

RECORD OF PROCEEDINGS

Minutes of

Regular Meeting

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held at 1219 St. Rt. 183 in Atwater, Ohio on December 10th 2013

The Atwater Township Trustees held their regular scheduled meeting at the Atwater Town Hall located at 1219 St. Rt. 183 in Atwater, Ohio on December 10th, 2013.

ATTENDANCE

Trustees John Kovacich, Danny Derreberry, Lynn Whittlesey, Fiscal Officer Shawn Renee Miller, Martha Brevard, Naomi Wise, Fire Chief Mel Russell, Peggy Baine, Walt Baine, Paula Baughman, Jim Donovan (Atwater Zoning Inspector), Rebecca Whittlesey, Mr. & Mrs. Stanfield (Atwater Historical Society)

John Kovacich called the meeting to order at 7:00 pm. Roll Call: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes.

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

John Kovacich asked the Board if they had each received & reviewed the November 26th meeting minutes for the Regular Meeting via Draft #2. All agreed they had. Lynn Whittlesey moved to accept the minutes the November 26th meeting minutes for the Regular Meeting; Dan Derreberry second. Roll Call Vote: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes. Motion carried.

FINANCIAL

John Kovacich asked the board if they had a chance to review the Township Financial reports dated December 10th and the November 2013 Bank Reconciliation. All agreed they had received & reviewed. John Kovacich moved to accept the Township Financial Reports as of December 10th; Dan Derreberry second. Roll Call Vote: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes. Motion carried.

COMMUNICATIONS

- Government Technology December 2013 Issue
- Municipal Sewer & Water December 2013 Issue

FIRE DEPARTMENT

Old Business

- 1) Fire Chief Mel Russell stated that based on a conversation with Lynn Whittlesey, Don DeCrane stated he had not received certain documents from a public records request for 2012 information. Fire Chief Mel Russell provided the copies of available information to Lynn Whittlesey and Lynn stated he would deliver them to Don DeCrane directly.

FIRE DEPARTMENT

New Business

- 1) Fire Chief Mel Russell provided the Board & FO with copies of the following reports:
 - a. November 2013 Fuel Report for AFD & Road Department
 - b. November 2013 AFD Run Report
- RUNS were as follows: FIRE Incidents: 4 Total (1 - Open Burns, 1-Tree Down, 2-Special Teams)
- EMS Incidents: 25 total (2-MVA, 10-transport Robinson, 4-transport Alliance, 1 transport-Akron General, 1 transport-Akron City, 2-transport Akron Children's, 5-non transports)
- TOTAL incidents: 33 (includes mutual aid of 4 given, 4received)

John Kovacich asked how do the year to date numbers compare to 2012? Fire Chief Mel Russell stated down approximately 11 runs.

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- 2) Floor was turned over to Paula Baughman who read a letter (copies provided to the Trustees) from Jesse Baughman requesting appropriations for 2014 training expenses for Jesse's Fire Inspection Certification (\$110.00 early registration), Expenses for materials to build a simulator for upcoming training (\$300.00) and AFD Training for HazMat & OPS; some at the AFD need full course & others need refresher (\$1,800.00 February Training)
- a. Discussions occurred amongst the Trustees along with review of the PO/BC Status report. Lynn Whittlesey stated to Paula that all the requested dollars could be paid out of currently open BC's under the AFD.
- 3) Paula Baughman spoke about transports to Alliance Hospital and concerns that Alliance Hospital does NOT replenish the squad supplies; they will supply meds, but cannot accept them.
- a. Paula is concerned with the loss of dollars on these particular runs and is working to create a Cost Analysis report. Once created will pull approx. 13 runs to Alliance Hospital to show true costs associated along with any loss/gain.
- b. Paula has been speaking with Alliance Hospital regarding this situation and is not getting anywhere by just expressing concerns. She will be meeting with the Clinical Director & a Physician from Alliance Hospital after the first of the year to see what agreement (if any) can be worked out.
- c. Paula explained to the Trustees that she is sharing all of this information with them as a heads up in case the meeting does not go the way she wants it to, she may request additional assistance from them.
- d. Lynn Whittlesey asked Paula if she has spoken with Deerfield's EMS and she stated yes she has spoken with Tim McCoy out there. While he is also seeing the impact on their costs with transports to Alliance he is not willing to go into a meeting with them. In addition, Paula stated she has spoken with Beloit & Sebring and they are onboard with her in attending a meeting with Alliance Hospital. She is hoping that an agreement could be reached if she had more EMS involvement.
- i. John Kovacich stated he will reach out to the Deerfield Trustees to try and get them on the same page with the EMS concern and see if that will help in getting Tim McCoy involved.
- 4) Paula spoke briefly about the BWC Grant for the Power Cot & Power Load System; the Grant process on line shows that Atwater is looking good in the process; but nothing will be confirmed until mid-January 2014.
- 5) John Kovacich discussed the Fireman's Indemnity Board and asked Chief Mel Russell to confirm that Jeff Mann & Jay Brock were the names for 2014; Chief confirmed yes. John went on to state he reached out to Bob Kovacich and James Clites and both agreed to participate in 2014 suggested Dale Wiley as a fifth member. John Kovacich moved to accept Bob Kovacich, James Clites, Jeff Mann, Jay Brock and Dale Wiley as the 2014 Fireman's Indemnity 2014 Members; Lynn Whittlesey seconded. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes. Motion carried.

