

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## REGULAR MEETING

DAYTON LEGAL BLANK, INC., FORM NO. 10148

JULY 21, 2008

Held

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The Atwater Township Trustees held their regular meeting on July 21, 2008 at 7:00pm at the Atwater Town Hall located at 1219 ST RTE 183 Atwater, Ohio 44201.

## ATTENDING

Those attending the meeting were Cindy Werab, James Conley, Danny Derreberry, Rebecca Bennett, James Donovan, Maxine Knapp, Marie Dollison, Christine Lantz, Linda Whittlesey, Melvin Russell, Don DeCrane, John Kovacich, Martha Bevard, Naomi Wise, Tom Nellis, Bob Bane, James Mathews, Maggie Kane, and Beckie Whittlesey.

## CALL TO ORDER

Chairman Derreberry called the meeting to order at 7:00 pm. Roll call Cindy yes, Jim yes, Danny yes.

## MINUTES

Motion by Cindy Werab to approve the minutes of the Budget Hearing. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by James Conley to approve the minutes of the previous regular meeting. Second by Cindy Werab. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

## FIRE DEPARTMENT

Chief Russell requested the Chairman and Fiscal Officer to attend NIMS (National Integrated Management System) 100 & 700 series training, this can be done online. He also requested to go into executive session to discuss personnel.

Don DeCrane presented the board with purchase order request and the following action was taken.

Motion by Cindy Werab to have ladder testing done on all ladders by American Test Center for \$182.00. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve the purchase of 6-80# bags of Red Out and 5-5gal containers of spring water from Portage Salt for \$106.35. Second by Danny Derreberry. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve the purchase of IV tubing in various sizes from EMP Products for \$ 57.96 plus shipping. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve reimbursement of mileage for Kevin Bittner for gas detector calibration for \$14.76. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to approve reimbursement of mileage for Don DeCrane for \$191.47. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to reimbursement of mileage to Tom Nellis to pick and return CPR training supplies for \$22.14. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Don DeCrane requested the board to approve Blanket Certificates for a 3-month period, for Wal-mart, Lowes, and Heastands. Rebecca Bennett stated the BC are for different purposes and the previous BC approved for the department worked well, the communications with them are continuing to go smooth, and the money is available for these purposes.

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Cindy Werab Stated with the Fiscal Officers approval and verification that funds are available.

Motion by Cindy Werab to approve the Blanket Certificates for Wal-mart for \$250.00, Lowes for \$200.00, and Heastands for \$500.00 not to exceed a 13 week period. Second by Danny Derreberry. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Cindy asked if CPR classes arranged. Tom Nellis stated that nothing is planned yet, the department would need about 6 individuals to sign up for training. No one has inquired or signed up as of yet.

## EXECUTIVE SESSION

Motion by Cindy Werab to go into executive session to discuss personnel for the fire department and litigations with council and zoning. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried. (7:15)

Motion by James Conley to go into regular session. Second by Danny Derreberry. Roll call Cindy yes, Jim yes, Danny yes. Motion carried. ( 8:17pm)

Motion by Cindy Werab for the township and zoning employees to proceed with the prosecutor's office for contempt of court on case # xxxx Atwater Township vs. Smith. Second by James Conley. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

## COLLECTIONS

Fiscal Officer, Rebecca Bennett presented the board with collection request sent by Life Force Management for their decision. After review the following action was taken.

Motion by Cindy Werab to send 2 requests to collections. Second by Danny Derreberry. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

Motion by Cindy Werab to waive the fee for 6 requests. Second by Danny Derreberry. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

## LIGHTING DISTRICT #1 OF ATWATER TOWNSHIP

## Resolution 6-2008

Whereas: The Trustees of Atwater township after having been petitioned for artificial street lighting and after holding a public hearing on March 1, 1983, and declaring that there shall be a lighting district called Lighting District #1 of Atwater Township. and,

Therefore: After having met with Ohio Edison Company and entering into a contract with them for the lighting district the trustees find it necessary to levy a tax on each property owner and vacant lot in the said district. and,

Therefore be it Resolved: That on July 21, 2008, the Trustees of Atwater Township during a regular meeting, decided to keep the amount of the same amounts assessed to the houses and vacant lots. The Trustees shall certify to the Auditor of Portage County the levy assessment of \$6.00 for each house and \$2.00 per vacant lot per year. Said assessment shall be for a 2-year period.

