

RECORD OF PROCEEDINGS

Minutes of

Meeting

REGULAR MEETING

DAYTON LEGAL BLANKS, INC., FORM NO. 10-08

APRIL 7, 2008

Held

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The Atwater trustees held their regular meeting on April 7, 2008 at 7:00pm at the Atwater Town Hall located at 121 St Rte 183 Atwater Ohio 44201

ATTENDING

Those attending the meeting were: Cindy Werab, James Conley, Danny Derreberry, Rebecca Bennett, Christine Lantz, Martha Bevard, Barry Rossow, Norma Rossow, Emma Stanfield, Ron Stanfield, Deb Guiak, Naomi Wise, Maxine Knapp, Don Knapp, Kevin Bittner, Margaret Bittner, Don DeCrane, Tara DeCrane, Maggie Kane, Tom Nellis, Shirley McAllicher, John Kovacich, Clinton Corbin, Paula Baughman, Jesse Baughman, Mike Lang, Diane Bunker, Chris McDuri, Gordon Webber, James Bierlair and Melvin Russell.

CALL TO ORDER

Chairman Derreberry called the meeting to order at 7:00pm. Roll call: Cindy Werab present, James Conley present, Danny Derreberry present.

MINUTES

Motion to approve the minutes from the previous meeting as written by James Conley. Seconded by Danny Derreberry. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion to approve the minutes from the Emergency meeting held on April 4, 2008 by James Conley, second by Danny Derreberry. Roll call: Cindy abstains was not present at that meeting. Jim yes, Danny yes. Motion carried.

JAMES BIERLAIR

James Bierlair from the Portage County Health District addressed the Board and residents about issues that the Health Department is currently facing. The three main goals he wanted to state were, 1 educate the Trustees that the Health Department belongs to the Township Trustees and their communities, 2 by 2010 the Department will have a deficit of -\$163,000.00, due to this they are asking the Board to support them with a charge back of \$1.80 per capita. They would like the Trustees to send a letter of support or non-support to the Budget Commission by April 15, 2008. 3 They are also asking the Trustees and community to support a tax levy they plan to have on the ballot this November. The approximate cost of this levy would be \$7.00 per every \$100,000.00 value of real estate. Danny Derreberry stated that the budget for 2008 was already completed and there is not much left over if any. Mr. Bierlair replied this would go into effect for 2009. Ron Stanfield stated that it seems everybody wants money when you are on a set income where is the money going to come from.

FIRE DEPARTMENT

Mike Lang stated that at the last meeting he stated that the involvement of Diane Bunker and myself is ended. It was my recommendation that you install Melvin Russell as your next chief, I feel he is capable; he has a good mind and makes sound statements. I want to give the Board my letter relinquishing control of the Atwater Fire Department. I think these people will do a good job for the Township.

Motion to accept Mike Lang's relinquish of responsibilities of the Atwater Fire Dept. Chief. Seconded by Cindy Werab. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Danny Derreberry to appoint Melvin Russell to the position of Atwater Fire Chief for the 2008 year. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

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OATH OF OFFICE

Melvin Russell was sworn in by Fiscal Officer, Rebecca Bennett, and was handed a Certificate and Badge by the Board signifying his appointment to the position of Fire Chief.

EXECUTIVE SESSION

Motion by James Conley to go into executive session to discuss personnel and emergency response protocol. Second by Cindy Werab. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried. (7:35pm)

Motion by James Conley to go back into regular session. Second by Cindy Werab. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried. (8:10pm)

REGULAR SESSION

Motion by James Conley to increase the rate of Ambulance billing BLS to \$450, LS1 to \$550 and the ALS2 to \$700. Second by Cindy Werab. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by James Conley to charge \$10.00 per mile for EMS runs. Second by Cindy Werab. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Cindy Werab wanted to clarify that the Township will continue to soft bill residents, non residents will be billed and any EMS calls to the Waterloo School District for students or faculty will not be billed.

Motion by Cindy Werab to pay all EMT and firefighters \$5.00 for their response to the station for calls. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to hire Joseph Corbin Jr. for all coverage needed what ever is necessary and delegated to be done. Not to exceed 24 hr per week, at a rate of \$10.00 per hour. To be supervised by Chief Russell and Don DeCrane. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion James Conley to adopt the Rules and Regulations book referred to RRFD-1. Second by Danny Derreberry. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

The board and Chief Russell signed a copy of RRFD-1. This Copy was handed over to Melvin Russell.

Motion by James Conley to reimburse the Portage County Treasure \$446.25 for tax settlement over payment. Second by Danny Derreberry, Roll Call: Cindy yes, Jim yes, Danny yes. Motion carried.

ZONING

Zoning inspector Bob Bane stated that zoning department had nothing to report.