ROAD DEPARTMENT
Old Business

Nothing to report.

ROAD DEPARTMENT
New Business

Nothing new to report.

ZONING
Old Business

- 1) Jim Donovan provided November 2013 reports to the Board.
2) Jim Donovan updated on Maxi Todd's place and the trash violation; she has cleaned it up and there is now a Kimble dumpster on location.

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- 3) Property next door to 6268 Waterloo has some vehicles that are becoming an issue. Will continue to work on.
- 4) Jim Donovan will be requesting a meeting with Mr. Weingart, the owner of the Lumber Yard, for an update on when the demolition will begin/occur.
- 5) Jim Donovan spoke with the owner of the property on Petrie that is currently on the Townships list of demo's. The owner wants to take care of it himself. Further discussions will be had with him.
- 6) Jim Donovan will be speaking with Randy Roberts at Portage County regarding how the properties currently set for demolition will be left once complete.
- 7) Jim Donovan requested that the Board move the property on 183 up on the list since the Petrie will be handled by the property owner.

ZONING**New Business**

Nothing new at this time.

CEMETERY/REAL ESTATE**Old Business**

Nothing to report

CEMETERY/REAL ESTATE**New Business**

John Kovacich spoke about a call from Ms. Flesher, spouse was buried at the Township Cemetery on German Church; however Highland Memorial (who has the headstone) came to the Cemetery on 183. John has spoken with Highland and all intend to resolve this week.

ADMINISTRATION**Old Business**

- 1) Paula Baughman spoke about the December 24th meeting change to the 30th; Paula is concerned (based on other employees coming to her) about the payroll that would have been distributed on the 24th being extended out 6 additional days and because it is Christmas Eve some were counting on that check to finish Christmas shopping.
 - a. Discussion occurred amongst the Trustees and FO regarding the feasibility of holding a special meeting for payroll only.
 - b. FO, Shawn Rene Miller, stated that a special meeting could be called, will have to be no later than 12/19; otherwise Shawn Renee Miller is unable to attend due to prior commitments. In addition, for 2013 to be closed she will need ALL December hours, runs etc. by 12/27/2013. For the AFD that means hours for 12/16-12/31 will need to be estimated based on the schedule created by Chief Russell AND AFD/EMS runs will be processed 12/1/2013 thru 12/25/2013; the balance of December will be paid with January 2014 runs. In addition, Dick Myers hours will need to be turned in on 12/26 for December thru 12/25. Finally, since we will run ALL of December payroll for the year end meeting then NO ONE will receive a payroll check at the first meeting in January.
 - c. Dan Derreberry stated a Monday 12/23 meeting would be OK to just sign checks.
 - d. Shawn Renee Miller reiterated the sooner the better, hours for 12/1-12/15 end on Sunday. So the quicker they can get turned in the quicker checks can be issued.
 - e. John Kovacich made a motion to hold a Special Meeting on Wed. 12/18/2013 @ 5pm for 12/1/2013-12/15/2013 payroll only; Dan Derreberry second. Roll Call
Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes. Motion carried.
 - i. Shawn Renee Miller stated that the Legal Ad would be submitted on Wednesday 12/11 and will see how quickly it can be run.
- ADMINISTRATION**
New Business
- Trustees signed November 2013 Bank Reconciliation
 - Trustees signed November 12th Regular Meeting minutes.

