

# RECORD OF PROCEEDINGS

Minutes of

REGULAR MEETING

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

## SEPTEMBER 3, 2009

Held \_\_\_\_\_ 20 \_\_\_\_\_

The Atwater Township Trustees held their regular meeting on September 3, 2009 at 6:00pm at the Atwater Town Hall located at 1219 St Rt 183 Atwater Ohio.

### ATTENDING

Those attending the meeting were: Cindy Werab, Dan Derreberry, James Conley, Rebecca Bennett, Pete Royer, Chief Russell, Rick Bane, Naomi Wise, Martha Bevard, Jim Donovan, Kevin Bittner & Brittney, John Kovachic, & Lynn Whittlesey

### CALL TO ORDER

Chairman Conley called the meeting to order at 6:00pm Roll call Cindy yes, Dan yes, Jim yes. The board members received reports pertaining to township financial accounts.

### MINUTES

Rebecca Bennett read the minutes from the previous meeting held on 8/18/09. Motion by Jim, second by Dan to approve the minutes with a correction as to roll call vote at the adjournment portion, Roll call Cindy Abstain, Dan yes, Jim yes Motion carried.

### FIRE DEPARTMENT

The following purchases were presented for the boards review.

Motion by Cindy, second by Dan to approve a Blanket Certificate for EMS supplies, material and minor equipment for \$1000.00 to expire on 12/29/09 Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Motion by Cindy, second by Dan to approve the expenditure of \$1875.00 to Pyshio Control for annual maintenance agreement on Life Packs Roll call Cindy yes, Dan yes, Jim yes Motion carried.

Motion by Cindy, second by Jim to approve the expenditure for 5 members of the Fire Dept (Kevin Bittner, Jesse Baughman, Mel Russell, Rick Bane, & Ashley Davis) to attend the Art of reading smoke classes sponsored by The Salem Firefighter Local #283 for \$30.00 each (\$150.00) and to reimburse Mel Russell and Jesse Baughman for mileage of \$40.28 each Roll call Cindy yes, Dan yes, Jim yes. Motion carried.

Motion by Cindy, second by Jim to reimburse Ashley Davis \$15.92 for travel to Kent Fire Dept and pick repair parts for the tanker truck Roll call Cindy yes, Dan yes, Jim yes. Motion carried.

Motion by Cindy, second by Dan to approve the Then & Now expenditure to Bruggman Sand & Gravel not to exceed \$350.00 Roll call Cindy yes, Dan yes, Jim yes. Motion carried.

Dan stated due to necessary changes on the Fire station Parking Lot Project the following order request are: a credit of \$2000.00 & \$400.00 for eliminating the trench drain and the removal of the concrete pad. Additional charges are \$1,200.00, new concrete pad with frost footer, \$800.00, Auger hole for bollards, \$2000.00 for new 10'x12 concrete pad with riser to protect current grease trap caps, \$3000.00 to grind areas in lot for elevation and drainage.

Motion by Jim, second by Dan to approve the necessary expenditures for the work stated above Roll call Cindy yes, Dan yes, Jim yes. Motion carried.

Motion by Dan, second by Cindy to approve the Then & Now expenditure to Postlewaite Electric of \$211.00 to install outdoor electric for the flagpole at the Fire Station Roll call Cindy yes, Dan yes, Jim yes Motion carried.

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the home owners are in a financial distress situation and are doing the best they can and that he would prefer to work with them. A case that was handled in the past took ten years to finalize. He would like to ask about an ordinance for mowing regulations. There is growth in the township some people don't like it but some people do, I feel it is an asset to have the new store so residents can have a choice, Some People complained about the monument when it was damaged and how it was handled, it was no ones fault and was handled the best way possible. I've been working hard for the township and I turn in my activity reports regularly, if you don't like the way I do my work, ask the board for my resignation. Cindy asked if he needed to change the zoning hours and he answered no.

## RESOLUTION 14-2009

Motion by Dan to adopt resolution 14-2009 to be in effect 9/3/09

**Whereas;** Atwater Township Trustees, Portage County, Ohio, all members duly appointed concurring, it necessary to establish and implement Work Hours Policy for the Atwater Fire Department, and

**Whereas;** The members of the Atwater Fire Department are appointed by the Atwater Township Trustees,

**Now Therefore Bi it Resolved;** by the Atwater Township Trustees, Portage County, Ohio, all members concurring that it necessary to establish and implement addendum #5 to the Rules and Regulations of the Atwater Fire Department, and

**Be it Further Resolved;** addendum #5 states the following

- 1.) If a Fire Department employee should receive a call before his or her normal starting time, he or she should proceed to take the call even though it runs into normal working hours. When you return to the station proceed to clock in like normal and finish working the rest of your normal shift. The Chief will sign off on the hours that did not show up on your time card to verify that you were there. You will receive the normal \$5.00 for responding or \$20.00 for transporting.
- 2.) If a fire department employee should receive a call near the end of his or her normal shift, he or she should take the call even if it runs past your normal working hours. When you return and have finished your normal procedures, clock out and you will be paid your normal wages for the hours exceeding your normal work hours to the nearest quarter hour (1/4). No employee shall exceed 1500 hours per year.
- 3.) All fire department employees will be excused from working there normal shift on holidays listed below. If there is a call and you are available to take the call please respond. You will receive the normal \$5.00 for responding and \$20.00 for transporting.
- 4.) Legal holidays; Christmas Day, New Years Day, Memorial Day, Labor Day, Martin Luther King Day, Presidents Day, Columbus Day, Thanksgiving, and Independence Day.

