

## RECORD OF PROCEEDINGS

Minutes of

Meeting

Regular Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held at 1219 St. Rt. 183 in Atwater, Ohio on November 12<sup>th</sup> 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 November 12<sup>th</sup>, 2013.

#### ATTENDANCE

Trustees John Kovacich, Danny Derreberry, Lynn Whittlesey, Fiscal Officer Shawn Renee Miller, Martha Brevard, Fire Chief Mel Russell, Becky Myers, Rodney Myers, Jim Donovan (Atwater Zoning Inspector), Walt Baine, James Conley, Wayne Robertson, Rebecca Whittlesey

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

John Kovacich asked the Board if they had each received & reviewed the October 22<sup>nd</sup> meeting minutes for the Regular Meeting via Draft #2. All agreed they had, John Kovacich moved to accept the minutes from the October 22<sup>nd</sup> meeting minutes for the Regular Meeting via Draft #2; 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 November 12<sup>th</sup> and the October 2013 Bank Reconciliation. All agreed they had received & reviewed. Lynn Whittlesey moved to accept the Township Financial Reports as of November 12<sup>th</sup> and the October 2013 Bank Reconciliation; John Kovacich second. Roll Call Vote: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes. Motion carried.

#### COMMUNICATIONS

- OHIO LTAP Newsletter October-December 2013
- Municipal Sewer & Water November Edition
- Government Technology November Edition

#### FIRE DEPARTMENT

##### Old Business

1) Fire Chief Mel Russell stated that Paula Baughman met with BWC Coordinator regarding the BWC Grant. Attached is a letter received from the BWC Coordinator which was read to the Board and audience by Fiscal Officer Shawn Renee Miller (per Chief Russell's request). Approval from EMS Coordinator was received and Grant ready for submission to BWC. Projected timeline to hear back from BWC is January 2014.

- a. In addition, a copy of a follow-up email from the EMS Coordinator was provided to the Board for review. BWC Coordinator provided praise to the Department for the well written Grant, copy of email to be placed in Paula Baughman's personnel file.

2) Fire Chief Mel Russell stated he spoke with representative from Advanced Floor and he admitted that he had forgotten to get back with Chief Russell with a cost to repair the floor as previously discussed.

- a. John Kovacich stated and Chief Russell agreed that the repairs will have to wait until spring.

#### FIRE DEPARTMENT

##### New Business

- 1) Fire Chief Mel Russell stated the 2006 Squad was sent to Sarchione's last Wednesday due to the turbo not kicking in and a rust spot on the top of the cab. Rust spot cost = \$352.00.
- 2) Fire Chief Mel Russell stated Engine 1115 taken to Finley due to pump leak in master intake.

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- 3) Fire Chief Mel Russell stated the Department is in need of two sets of turnout great (current are not worth sending back as they are out of date). Cost is \$2,244 for entire set and \$4,488 combined. In addition, in need of 8 flashlights at \$38.00 each (\$304.00 combined) for a grand total of \$4,792 for FireForce. After review of Open Purchase Orders,
- a. Dan Derreberry requested a motion to create a PO from the Fire Fund to pay Fire Force \$4,792.00; John Kovacich second. Roll Call Vote: Dan Derreberry - yes; Lynn Whittlesey - yes; John Kovacich - yes. Motion carried.
- 4) Fire Chief Mel Russell presented via copies to the Board and FO October 2013 Fuel Reports from the Road Department and AFD.
- 5) Chief Mel Russell provided the October 2013 Run Report as follows:
- FIRE Incidents: 3 Total (2 - Open Burns, 1 - Wires Down)
  - EMS Incidents: 21 total (1-MVA, 8- transports Robinson, 5- transports Alliance, 1- transport Akron Children's, 6-non transports)
  - TOTAL incidents: 25 (includes mutual aid of 2 given)
    - o Year to date runs are 241 (same as of today's date as 2012)

#### ROAD DEPARTMENT Old Business

John Kovacich provided called Portage County about the Waterloo Road "dip" prior to the school zone. Culvert scheduled to be replaced in 2014; road to be closed.

#### ROAD DEPARTMENT New Business

- 1) John Kovacich stated that today was the first snow fall. Road Department was working on International fuel line repairs due to discovered leaks.
- 2) John Kovacich read language (attached) pertaining to the Road Department mowing the AFD property and that funds should be taken from the AFD to pay for the time spent. In addition, it was requested that since the Road Department will be mowing, all lawn care equipment in possession of AFD should be released to the Road Department.
  - a. Discussions had between the board and AFD regarding coming up with hours spent by the Road Department at the AFD for mowing and or plowing.
  - b. FO, Shawn Renee Miller, reminded the Board that the Road Department is paid 4 months out of the year out of the General Fund; all remaining months come out of the Road Department. Lynn Whittlesey reminded others that the percentage of General Fund vs. Road Fund has been based on past history of time spent and is looked at annually and always has come out.
  - c. Board agreed to table the discussion until further review can be done and should be finalized by year end so the payroll system can be set up appropriately for 2014.

#### ZONING Old Business

Jim Donovan spoke up about the three new properties set for demolition process; all three have had search warrants issued.

#### ZONING New Business

- 1) Jim Donovan spent two hours with Judge Enlow regarding 741 Porter Road.
- 2) Jim Donovan & John Kovacich were called to 2255 Alliance Road by Portage County Sheriff today at 4pm. The Property was in a Zoning Violation due to trash. Sheriff was

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called in by the bank due to discussions with Jim Donovan and owners had been evicted on two prior occasions. The property will be rushed through the search warrant request process due to the nature/condition of the property.

- a. 2255 Alliance Rd **RESOLUTION #32-2013** Authorization for lien & title searches along with search warrants was read aloud, approved & signed. (see attached)
- 3) 741 Porter Road, **RESOLUTION #33-2013** Authorization for lien & title searches along with search warrants was read aloud, approved & signed. (see attached)
- 4) Krugler property on Porter (north of 224) is being monitored by Zoning.
- 5) Property on Porter and 224 has been mowed, reminder that this property went to Sheriff Auction and the bank bought it back. Zoning will continue to keep an eye on it.
- 6) Lynn Whittlesey informed the Board that the OTARMA bond paperwork is scheduled for renewal on the Zoning Employees (Jim Donovan & Becky Barthol).
- 7) FO, Shawn Renee Miller, informed the Board about a phone call received from Ronald Keen (brother of Jack Keen of the 1373 & 1371 Fairview Property) expressing his concerns with the parcel that has the sheds. He does not understand why the Township is going to take them down with the house. FO informed him that they were inspected and he is welcome to copies of the reports; which he did come and pickup. Shawn Renee Miller simply wanted the Board to be aware of the phone call.

**CEMETERY/REAL ESTATE****Old Business**

- 1) Dan Derberery stated the ODNR (Park) Grant results were made but have not been released. Should receive formal notification before the week is out.
- 2) John Kovacich reminded the Board of the Playtime Grant, deadline is 11/15/2013.
- 3) FO, Shawn Renee Miller, reminded Lynn Whittlesey that the Pauli Electric invoice has not been received and he will follow-up. FO wants to have for payment for this calendar year.

**CEMETERY/REAL ESTATE****New Business**

- 1) Lynn Whittlesey presented the Board with a Cemetery Deed for signatures for Mr. & Mrs. Burkey.
- 2) Lynn Whittlesey stated the Township has been presented with an Indigent Burial. The burial will occur on Wednesday 11/13 at 11am.
  - a. Deceased was a resident of the Township, cremation has occurred
  - b. Payment of the fees to the Funeral Home (Wood-Kortright-Borkoski Funeral Home) will come from the General Fund in the amount of \$750.00.
    - i. FO asked the Board for confirmation that the fees should be paid from the General Fund and not the Cemetery Fund; both Lynn Whittlesey and John Kovacich agreed they should be paid from the General Fund.
  - c. Resolution for a Township Policy on Indigent Burials will be tabled until further review of regulations can be completed
    - i. Lynn Whittlesey informed all in attendance that the deceased will be laid to rest in an area of the Cemetery with another Indigent Burial. The Township is required to provide a concrete marker with Name, Date of Death and either age or date of birth.

**ADMINISTRATION****Old Business**

- 1) Lynn Whittlesey discussed an email received from Senator Ekland requesting ideas for Capital Project Ideas that the State could help with.

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- a. Lynn stated that he felt rather than new projects they should enhance the OPWC Fund since it is already in place.
- 2) John Kovacich discussed the bridge on German Church Street. He spoke with Scott Miller and Anthony Zumbo and both felt the bridge was OK just, under rated.
- 3) John Kovacich stated the County cleaned up Atwater Ave as part of the Off-Road ditching efforts.
- 4) Shawn Renee Miller (FO) requested signatures on the approved October 8<sup>th</sup> meeting minutes.

### RESIDENT COMMENTS:

Walt Baine commented to the Board that they are over paying a Township employee. Lynn Whittlesey asked which employee. Walt replied, Tim Whittlesey, review the minutes from April 23<sup>rd</sup> stating he was to receive a pay increase of \$1.50 pay him \$19.50; based on the January minutes that is a \$2.00 raise. "Check your minutes".

### ADMINISTRATION

#### New Business

- 1) Lynn Whittlesey brought up 12" Sunoco Pipeline email that was received; Jim Donovan stated he has spoken with them on several occasions and that the line is running from Suffield to Pittsburgh.
  - a. Lynn Whittlesey indicated that they are working on/with the old/current right-aways.
  - b. Jim Donovan mentioned there are maps available in the Zoning office.
  - c. Laurel Pipeline mentioned; but no new information is known.
- 2) Lynn Whittlesey mentioned that the Township Association meeting is this Saturday at Atwater Townhall.
  - a. John Kovacich indicated that he has the food and such handled.
- 3) Lynn Whittlesey reminded Trustees that once the November 5<sup>th</sup> election is certified, Fiscal Officer, Shawn Renee Miller, needs to be sworn in immediately, not wait until January 1<sup>st</sup> since she is already appointed to office.
- 4) John Kovacich indicated to the Board that the last meeting of the year will need to be moved as it falls on Christmas Eve, like in years past it should be combined with the year end meeting in addition the Reorganization Meeting for 2014 needs to be scheduled. After discussion and review of the calendars:
  - 5) John Kovacich made a motion to move the December 24<sup>th</sup> meeting to December 30<sup>th</sup> at 7pm at the Atwater Townhall and the Reorganization Meeting to be scheduled for January 3<sup>rd</sup>, 2014 at 9am at the Atwater Townhall. Dan Derreberry second. Roll Call Vote: Dan Derreberry – Yes; Lynn Whittlesey – Yes; John Kovacich– Yes. Motion carried.

- John Kovacich requested a motion to approve BC 39-2013 for AFD Office Supplies in the amount of \$500.00; Dan Derreberry second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes; motion carried and BC signed.
- John Kovacich requested a motion to approve PO 82-2013 for TWP Lien & Title Searches in the amount of \$500.00; Lynn Whittlesey 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 83-2013 for EMS Supplies in the amount of \$1,500.00; Lynn Whittlesey second. Roll Call Vote: Dan Derreberry ~ yes, Lynn Whittlesey ~ yes, John Kovacich ~ yes; motion carried and PO signed.
- Shawn Renee Miller requests motion to appropriate Receipts #255 thru 272-2013 totaling \$16,428.13 as of 11/12/2013. 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 Withholding Voucher/Electronic Voucher #102-2013 thru 105-2013 totaling \$7,069.97. 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 payments via Warrants #32143 thru 32158 totaling \$4,830.83, Lynn Whittlesey moved to approve; Dan

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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 #32122-32142 totaling \$7,735.78; 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 Payroll payments via Warrants #32120 & 32121 totaling \$2,215.33; Dan Derreberry moved to approve; John Kovacich second. RCV: Dan Derreberry – Yes; Lynn Whittlesey – abstained; John Kovacich– Yes. Motion carried.

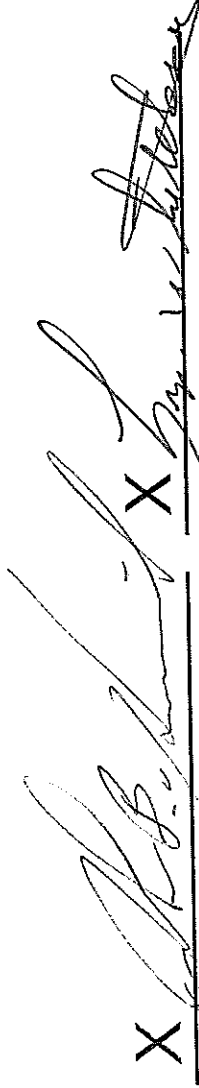
Announcements

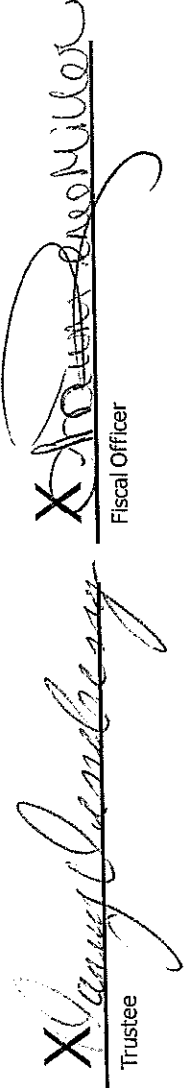
- Waterloo School Board Meeting tomorrow (Wednesday 11/13 @ 7pm); date change due to scheduling conflict
  - o John Kovacich indicated this will be an important meeting as the Board is supposed to make a decision on the Drug Testing Policy that has been being discussed.
- Thursday 11/14 is the Fall Sports Awards banquet at Waterloo
- Friday 11/15 is Meet the Team for Waterloo Basketball

John Kovacich moved to pay the bills at 8:22pm; 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 8:23pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

John Kovacich moved to adjourn the meeting at 8:24pm; Dan Derreberry second. Roll Call Vote: Dan Derreberry-yes, Lynn Whittlesey-yes, John Kovacich-yes. Motion carried.

X  Trustee

X  Trustee  
Fiscal Officer