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- Email received from Dawn McIntyre at Portage County Solid Waste Management requesting the Township to send a letter to Ohio Dept of Natural Resources regarding the request for a 2014 Scrap Tire Amnesty Grant. Letter provided to John Kovacich for signature.
- John Kovacich requested a motion to approve PO 89-2013 \$150.00 & 90-2013 \$50.00 for TWP & Zoning Legal Notice Fees in the total amount of \$200.00; Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes; motion carried and PO's signed.
- Shawn Renee Miller requests motion to appropriate Receipts #284-2013 thru 287-2013 totaling \$6,546.07 as of 12/10/2013. Dan Derreberry moved to approve, Lynn Whittlesey second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – Yes; John Kovacich– Yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Non-Road payments via Withholding Voucher/Electronic Voucher #114-2013 thru 121-2013 totaling \$8,088.01. Lynn Whittlesey moved to approve; Dan Derreberry second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – yes; John Kovacich– Yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Non-Road payments via Warrants #32228 thru 32238 totaling \$6,731.60, Dan Derreberry moved to approve; John Kovacich second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – yes; John Kovacich– Yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Non-Road Payroll payments via Warrants #31434, 32191-32224 totaling \$8,009.09; John Kovacich moved to approve; Dan Derreberry second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – yes; John Kovacich– Yes. Motion carried.
- Shawn Renee Miller requests a motion to approve Road Payroll payments via Warrants #32225-32227 totaling \$3124.85 which includes a lump sum payment of \$1,040.00 to Tim Whittlesey for Salary Calculation error; Dan Derreberry moved to approve; John Kovacich second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – abstained; John Kovacich– Yes. Motion carried.

Announcements

- Atwater Historical Society Meeting 12/11/2013 @ 6pm at Atwater Townhall
- Knights of Columbus hosting a New Year's Eve Party at the KofC Hall: dinner, band (Johnny Cake Hollow) and designated drivers.
- Waterloo School Board Meeting Thursday 12/12/13 @ 7pm

John Kovacich confirmed with the Board & Chief Russell that there was no need for an Executive Session; all agreed.

John Kovacich moved to pay the bills at 7:54pm; Lynn Whittlesey second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

Lynn Whittlesey moved to return to regular session at 7:55pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

John Kovacich conducted the Oath of Office for Shawn Renee Miller; Fiscal Officer based on the Certified Results of November 2013 election.

John Kovacich moved to adjourn the meeting at 7:57pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

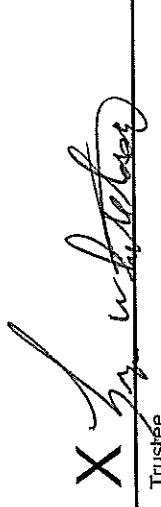
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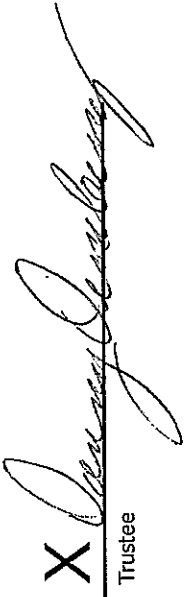
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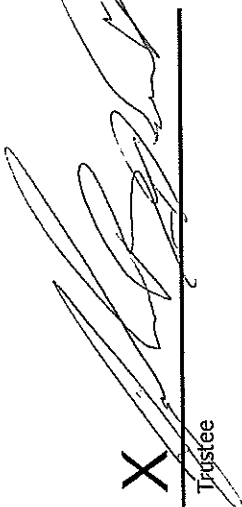
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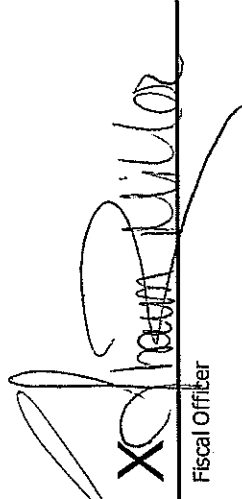
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X  Trustee

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X  Fiscal Officer