

RECORD OF PROCEEDINGS

Minutes of

Meeting

Regular Meeting ~ 2013 Year End

DAYTON LEGAL BLANK, INC., FORM NO. 10448

Held _____ at 1219 ST. RT. 183 in Atwater, Ohio _____ on December 30th 2013 _____ 13 _____**CEMETERY/REAL ESTATE****Old Business**

John Kovacich stated that Tim provided John with the annual report; 24 funerals with 8 of those being cremations (1 of those an indigent) and 10 new footers.

John stated that in 2013 the Cemetery road was ripped up and added 304's and Tim wants to continue that in 2014 as time allows.

CEMETERY/REAL ESTATE**New Business**

John Kovacich still working with Ms. Flesher and Highland Memorial with regards to the headstone and will continue to work on it after the new year.

Lynn Whittlesey presented a New Deed to be signed.

Signatures obtained on both copies, one will be mailed to the owner and one kept in the FO's office Cemetery Deed Book.

ADMINISTRATION**Old Business**

November 26th Regular Meeting minutes signed by the Trustees.

Shawn Renee Miller (FO) asked about the employment status of AFD member, Ashley Davis for her year-end files.

Danny Derreberry stated that per the recommendation of Chris Meduri, she is still considered employed with the department through the end of the year.

ADMINISTRATION**New Business**

- 1) LifeForce Accounts:
 - a. John Kovacich motioned to approve two Resident Waivers totaling \$794.48; Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes; motion carried
- 2) John stated that FO, Shawn Renee Miller provided the Trustees with a Resolution for Medical Premium Reimbursements. John requested that Shawn Renee explain:
 - a. Resolution was written the clarify and simplify past resolutions that were not all inclusive of all Full-Time Employee and Elected officials reimbursement options. This resolution per ORC 505.60 & 505.601 allows for Full-Time Employees and Elected Officials that waive off the Township Medical Insurance (currently provided by the Medical Mutual contract) to elect reimbursement from the Township for premiums they pay for their own policy by way of employer, retirement policy, etc. The resolution also allows for an annual election which is the same as the Township Medical Insurance.
 - b. John Kovacich read the Resolution language out loud and John Kovacich moved for the adoption of the Resolution #35-2013 Regarding Medical Insurance Reimbursement for Full-Time Employees/Elected Officials; Dan Derreberry seconded. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes. Motion carried, resolution signed by all.
 - c. FO, Shawn Renee Miller, explained that in addition to the resolution a one page internal election form has been created for all that waive the Township Medical Insurance to complete indicating if they want to elect reimbursement for premiums they pay on their own. The form also defines (allows for election) of when to be reimbursed and the documentation that needs to be submitted to the FO for reimbursement to occur. (*Resolution attached*)
- 3) Lynn Whittlesey read a letter out loud from Peggy Baine regarding her resignation from the Zoning Appeals Board effective 12/31/2013 due to her election as Trustee beginning January 1st. Lynn Whittlesey moved to accept the resignation, Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes. Motion carried.

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on December 30th 2013

- 4) Lynn explained that the Township Property/Liability renewal came in. He had reviewed it and all looks to be in order.
- John Kovacich stated that over the past three-four years the Trustees worked diligently to get it all updated accurately.
 - Shawn Renee Miller, explained that in late fall when the Pre-Renewal Questionnaire came in she compared the prior three year renewals to determine the correct responses to the questionnaire. When the actual renewal came into the office again it was compared to the prior three years. All items purchased in 2013; AFD Power Cot, RD Dept. Skid Steer Flail Mower; were added at the time of purchase. So in the end the contract was up to date. In addition, the increase to the premium is \$363 for the year.
- John Kovacich moved to approve PO #93-2013 for \$15,394.00 to Burnham & Flowers for the 2014 Township Insurance policy, Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes; motion carried and PO signed.
 - John Kovacich requested a motion to approve PO 91-2013 & 92-2013 for January Benefit Premiums to Delta Dental & VSP totaling \$227.76, Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ abstained, John Kovacich ~ yes; motion carried and PO signed.
 - Shawn Renee Miller requests motion to appropriate Receipts #288-2013 thru 309-2013 totaling \$17,121.39 including an adjustment to warrant #31634 for \$378.96 for duplicate fees paid to OPERS as of 12/30/2013. John Kovacich 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 #124-2013 and 128-2013 thru 131-2013 totaling \$10,297.52. 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 Warrants #32248 thru 32267 & 32271 & 32296-32298 totaling \$30,093.74, 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 Non-Road Payroll payments via Warrants #32274 thru 32295 totaling \$73301.01; 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 Road & AFD Employee Benefit payments via Warrants #32268 thru 32270 totaling \$2,565.90; Dan Derreberry moved to approve; John Kovacich second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – abstained; John Kovacich– Yes. Motion carried.
 - Shawn Renee Miller requests a motion to approve Road Payroll payments via Warrants #32272 & 32273 totaling \$2,276.05; Dan Derreberry moved to approve; John Kovacich second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – abstained; John Kovacich– Yes. Motion carried.