Motion by Danny Derreberry to approve Resolution 6-2008. Second by Cindy Werab. Roll call Cindy yes, Jim yes, Danny yes. Motion carried.

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GAYTON LEGAL BLANK, INC., FORM NO. 1014R

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## FISCAL OFFICER PRO TEMPORE

Rebecca Bennett stated She will be out of town for the second meeting in August. In order for the business of the township to continue, I am asked the Chair to appoint Rebecca Carter as Pro Tempore Fiscal Officer for that meeting.

Chairman Derreberry stated as Chairman of the Atwater Township Trustees, I am appointing Rebecca Carter to act as Fiscal Officer Pro Tempore to take the minutes of the township meeting in the absence of our Fiscal Officer Rebecca Bennett.

## ROAD DEPARTMENT

James Conley gave the estimate to chip and seal Petree and Unger Roads of \$39,487.78. We will put this off until we see if finances are available for this. Rebecca Bennett stated she has tentatively appropriated half the co-payment for Prospect St Project Jim stated he would like to see it with that money encumbered. Cindy asked if we feel it is necessary to chip and seal petree and Unger instead of the roads downtown. And if the Issue II money is not granted, which of these will be of importance. Jim stated Petree and Unger are both in need, if the grant goes the repairs will still be needed. That why I'm not making a motion now, and will wait to see if the grant is approved. Cindy, asked why those roads were chosen for Issue II and not the others Jim stated it's a 5-year program that was set up for the work to be done in sequence.

We received a bid for crack sealing for the east end of Virginia Rd for \$4980.00 He also requested to have another demo of the Duri-Patcher with all members of the board present and other township that may be interested in renting the equipment from the township if the board decides to purchase. The board was asked about north Bank St. Jim stated the estimate to pave it is about \$98,000.00 with only 2 houses there, it's not efficient at this time. We will have to go after help to get north Bank done.

## CEMETERY

Cindy reported she intended sales. She then asked how the mail for the cemetery is handled. Rebecca stated normal mail for the cemetery is Revenue from burial fees. The checks are deposited and the remittances are filled with the deposits for auditing purposes. Cindy stated, orders for foundation work need to be forwarded to Tim. Rebecca stated she has not received foundation orders in quite some time.

Cindy gave a report pertaining to Regional Planning. The township approved support the increase of dues at the previous meeting, and the potage County Commissioners changed their mind and decided not to support. The law states we must have a planning commission. She also stated that the Budget for the Regional Planning Commission 2009. The next meeting will be on th second Wednesday of August.

She then read a correspondence from The Portage County Auditor pertaining to the Health Department charge backs. With new amounts to be charged to the township of \$1782.00.

Chairman Derreberry stated the township is in contact with our Insurance representative. He is currently collecting quotes for the township.

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## BILL PAY

Motion by James Conley to pay the Bills as written. Second by Danny Derreberry. 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.

Version 12.2  
3:41:10 pm 07/21/2008

PAYMENT REGISTER  
ATWATER TOWNSHIP, PORTAGE COUNTY  
Accounting/Payroll  
From 07/08/2008 to 07/21/2008