ROAD DEPARTMENT

James Conley stated that they currently getting the Cemetery ready for Memorial Day. and that the crew did some work on N Bank St. Hopes this will last until we can do what we would like to have done.

CEMETERY

Cindy Werab stated that the Cemetery has been busy. She also backed up all of the Cemetery records from the computer so that she would have a copy. The flags for Memorial Day have been ordered. The Portage County Bicentennial Committee has organized a dedication for each Township Cemetery; they will present a bronze plaque to each cemetery. The Trustees was asked to name three honorees to be reviewed by the committee to be placed on that. The Ceremony will be held on May 17, 2008 at 10:00am

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in front of the Town Hall. To prepare the flowerbed in front of the Town Hall would be a positive community project for a group. (Youth group)

FIRE DEPARTMENT

Chief Russell gave the fire report for the month or March. 1 structure fire, 1 vehicle fire, 10 EMS transports to Robinson Hospital, 1 to Alliance Hospital, 3 to other facilities, and 2 non-transport. Mutual aid given twice and mutual aid received twice. Forty calls for the month were received. Rebecca Bennett stated the Fire dept also saved Election Day, there was a power outage at the Town Hall while the polls were open, Thanks to the Fire Dept and the use of the generators the poles remained open and the electronic voting machines remained in use. Danny Derreberry read a letter he had received from the Board of Elections, thanking the Fire Dept for their quick response to keep the poles open. Mel Russell stated that this Saturday the 12th they are hosting a Pancake Breakfast from 7am until 12pm, we have several activities for kids, truck rides, fire prevention program, a lot of door prizes, and a Portage County DARE officer will be there. Cindy asked the dept to clarify the assistance of the Trustees with the breakfast. Do you still want our help? I spoke with another firefighter and they were not aware of our involvement. Don DeCrane stated yes, The Trustees would be very welcome to assist. Danny stated we will be there.

Motion by Cindy Werab to approve a bill for Positive inc. for \$124.80. The purchase was approved by phone through the Chairman, it was an emergency due to time. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Two applications for volunteer firefighters was submitted to the board for approval.

Motion by Cindy Werab to appoint probationary members Brian Kelderhouse and Jayme Votaw-Hunt as volunteers to the Atwater Fire Department. Second by James Conley. Roll call; Cindy yes, Jim yes, Danny yes. Motion carried.

Don DeCrane went through a list of purchase requests for approval from the board.

Motion by Cindy Werab to approve the purchase 3 cases of non-latex gloves, different sizes, 1 case of head blocks, glucose strips, 2 different oxygen flow meters and 1 adaptor flow the flow meter from EMP for \$596.59. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve the purchase of 1 locking sharps wall bracket, 3 sharps containers, 1 D battery (box of 12), 3 sanitary cleaning wipes from Moore Medical for 124.96. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve the purchase of 3 king airway kits per size 3,4, & 5 (total 9 kits) and 6 introducer, Bougie type from Tri-Anim Health Services Inc. for 297.30. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve the purchase of 1 emergency light and 1 emergency exit combo light kit to replace broken lights at the station from Blasiman Fire Equipment for \$156.40. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve the purchase of 6 80lb bags of water softener salt and 6 gallons of bottled water from Portage Salt for \$119.51. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

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Motion by Cindy Werab to approve the purchase of 6 Boussignac CPAP systems and 6 nebulizer attachments from Nightingale-Alan medical for 432.00. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to allow for shipping costs to be added to the noted purchases. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Don DeCrane stated that the EMF grant that they received this year for \$6000.00 with these purchase requests we have used \$4866 so far, we have until June 1st to use the rest of the \$6000.00. The members of the Fire dept are due for their TB test.

Motion by Cindy Werab to contact Working Partners to schedule them to come and perform the TB tests. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

James Conley asked Chief Russell how many members are on the fire dept now with the addition of the 2 new members? He replied 21.

RON STANFIELD

Ron Stanfield stated that Atwater will be represented by the Historical society on June 9th in the Portage County Bicentennial Parade. We will have a float there and just wanted to let everyone know that.

Rebecca Bennett stated that while we are on the topic of parades. The Memorial day Parade here in Atwater a question of concern came to my attention. The tail end of the parade normally has a Fire Truck. It was asked to not have that truck use it's sirens due to the horses. The concern is that horse may get frightened and trample someone.

BILL PAY

Motion by Danny Derreberry to pay the bills. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

I, Rebecca Bennett, Fiscal Officer do hereby certify there are ample funds to pay the bills as written.