Shawn Renee Miller stated that as a reminder the payroll payments today were for hours/wages for 12/16/2013 thru 12/31/2013. Dick Myers hours were processed thru 12/22/2013 and the AFD runs were processed thru 12/25/2013. The first meeting in January will ONLY cover AFD Officer Pay as that is for the month of January. Any additional hours/runs will be processed with January hours/runs. All acknowledged that they understood.

- John Kovacich returned the keys to the FO for the Townhall, AFD to the Chief and will leave the Road Dept. keys with the checks in the garage.
- Trustees signed additional checks that were processed 12/30/2013
- John Kovacich asked the Fire Chief where runs were at for the year.

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Held _____ at 1219 St. Rt. 183 in Atwater, Ohio _____ on December 30th _____ 13 _____

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 30th, 2013.

ATTENDANCE

Trustees John Kovacich, Danny Derreberry, Lynn Whittlesey, Fiscal Officer Shawn Renee Miller, Naomi Wise, Fire Chief Mel Russell, Jim Donovan (Atwater Zoning Inspector), Rebecca Whittlesey,

John Kovacich called the Township Year-End 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 December 10th meeting minutes for the Regular Meeting via Draft #2 and Special Meeting Minutes from December 18th for payroll only. All agreed they had.

John Kovacich moved to accept the minutes from the December 10th meeting minutes for the Regular Meeting; Dan Derreberry second. Roll Call Vote: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes. Motion carried.

John Kovacich moved to accept the minutes from the December 18th special meeting minutes for payroll only; 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 30th. All agreed they had received & reviewed. John Kovacich requested a motion to accept the Township Financial Reports as of December 30th; Dan Derreberry so moved, John Kovacich second. Roll Call Vote: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes. Motion carried.

COMMUNICATIONS

John Kovacich stated he attended the AMATS meeting and received a nomination for the 2014 committee, however declined due to losing the 2013 election.

FIRE DEPARTMENT

Old Business

- 1) Fire Chief Mel Russell stated he had nothing
- 2) Trustee Lynn Whittlesey requested that Chief provide a print-off of the AFD roster for the Reorganizational Meeting on Friday 1/3/14 and he asked that he include those that the Chief wants on the Part-Time roster.
 - a. Chief stated he could get that printed off.
- 3) Trustee John Kovacich asked Chief about the status of the Indemnity Board meeting?
 - a. Chief stated that Jay Brock was making phone calls this evening to get it set-up.

FIRE DEPARTMENT

New Business

Fire Chief Mel Russell stated he had nothing new to report.

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ROAD DEPARTMENT
Old Business

Nothing to report.

ROAD DEPARTMENT
New Business

Nothing new to report.
Trustee Dan Derreberry stated he received a phone call from Ms. Cochran on Virginia Road regarding someone with machinery working in the ditch at the road in front of her property. Stated they deepened the ditch and water not flowing the same way; Danny told her he would speak with John Kovacich to find out if was the Township Road Crew. John stated he did not believe so and asked Danny if he had gone to look at it. Danny stated he had not as of date. John Kovacich stated that the water flows west toward the creek and Danny stated that whoever was working there was working back toward 225. Danny stated Ms. Cochran was just wondering who & why they were doing what they were doing; Danny stated the call came in 2 or 3 days ago.

ZONING
Old Business

- 1) Jim Donovan provided December 2013 permit report to the Board. Along with Annual Report: 20 zoning permits written, 5 aggregate permits, 2 variances applied for with 1 approved and 1 denied.
- 2) Jim Donovan spoke with Mr. Weingart, the owner of the Lumber Yard, he has removed loads of material from the property and Jim feels the property owner is making a good faith effort.
- 3) Jim Donovan spoke with Mr. Schaffer (property on Petrie) on two occasions and he wants to take it down himself. Jim provide him with recommendations of contractors (Mike Wells & Werab) for demo.
- 4) Jim Donovan met with the field rep assigned to 2255 Alliance Road. The bank has removed a few loads of debris from outside and they really want to get the zoning violations removed. Jim told the rep that if they get the outside cleaned up he would work with them.
- 5) Jim Donovan will be getting the search warrant for the property on State Route 183 once the holidays are over.

