 thru 35671 totaling \$13,768.14. Peggy moved to approve, Lynn second. Roll Call: Lynn Whittlesey – yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Linda requests a motion to approve Payroll Warrants 35673 thru 35675 \$1,357.67. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey – yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Linda requests a motion to approve Direct Deposit Payroll warrants 72-2019 through 85-2019 totaling \$6,909.26. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey – yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Linda requests a motion to approve Road Department Payroll Warrants 35672 and 35676 totaling \$2,764.42. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Lynn motioned at 8:11 pm to pay bills, Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Lynn motioned at 8:12 pm to go back into Regular session Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey –yes, John Kovacich – yes. Motion Carried.



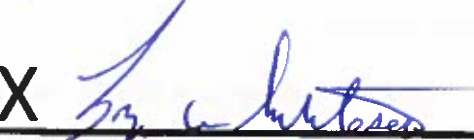

Lynn made a motion at 8:13 to go into Executive Session to discuss AFD new hire. Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Lynn made a motion at 8:21 pm to go back into Regular Session. Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Peggy made a motion to place Katrina Schmit on a 90-day probationary period at the AFD. John second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Peggy motioned to adjourn the meeting at 8:23 pm. John seconded. Roll Call: Lynn Whittlesey –yes, Peggy Bainey – yes, John Kovacich – yes. Motion carried.

ANNOUNCEMENTS

X		X	
	Trustee		Trustee
<hr/>			
X		X	

Receipt Listing

3/27/2019 to 4/30/2019

Receipt Number	Post Date	Transaction Date	Type	Deposit Ticket	Source	Amount	Status
49-2019	03/28/2019	04/07/2019	STD		Cassady Turkel Christian	\$600.00	0
50-2019	03/28/2019	04/07/2019	MEMO		PORTAGE COUNTY AUDITOR	\$229,276.37	0
50-2019	03/28/2019	04/07/2019	CHARGE		PORTAGE COUNTY AUDITOR	-\$4,556.54	0
52-2019	04/02/2019	04/07/2019	STD		Lynn Whittlesey	\$154.77	0
53-2019	04/02/2019	04/07/2019	STD		American Risk Poolig	\$1,491.23	0
54-2019	04/05/2019	04/07/2019	STD		Diane Israelson	\$100.00	0
Report Total:						\$227,065.83	

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Payment Listing

4/9/2019 to 4/30/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
72-2019	04/09/2019	04/04/2019	EP	Linda Ann Allen	\$692.58	0
73-2019	04/09/2019	04/04/2019	EP	Peggy E Bainey	\$785.93	0
74-2019	04/09/2019	04/04/2019	EP	Jason Brock	\$583.95	0
75-2019	04/09/2019	04/04/2019	EP	THOMAS ELAND	\$407.43	0
76-2019	04/09/2019	04/04/2019	EP	Daniel Kolasky	\$614.30	0
77-2019	04/09/2019	04/04/2019	EP	Gregory Langford	\$214.84	0
78-2019	04/09/2019	04/04/2019	EP	Emily A Lashley	\$197.81	0
79-2019	04/09/2019	04/04/2019	EP	JEFFREY D MANN	\$188.17	0
80-2019	04/09/2019	04/04/2019	EP	SHIRLEY B MCALICHER	\$257.26	0
81-2019	04/09/2019	04/04/2019	EP	Rodney Myers	\$51.42	0
82-2019	04/09/2019	04/04/2019	EP	THOMAS A NELLIS	\$997.24	0
83-2019	04/09/2019	04/04/2019	EP	MELVIN L RUSSELL	\$1,703.75	0
84-2019	04/09/2019	04/04/2019	EP	Stephen D Swaggard	\$38.56	0
85-2019	04/09/2019	04/04/2019	EP	Kimberly A Vicen	\$176.02	0
87-2019	04/09/2019	04/04/2019	EW	EFTPS CUSTOMER SERVICE	\$2,239.74	0
88-2019	04/09/2019	04/04/2019	EW	TREASURER STATE OF OHIO	\$392.96	0
35656	04/09/2019	04/04/2019	AW	AFLAC	\$149.40	0
35657	04/09/2019	04/04/2019	AW	BLASIMAN FIRE EQUIPMENT, INC.	\$305.40	0
35658	04/09/2019	04/04/2019	AW	BREATHING AIR SYSTEMS	\$51.35	0
35659	04/09/2019	04/04/2019	AW	CONRADS DISPOSAL INC	\$75.00	0
35660	04/09/2019	04/04/2019	AW	DEARBORN NATIONAL LIFE INSURANCE C	\$200.26	0
35661	04/09/2019	04/04/2019	AW	DELTA DENTAL	\$595.64	0
35662	04/09/2019	04/04/2019	AW	DOMINION EAST OHIO	\$441.56	0
35663	04/09/2019	04/04/2019	AW	Doubletree Columbus/Worthington	\$785.40	0
35664	04/09/2019	04/04/2019	AW	MEDICAL MUTUAL OF OHIO	\$9,205.46	0
35665	04/09/2019	04/04/2019	AW	OHIO EDISON COMPANY	\$477.93	0
35666	04/09/2019	04/04/2019	AW	PETTIGREW FEED & HARDWARE INC.	\$11.68	0
35667	04/09/2019	04/04/2019	AW	PORTAGE COUNTY WATER RESOURCES	\$286.85	0
35668	04/09/2019	04/04/2019	AW	PRAXAIR DISTRIBUTION INC-848	\$68.50	0
35669	04/09/2019	04/04/2019	AW	Spectrum	\$177.92	0
35670	04/09/2019	04/04/2019	AW	Treasurer of State of Ohio	\$762.00	0
35671	04/09/2019	04/04/2019	AW	Verizon Wireless	\$173.79	0
35672	04/09/2019	04/04/2019	PR	Milton L Green Jr.	\$1,185.35	0
35673	04/09/2019	04/04/2019	PR	Kristopher A Hart	\$88.66	0
35674	04/09/2019	04/04/2019	PR	JOHN B KOVACICH	\$457.08	0
35675	04/09/2019	04/04/2019	PR	LYNN R WHITTLESEY	\$811.93	0
35676	04/09/2019	04/04/2019	PR	TIMOTHY LYNN WHITTLESEY	\$1,579.07	0
Total Payments:					\$27,432.19	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$27,432.19	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation