

## **Record of Proceedings**

**Minutes of the Regular Trustee Meeting Held at 1219 St. Rt. 183 in Atwater, Ohio on May 28, 2019 @ 7:00 pm**

### **ATTENDANCE**

Trustees Lynn Whittlesey, Peggy Baine, John Kovacich, Consultant Mary Rodenbacher, Martha Bevard, Phil Cox, Dave Brannon, Wayne Robertson, Shirley McAlicher, Michael Stankiewicz, Rachel Willis, Cole and Wendy Ovan, Cody Harris were all in attendance.

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

John Kovacich asked if the Board received and reviewed the May 14, 2019 Meeting Minutes. Peggy had one correction to the Fire Department business. She commented that Brett Bencze said to send letter out to the AFD staff that quit and took our uniforms/badges with them, if no response take to small claims court. John moved to approve the May 14, 2019 Meeting Minutes as corrected. Lynn second Roll Call: Lynn Whittlesey –yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

### **COMMUNICATIONS**

NOPEC annual report. Portage County Ohio Moving Portage -John reported that at the first meeting it was reported that Atwater would receive an estimated \$57,000 from the new gas tax. Land Bank annual report.

Phil asked about the Land Bank trailers. John explained that the paperwork has been turned in and we are waiting for the judge to sign off.

### **FINANCIALS**

John Kovacich asked if there were any corrections or additions to the Financial Statement or the April bank reconciliation. Lynn made a motion to accept the Financial Statements and April bank reconciliation. John second Roll Call: Lynn Whittlesey – yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

### **FIRE DEPARTMENT**

#### **Old Business & New Business**

Tom Nellis stated that Fire Chief Mel Russel was not able to be here. Tom presented the Trustees with a letter of resignation from Anita Metheny on May 22, 2019. Lynn moved to accept the resignation of Anita Metheny effective May 22, 2019. John second. Roll Call: Lynn Whittlesey – yes; Peggy Baine – yes; John Kovacich – yes. Motion Carried.

Tom stated that Chief Russel forgot to turn in the bill from Summit Diversified Systems for the down payment. Tom feels the holding back of a paycheck is necessary. Sending letters is a way for the courts to get more money.

Tom stated that the AFD would like to order two t-shirts for each fire department member. The cost is \$314 for 28 shirts. The order needs to be placed by the end of the week before the cost of each shirt increases \$3.00. Peggy moved to order the AFD t-shirts for \$314 total. John second. RCV: Lynn Whittlesey – yes; Peggy Baine – yes; John Kovacich – yes. John thanked the AFD for the good job they did with the Memorial Day parade. Tom feels it worked out well. Participants were up. They will work to advertise more for next year.

## **ROAD DEPARTMENT**

John received the curb study from Portage County with the recommendation of 20 mph on Petrie Road. He also received confirmation of the speed limit study from ODOT for Laubert, Unger, and Petrie roads. The roads will have a new posted speed limit of 40 mph. John and Tim will order signs with the sign grant, which will hopefully be turned in by the end of the week. Milt will begin roadside mowing. John investigated a few requests for people to put pipe in but feels that open ditches are better. He commented that it becomes a safety issue with most people who do not clean out the culvert and the water flows onto the road. The cemetery and front yard looked good for Memorial Day. John turned in OPWC paperwork. Mary prepared the OPWC resolution.

## **ZONING**

### **Old & New Business**

Two permits were issued one for an Accessory Building, the other for an Ag Building. Dan reported that the two complaints seemed to have been resolved. The soon to be owner of 1499 Whittlesey provided an update that he is working on clean up and waiting for the deed transfer.

The Trustees reviewed the Zoning Amendments. John moved to hold a Public Hearing for the Zoning Amendments on Tuesday, June 11 at 6:30 p.m. with the Regular Trustee Meeting to immediately follow. Lynn second. Roll Call: Lynn Whittlesey – yes; Peggy Baine – yes; John Kovacich – yes. Motion Carried.

Phil asked about the Zoning Secretary position. John stated that the new Zoning Secretary is Shirley McAlicher. Dave asked about the trailers on Whittlesey. John responded that we are waiting for the paperwork to be signed by the judge.

## **CEMETERY/REAL ESTATE/PARK**

Lynn reported that he received a call from Emily that after the Girl Scouts used the TH on Saturday the men's restroom was teepeed. Lynn will speak with the leader. John gave a shout out to Linda Allen who was instrumental in getting the flower baskets in town. John stated that the 4H Club will maintain the Atwater sign and the memorial in front of the TH. John reported that the paperwork has been turned in to NOPEC for the electric at the park. Peggy brought up for discussion the estimate from Jeremy for the Records Room. The Trustees reviewed the proposal. Jeremy explained the design of records storage and a few items that will be needed. The estimate is \$8,400. Peggy feels it is a good deal for everything to be done. There was discussion about a start date. Jeremy stated that if approved soon work could begin the second week in July. Peggy moved to hire Jeremy for the Records Room to be established in the FO's office for \$8,400. John second. Roll Call: Lynn Whittlesey – yes; Peggy Baine – yes; John Kovacich – yes; Motion Carried.