Second by Cindy, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

## RESOLUTION 15-2009

Motion by Cindy to adopt resolution 15-2009 to be in effect 9/3/09

**Whereas;** The Atwater Township Trustees have deemed it necessary to establish and implement an attendance policy for the Atwater Fire Department Members, and

**Whereas;** The members of the Atwater Fire Department members are appointed by the Atwater Township Trustees,

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**All Community Service;** events are identified and scheduled by the Chief.

**Emergency responses;** employees will be required to attend a minimum of twenty five percent (25%) of all emergency response situations Attendance will be calculated and posted on a quarterly basis. Attendance requirement will be reviewed on a quarterly basis. All incidents "toned out" and dispatched by the dispatchers will be used to calculate the quarterly and yearly totals in the case of incidents "toned out" and immediately canceled by the dispatcher, will be at the Chiefs discretion to exclude from the totals. Firefighter/EMS members failing to meet the required levels for a quarter year may be subject to review by the Chief and Board of Trustees.

**Training sessions;** Employees will be required to attend a minimum of seventy five percent (75%) of all regular and special training sessions. Attendance will be calculated and posted on a quarterly basis. Attendance requirements will be reviewed on a quarterly basis. Employees will be required to attend all regular and special training session designated as mandatory. In addition, a certificate of Completion will be required for all courses where appropriate. Firefighter/EMS members failing to meet the required attendance levels for each quarter year are subject to review by the Chief and Board of Trustees. Firefighter/EMS members failing to attend mandatory sessions may be placed on limited or restricted duty until such time mandatory sessions are made up.

**Business meetings;** The minimum attendance levels for business meetings is fifty percent (50%) All members are encouraged to attend regularly scheduled business meetings and will be held responsible for all information disseminated at such meetings.

**Community Service;** Currently, no minimum attendance levels are required for community service events. All personnel are encouraged to attend and participate in as many events as possible.

Second by Dan Derreberry, Roll call Cindy yes, Dan yes, Jim yes. Motion carried.

Cindy Werab stated this policy was installed in the past, but has been not acted upon for some time, board feels the need to have a few changes in the policy and be re-enacted.

Motion by Cindy, second by Jim to advertise for part time Paramedic, EMS & Firefighter positions for the fire dept, to accept applications until 9/23/09, Roll call Cindy yes, Dan yes, Jim yes. Motion carried.

Motion by Dan, second by Jim to appoint Darren Werab as assistant Chief to the Fire Dept for 2009, Roll call Cindy Abstain, Dan yes, Jim yes, Motion carried.

Motion by Jim, second by Dan to appoint Jesse Baughman as Captain for the Fire Dept for 2009, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Motion by Jim, second by Dan to appoint Rick Bane as Lieutenant for the Fire Dept for 2009, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Motion by Dan, second by Jim to appoint Daniel Young as a probationary member of the Fire Dept, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Chief Russell read the Fire Dept report for the month of August with a total of 17 calls for the month. He gave the board a draft of an Identity Theft policy, the board decided to table an action pending legal review.

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Motion by Jim, second by Cindy to approve the blanket certificate for equipment maintenance for cemetery for \$200.00 good until 11/27/09, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Motion by Jim, second by Dan to approve the blanket certificate for equipment repair and maintenance for Road Dept for \$1000.00 good until 11/27/09, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

## CEMETERY

The cemetery has noting to report at this time.

## ZONING

Motion by Jim, second by Dan to approve the expenditure for a portable external hard drive and an internet security program from Tiger Direct not to exceed \$150.00, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

## ADMINISTRATION

Motion by Dan, second by Cindy to reimburse Jim Conley \$4.00 for postage and \$24.75 for turnpike fees, Roll call Cindy yes, Dan yes, Jim Abstain, Motion carried.

## RESOLUTION 16-2009

Motion by Cindy to adopt resolution 16-2009

**Whereas;** Atwater Township trustees being a political subdivision organized under the Ohio Constitution and the laws of the state of Ohio, and

**Whereas;** the Atwater Township trustees is the governing body and legislative authority for Atwater Township, portage County, Ohio, and

**Whereas;** The Atwater Township Trustees have deemed it necessary to have provided telephone utility service for the township entities of Atwater Township

**Now Therefore Be it Resolved;** by the governing board of Trustees shall enter into a two year (2) revolving expenditure for a utility contracted service with AT&T for the Entities of Atwater township, and

**Be it Further Resolved;** said contract will be a monthly service for twenty five dollars (\$25.00) per telephone line with an addition of ten dollars (\$10.00) for two hundred (200) long distances minutes to be shared within each telephone line.