Page: 1 of 2  
Date: 07/21/2008

Warrant Number	Type	Date	Vendor/Payee	Amount	Status
27398	VW	07/20/2008	LOWES BUSINESS ACCOUNT	9294.40	0
27399	VW	07/20/2008	OHIO EDISON COMPANY	936.18	0
27400	VW	07/20/2008	AT&T	167.39	0
27401	VW	07/20/2008	AT&T	264.12	0
27402	VW	07/20/2008	DON DECRANE	187.78	0
27403	VW	07/20/2008	MELVIN RUSSELL	13.94	0
27404	VW	07/20/2008	TRIAD FIRE APPARATUS SERVICE COMPANY	350.00	0
27405	VW	07/20/2008	LIFE-FORCE MANAGEMENT INC.	296.11	0
27406	VW	07/20/2008	BLASIMAN FIRE EQUIPMENT, INC.	185.60	0
27407	VW	07/20/2008	LIFEGAS	170.55	0
27408	VW	07/20/2008	QUICK COPY/PRINT SHOP	340.00	0
27409	VW	07/20/2008	AIRGAS GREAT LAKES	26.39	0
27410	VW	07/20/2008	RAVENNA TOWNSHIP TRUSTEES	1,390.50	0
27411	VW	07/20/2008	AMERICAN MESSAGING	45.00	0
27412	VW	07/20/2008	TIME WARNER CABLE	79.95	0
27413	VW	07/20/2008	MEDICAL MUTUAL OF OHIO	4,327.63	0
27414	VW	07/20/2008	ABC FIRE EXTINGUISHER CO. INC.	198.70	0
27415	VW	07/20/2008	LAFARGE NORTH AMERICA INC.	305.33	0
27416	VW	07/20/2008	WHITES FARM SUPPLY	105.70	0
27417	PY	07/20/2008	DAVID L. ALDRIDGE - DALLDRIDGE	829.69	C
27418	PY	07/20/2008	DONALD J. DECRANE - DDECRANE	429.74	C
27419	PY	07/20/2008	DANNY DERREBERRY - DERREBERRY	366.97	0
27420	PY	07/20/2008	JOSEPH L. CORBIN - JCORBIN	205.75	0
27421	PY	07/20/2008	REBECCA LYNNE BENNETT - RBENNETT	576.05	0
27422	PY	07/20/2008	TIMOTHY LYNN WHITTLESEY - TIMOTHY	1,038.86	0
27423	VW	07/20/2008	DOMINIC'S TREE REMOVAL SERVICE	800.00	0
27424	PY	07/21/2008	PUBLIC EMPLOYEES RETIREMENT SYSTEM	2,972.31	0
27425	PY	07/21/2008	FIRST MERIT BANK	1,288.99	0
27426	PY	07/21/2008	TREASURER STATE OF OHIO	232.35	0
Subtotal:				18,428.98	
Adjustments:				0.00	
Total Amount Pending for Accounting:				0.00	
Total Amount Pending for Payroll:				0.00	
Total:				18,428.98	

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

## NEW BUSINESS

Cindy stated she would like to pursue the website services from the OTA.

John Kovacich asked why he was not contacted for the Budget Hearing held on July 7, 2008 as per his request. This goes to the Fiscal Officer. Rebecca Stated that goes to the board. Cindy stated, Becky told me that was the chairman responsibility, and that he was taken care of it. Danny stated he gave that job to you (Cindy) to start with and to follow up on. Cindy stated she thought that was for just the one time. Danny- no. Cindy- so from here on out this is my project. John stated I don't accept that, I will be contacted by the Fiscal Officer or the Chairman of the Board. Jim stated then you won't be notified then. He then asked if the meetings were taped for the purpose of the minutes. Rebecca replied yes, they are digitally recorded. He then requested the recorded version of the minutes from January 1, 2008 to June 2, 2008. Rebecca stated the recordings will be on a CD format. The cost will \$1.00 per CD.

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Beckie Whittlesey asked about the different methods of pay for the Road department. Rebecca Bennett stated the board chose to pay Tim Whittlesey on a salary bases when he was hired by the township. His pay is \$16.00/per hour multiplied by 2080 hours, then divided by 24 pays per year. The board chose to pay Dave Alldredge on hourly bases when he was hired by the township. His pay as of July 7, 2008 is \$14.00/per hour and is paid for the hours he works between payroll, minus overtime which is turned into comp time. Beckie Whittlesey asked to what each person makes yearly. Rebecca Bennett stated not yearly, right now. The previous payroll was for a 3-week period. She requested to receive a copy of their yearly wages at the next meeting. She then asked if the Insurance quote for Medical Ins will receive a discount for being in the OTA. Rebecca Bennett stated the current medical Ins is under OTARMA which is a part of the OTA. Cindy stated she would like to see that in writing. Rebecca Stated she would send her his email address and she can ask that question herself.

Motion by James Conley to adjourn. Second by Cindy Werab. Roll call Cindy yes, Jim yes, Danny yes. Motion carried. (9:00pm)

  
Chairman

  
Trustee

  
Fiscal Officer

  
Trustee