ZONING
New Business

- 1) Jim Donovan requested that the trustees hold off on any further action on the Alliance Rd & Petrie Properties.
- 2) Jim Donovan stated he noticed a property on Moff Road that he would like to target in the new year; based on audience comments appears to be the Massa property which had been a junk yard.
- 3) Jim Donovan stated he will be trying to contact the bank about the little blue house on St Rt 183.
- 4) Jim Donovan stated the property on Waterloo Rd, Mr. Ellsworth, had removed the trailers and vehicles out to another area outside the township.
- 5) Jim Donovan thanked the trustees for their support. Stated he believed the Gambling moratorium was a great thing; the township did not need the negative that came with them. Several Cell Tower Inquiries, primarily PA based. Also believed that Dominion is looking to move into the old tank farm property on Bank Street which would be good for the Township.
- 6) Jim Donovan commended the Cemetery & Grounds crew for all their work. The locations always look great and clean.
 - a. John Kovacich stated the crew takes real pride in their work and the one out on Porter, which is also the Townships, is great too.

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- a. Chief stated 277 thru today and that is 3 more than 2012.
- 8) John Kovacich motioned for the Cash Summary report dated 12/30/2013 to be entered into the minutes and used as the year end balances. Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes. Motion carried and Cash Summary attached.

Announcements

- K of C holding New Year's Eve party tomorrow K of C
- Shawn Renee Miller asked if anyone in attendance had information regarding the recent car thefts in the area, most recent being on Industry.
 - No one had information other than they had occurred
- Shawn Renee Miller asked if there was any new information regarding the Waterloo Road closure
 - John Kovacich stated that April or May at the earliest, could be fall.
 - Bidding for the project will be going out, the culvert is 14-15 feet below the pavement and once the road is opened and damage is assessed, pilings may need to be added to stabilize ground.
- John Kovacich reminded the rest of the Board that the Bridge Report will be finalized shortly and sent to the township. John stated he is willing to assist the new Road Dept. Liaison in reading the report if they need it. Advised the Board to keep an eye on Stroup Rd as it could be closed if it drops again, currently at a 3. John stated that 45.6% of the Bridges in Portage County are at a "Good" rating, 40.4% are at an "Acceptable" rating and 12% are at a "Poor" rating.
 - AFD Chief Russell asked about the Weight Limit on Stroup Rd Bridge and John stated it is rated at 40K
- Dan Derreberry stated that nothing additional has come in on the Park Grant, still waiting on paperwork and meetings will resume in February.
- Jim Donovan mentioned that the Trustees have built a good rapport with the County Agencies and that is a huge plus. Stated we can't be an island on our own, must be able to communicate with each other and outside.

John Kovacich asked if there was a need for an Executive Session, the Board & Chief stated no.

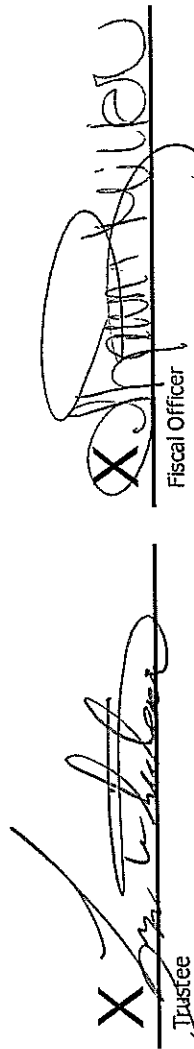
John Kovacich moved to pay the bills at 8:18pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

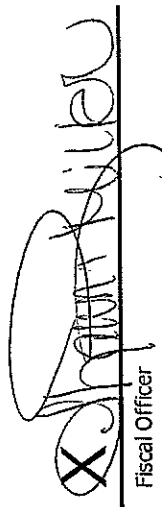
John Kovacich moved to return to regular session at 8:19pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

John Kovacich swore in Lynn Whittlesey as Trustee for a second term. Documents were signed for the Oath & Bond.

John Kovacich moved to adjourn the meeting at 8:22pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

 Trustee

 Trustee

 Fiscal Officer