## **ADMINSITRATION**

### Old Business & New Business

Mary requested a motion to approve Receipts 73-2019 thru 80-2019 totaling \$6,571.79. Peggy moved to approve, Lynn second. Roll Call: Lynn Whittlesey –yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

Mary requested a motion to approve Blanket Certificate 21-2019 totaling \$5,000.00 Peggy moved to approve, John second. Roll Call: Lynn Whittlesey –yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried

Mary requested a motion to approve Electronic Funds 121-2019 totaling \$4,259.08. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey –yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

Mary requests a motion to approve Warrants 35729 thru 35743 totaling \$4,321.93. Peggy moved to approve, Lynn second. Roll Call: Lynn Whittlesey – yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

Mary requests a motion to approve Payroll Warrant 35744 totaling \$457.08. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey – yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

Mary requests a motion to approve Direct Deposit Payroll warrants 114-2019 through 119-2019 totaling \$4,177.24. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey – yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

Mary requests a motion to approve Road Department Payroll Warrants 35745 totaling \$1,579.07. Peggy moved to approve, John second. Roll Call: Lynn Whittlesey – yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

John motioned at 7:50 pm to pay bills, Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainei – yes, John Kovacich – yes. Motion Carried.

Lynn motioned at 7:51 pm to go back into Regular session, Peggy second. Roll Call: Lynn Whittlesey – yes, Peggy Bainei –yes, John Kovacich – yes. Motion Carried.

### ANNOUNCEMENTS

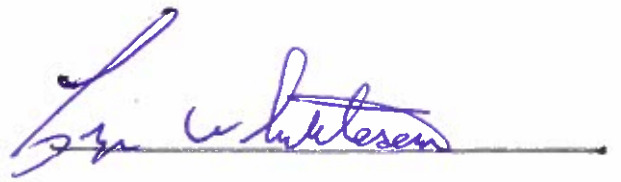
Tom commented that the AFD cruise in will be held on June 22 with a rain date of June 23.

Walt suggested sending letter to residents about clean-up day. John feels it is a good suggestion. Peggy commented that the two lots on Banks Street were mowed but they left trash and mattresses on one lot.

John motioned to adjourn the meeting at 7:55 pm. Lynn second. Roll Call: Peggy Whittlesey – yes, Peggy Bainei – yes, John Kovacich – yes. Motion carried



Trustee



Trustee

*Roger E. Baeris*

Trustee

*L. Ball*

Fiscal Officer

**Payment Listing**  
5/28/2019 to 5/31/2019

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
114-2019	05/28/2019	05/23/2019	EP	Linda Ann Allen	\$692.58	O
115-2019	05/28/2019	05/23/2019	EP	THOMAS ELAND	\$86.25	O
116-2019	05/28/2019	05/23/2019	EP	Milton L Green Jr.	\$1,185.35	O
117-2019	05/28/2019	05/23/2019	EP	SHIRLEY B MCALICHER	\$321.22	O
118-2019	05/28/2019	05/23/2019	EP	THOMAS A NELLIS	\$620.91	O
119-2019	05/28/2019	05/23/2019	EP	MELVIN L RUSSELL	\$1,270.93	O
121-2019	05/28/2019	05/23/2019	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$4,259.08	O
35729	05/28/2019	05/23/2019	AW	Aid Pest Control	\$170.00	O
35730	05/28/2019	05/23/2019	AW	Alliance Laser Art LLC	\$42.00	O
35731	05/28/2019	05/23/2019	AW	AT&T	\$177.85	O
35732	05/28/2019	05/23/2019	AW	COMDOC	\$300.98	O
35733	05/28/2019	05/23/2019	AW	CONRADS DISPOSAL INC	\$75.00	O
35734	05/28/2019	05/23/2019	AW	LIFE-FORCE MANAGEMENT INC.	\$219.74	O
35735	05/28/2019	05/23/2019	AW	M&L SUPPLY COMPANY	\$387.77	O
35736	05/28/2019	05/23/2019	AW	MARLBORO SUPPLY	\$151.15	O
35737	05/28/2019	05/23/2019	AW	OHIO EDISON COMPANY	\$530.72	O
35738	05/28/2019	05/23/2019	AW	POWERS OIL COMPANY	\$574.54	O
35739	05/28/2019	05/23/2019	AW	Record Courier	\$20.30	O
35740	05/28/2019	05/23/2019	AW	Spectrum	\$69.99	O
35741	05/28/2019	05/23/2019	AW	STRYKER SALES CORPORATION	\$1,521.63	O
35742	05/28/2019	05/23/2019	AW	Verizon Wireless	\$15.14	O
35743	05/28/2019	05/23/2019	AW	WHITES FARM SUPPLY	\$65.12	O
35744	05/28/2019	05/23/2019	PR	JOHN B KOVACICH	\$457.08	O
35745	05/28/2019	05/23/2019	PR	TIMOTHY LYNN WHITTLESEY	\$1,579.07	O
Total Payments:					\$14,794.40	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$14,794.40	

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

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.

ATWATER TOWNSHIP, PORTAGE COUNTY  
**Receipt Listing**  
 May 2019

5/23/2019 5:28:32 PM  
 UAN v2019.2

Receipt Number	Post Date	Transaction Date	Type	Deposit Ticket	Source	Amount	Status
73-2019	05/15/2019	05/23/2019	STD	Wayne Robertson		\$25.00	O
74-2019	05/15/2019	05/23/2019	STD	Richard Agnew		\$75.00	O
75-2019	05/15/2019	05/23/2019	STD	Lifeforce		\$1,343.57	O
76-2019	05/14/2019	05/23/2019	STD	Lifeforce		\$382.10	O
77-2019	05/21/2019	05/23/2019	STD	PORTAGE COUNTY AUDITOR		\$3,296.12	V
77-2019	05/21/2019	05/23/2019	VOID	PORTAGE COUNTY AUDITOR		-\$3,296.12	V
78-2019	05/20/2019	05/23/2019	STD	Amber Boyd		\$350.00	O
79-2019	05/23/2019	05/23/2019	STD	Larry Tracy		\$100.00	O
80-2019	05/20/2019	05/23/2019	STD	PORTAGE COUNTY AUDITOR		\$4,296.12	O
Report Total:						\$6,571.79	

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.