4-7-08	Time Warner cable	\$98.95
4-7-08	Medical Mutual	2794.38
4-7-08	Dexter	2052.90
4-7-08	AT&T	166.25
4-7-08	John's 24 hour towing	285.00
4-7-08	Central Allied	473.81
4-7-08	Sprint	46.90
4-7-08	Mitchell Communications	155.00
4-7-08	Ohio Edison	479.75
4-7-08	Home Savings	20165.08
4-7-08	Dominion East Ohio	390.20
4-7-08	Treasurer of State	795.00
4-7-08	Viking Plumbing	711.00
4-7-08	Metro Disposal	156.06
4-7-08	Portage County water Resources	321.15
4-7-08	Robinson med center one	111.67
4-7-08	Ravenna Oil	1071.24
4-7-08	Physio Control	1725.60
4-7-08	Blasiman Fire Equipment	763.70
4-7-08	Staples	96.52
4-7-08	Virginia Syme	250.00

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4-7-08	Portage County Treasurer	446.26
4-7-08	Ohio Edison	1436.00
4-7-08	Danny Derreberry	940.00
4-7-08	Cindy Werab	29.54
4-7-08	Ohio Edison	1056.46
4-7-08	Pettigrew Feed & Supply	31.86
4-7-08	Robert Bane	528.50
4-7-08	James Conley	733.96
4-7-08	Cindy Werab	677.72
4-7-08	Danny Derreberry	366.97
4-7-08	Laurel Fisher	196.06
4-7-08	Rebecca Bennett	578.05
4-7-08	PERS	2466.62
4-7-08	David Alldridge	1010.43
4-7-08	First Merit	1009.86
4-7-08	Treasure State of Ohio	184.98
4-7-08	Bica's Lock Shop	1262.00
4-7-08	Ravenna Township Trustees	1390.50
4-7-08	Richard Myers	326.59
4-7-08	Donald DeCrane	562.50
4-7-08	Timothy Whittlesey	1038.86
4-7-08	Dominion East Ohio	1160.25

Motion by James Conley to go back into regular session. Second by Danny Derreberry. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by James Conley to pay Lynn Whittlesey for mileage in the amount of \$16.36. Second by Danny Derreberry. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

OPEN FORUM

Martha Bevard asked the board about the crack in the Fire Dept tower. If it would was determined why it happened. Danny stated it was from the way it was constructed.

John Kovacich asked what the total cost of changing the locks at the fire dept both times. Cindy Werab stated the check that just passed was \$1262.00. Rebecca Bennett stated the bill was for non-duplicable keys and locks. They are specifically made and are numbered; they are grooved differently and cannot be reproduced by anyone besides Bica. Other Entities have locks like these where they keys change hands a lot. John stated that is the way they where before. James Conley stated they were not like that before. Danny Derreberry stated that they were not as well, we had two different locksmiths there and the first one made a copy of the keys while he was there, if they were non-duplicable he would have been able to do that. The ones we have now are so end of discussion. John then asked where you (Danny) got the information for the rules and regulations book for the fire dept. Danny stated he compiled information from other area fire departments, and from the prosecutor office. It is basically a collaboration between Mel, Don and myself based from that information I gathered. (unclear talking inaudible) John also asked why have you changed the rates with the Ambulance runs now when it has been an on going issue for 6 months to a year. Cindy stated she had never been opposed to increasing it before. Naomi Wise said people were upset about it before because their tax money already pays for that. Danny Derreberry stated first of all I did not have anything to do with 6 months ago, we had recommendations from several different areas, and there was a comparison from all the other areas in our district compared to ours. What we did was brought it up just about what everyone charges.

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Rebecca Bennett stated that currently I am paying all of retirement responsibilities through the UAN system with checks. I would like to start paying this online through an EFT. The system is set up so that the payment would be made until you decide to submit the payment or schedule payment. It would be an automatic deduction from the account. Cindy asked if there was approval from the auditor that this could be done. Rebecca stated there are more Townships that pay electronically than manual pay. I currently do all reports online right now, but I do a manual check. Cindy asked why we do not do more payments that way. Becky stated if we are capable to then, this is something I need to look into. I also have a report due for Frank Gates; they are an INS company that we use to handle all of our Workman's compensations. They handle any claims and processing to do with Workman's Compensation. I have a report that is due to them on the 15th, along with that report our payment to them is due. When the report is complete, I will have the amount we own. Last year we paid them around \$11, 000.00. I am asking the board to approve the issue of a check to pay this before the 15th.

Motion by Danny Derreberry to pay Frank Gates by the 15th of April. Second by James Conley. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried.

Motion to adjourn by James Conley. Second by Danny Derreberry. Roll call: Cindy yes, Jim yes, Danny yes. Motion carried. (9:20pm)

Danny Derreberry Chairman *James Conley* Trustee

Rebecca Bennett Fiscal Officer *Jim Gates* Trustee