Second by Jim, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

## RECORD COMMISSION

Motion by Dan to schedule a Records Commission meeting to be held 10/20/09 at 5:00pm at the Atwater Town hall with the regular trustees meeting to immediately follow, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Motion by Jim, second by Dan to open bids for the Prospect St & Various Other Roads Project on 9/24/09 at 6:00pm, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Cindy Werab stated Township Clean up day will be 9/25/09 from 8:00am to 3:00pm & 9/26/09 8:00am to 12:00pm.

Motion by Jim, second by Dan to pay the bills as written, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

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Warrant Number	Type	Date	Vendor/Payee	Amount	Status
28375	PY	08/30/2009	DAVID L. ALLDREDGE - ALLDREDGE	\$1,229.54	0
28376	PY	08/30/2009	KEVIN C. BITTNER - BITTNER	641.92	0
28377	PY	08/30/2009	JOSEPH L. CORBIN - CORBIN	620.40	0
28378	PY	08/30/2009	ASHLEY R. DAVIS - DAVIS	556.97	0
28379	PY	08/30/2009	RICHARD E. MYERS - MYERS	340.84	0
28380	PY	08/30/2009	TIMOTHY LYNN WHITTLESEY - WHITTLESYT	1,061.48	0
28381	PY	08/30/2009	REBECCA LYNNE BENNETT - BENNETT	1,224.24	0
28382	PY	08/30/2009	JAMES BOYCE CONLEY - CONLEY	750.98	0
28383	PY	08/30/2009	DANNY DERREBERRY - DERREBERRY	375.48	0
28384	PY	08/30/2009	JAMES DONOVAN - DONOVAN	287.69	0
28385	PY	08/30/2009	TINA R. MANN - MANN	265.36	0
28386	PY	08/30/2009	MELVIN L. RUSSELL - RUSSELL	610.74	0
28387	PY	08/30/2009	CINDY MARIE WERAB - WERABC	717.21	0
28388	PY	08/30/2009	FIRST MERIT BANK	1,730.31	0
28389	PY	08/30/2009	TREASURER STATE OF OHIO	378.47	0
28390	VW	08/30/2009	LEPO EQUIPMENT	890.40	0
28391	VW	08/30/2009	FORT DEARBORN LIFE INSURANCE COMPANY	118.35	0
28392	VW	08/30/2009	NIMISHILLEN TOWNSHIP FIRE DEPARTMENT	2,640.00	0
28393	VW	08/30/2009	SPRINT	47.13	0
28394	VW	08/30/2009	RECORD PUBLISHING COMPANY	105.24	0
28395	VW	08/30/2009	STAPLES	311.71	0
28396	VW	08/30/2009	LAFARGE NORTH AMERICA INC.	2,870.42	0
28397	VW	08/30/2009	MEDICAL MUTUAL OF OHIO	713.93	0
28398	VW	08/30/2009	CINDY WERAB	29.95	0
28399	VW	08/30/2009	DANNY DERREBERRY	536.95	0
28400	VW	08/30/2009	JAMES CONLEY	4.00	0
28401	VW	08/30/2009	MEDICAL MUTUAL OF OHIO	2,027.74	0
28402	VW	09/03/2009	PHYSIO CONTROL	1,875.00	0
28403	VW	09/03/2009	LOWES BUSINESS ACCOUNT	50.33	0
28404	VW	09/03/2009	HEASTAND AUTO PARTS	105.74	0
28405	VW	09/03/2009	ASHLEY DAVIS	38.85	X
28406	VW	09/03/2009	AT&T	177.07	0
28407	VW	09/03/2009	OHIO EDISON COMPANY	1,540.04	0
28408	VW	09/03/2009	BRUGMAN SAND & GRAVEL INC	214.64	0
28409	VW	09/03/2009	MITCHELL COMMUNICATIONS INC.	45.00	0
28410	VW	09/03/2009	SALEM FIREFIGHTERS LOCAL 283	150.00	0
28411	VW	09/03/2009	ASHLEY DAVIS	15.92	0
28412	VW	09/03/2009	TIGER DIRECT	147.39	0
28413	VW	09/03/2009	JAMES CONLEY	24.75	0
28414	VW	09/03/2009	RICH WARD TRUCKING, INC	900.00	0
28415	VW	09/03/2009	MARLBORO SUPPLY	123.50	0
28416	VW	09/03/2009	POSTLETHWAITE ELECTRICAL SERVICES LLC	211.00	0
28417	VW	09/03/2009	TIME WARNER CABLE	89.95	0
28418	VW	09/03/2009	ROBINSON MED. CENTER ONE	94.00	0
				Subtotal:	26,851.78
				Adjustments:	0.00
				Total Amount Pending for Accounting:	0.00
				Total Amount Pending for Payroll:	0.00
				Total:	\$26,851.78

Motion by Cindy, second by Dan to return to regular session, Roll call Cindy yes, Dan yes, Jim yes, Motion carried.

Motion by Jim, second by Cindy to adjourn, Roll call Cindy yes, Dan yes, Jim yes, Motion carried (8:11pm)


