

**REGULAR MEETING MINUTES OF THE  
BARBERTON-NORTON MOSQUITO ABATEMENT DISTRICT  
JOINT BOARD OF DIRECTOR'S / APPRAISER'S AND  
DISTRICT ADVISORY COUNCIL**

Public Conference 888-919-5324, No PIN is required

*\*Note – These minutes are not transcribed verbatim \**

*Meeting has been recorded and the MP3 recording is on file in the MAD office.*

September 12, 2024

The joint meeting of the Barberton-Norton Mosquito Abatement District (MAD) was held on Thursday, September 12, 2024 at 131 Snyder Avenue, Barberton, Ohio and called to order at 6:00 PM by Karen Miller, President.

Those answering roll call: Steve Despot, Karen Miller, Matthew Swrydenko and Kimberly Trenary. Also in attendance: Harry Ciccolini (BOA), Beth Lester (BOA), Marueen Davis (BOA), Andy Dobben, Operations Manager, Brian Griffith, Fiscal Office, Jill Easterling, Administrative Assistant, and Attorney Rebecca Sremack.

Arrived after Roll Call: Bill Braman

Not in attendance: S. McNulty (DAC), J. Lee (DAC), J. Hager (DAC)

**MINUTES –**

Kimberly Trenary made the motion seconded by Matthew Swrydenko to approve the minutes of the 6-13-2024 regular meeting:

Roll Call: Yeas: Miller, Swrydenko, Trenary and Braman,  
Nays: None

Abstain: Despot  
Motion carried

**COMMUNICATIONS:** Nothing at this time

**REPORTS –**

A. **President (Miller) -** Nothing at this time

B. **Treasurer / Fiscal Officer (Griffith) –**

- Audit for last 2 years is complete – no reportable conditions
- Auditors want a Public Records Request Policy
- Auditors want a Record Retention Schedule

C. **Operations Manager (Dobben)**

- Big spike in mosquito activity due to flooding
- 150 work orders in 7 days (they are all complete – took 2 weeks )
- Reevaluate how we handle property treatments

Property treatments were originally for \*Special Events – has gotten out of control. Instead of individual spraying – it has turned into spraying series of houses. Bigger properties in Norton – became a problem as crew were spending 95% of time can keep up. Any suggestions are welcomed.

\*Matthew made the suggestion that if several people on one street want sprayed – spray the area and not focus on the individual house. This is what Andy was going to suggest as well, only problem – not everyone

calls at the same time.

Brian suggested making a specific spraying schedule for individual spraying or set a limit of 4 houses in area to do special treatments.

- ULV fog goes for 10-15 minutes and drift up to 300 feet and has no residual effect / Event sprays last for 21 days (classify this as a yard guard)
- Would like to change policy for special treatments.
- Put on website what residents can do themselves to reduce mosquitoes on their property
- Put on website if an emergency situation occurs – what our protocol is for spraying
- 14 samples – positive - 1 on N. Connect, 1 -back side of Barberton Sports Complex
- 1.7% of our samples have been positive for WNV
- State has 986 total samples positive with an average of 8.3% positive for WNV
- Andy thanked Kim for helping drive in the Labor Day Parade
- Andy thanked Matthew for getting the laptops set-up
- Once the weather breaks we will be winding down

## **OLD BUSINESS**

### **A. Review Mutual Aid Agreement - Will request motion under New Business**

### **B. Emergency Management**

Atty. Sremack stated that for month she has been reviewing other Emergency Management policies for various organizations. The following are categories that need to be a part of the policy for MAD:

1. Technological – Backup system training (Ransom ware / Phishing attempts) This area is already being addressed.
2. Communications – Email, phone list kept updated
3. Flooding – Where would equipment be moved
  - \* Impound lot with cameras
  - \* Utilize Hookers Towing
  - \* Community Room for meetings (City of Norton Community Center)
  - \* Indoor facility for some items (Barberton Bus Garages or rent storage)
4. Policy / Procedure
  - \* Active Shooter
  - \* Bomb Threat
  - \* Terrorist
  - \* Fire
  - \* Mosquito related issues
  - \* Natural Disaster – rely on emergency services if we can't gain access to our current building
5. Rebecca asked Andy for a list of inventory with photos

Brian stated this should be added to the agreement - Atty. Sremack will reach out to SCPH regarding the indoor facility for storage and will request **an addendum to the Mutual Aid Agreement** to include an temporary indoor facility to move equipment (chemicals, equipment).

**C. Record Retention Policy - (suggest 3 to 4 pages)**

1. How to save documents (keep in separate room; keep in fire proof safe)
2. How to store documents (suggested 6" off the ground or electronic storage)
3. What to do for loss of data

Brian stated we need to set-up the committee and gave a brief overview of what is needed. Meet to approve the RC2. Suggestion: Brian, Jill, Atty. Sremack.

Set-up and Approve RC2 schedule (which is a list of all documents)

RC3 (documents to be deleted)

Submit RC2 to Ohio Historical Society and they will advise if an RC3 has to be submitted for documents to be deleted. We will have to determine retention schedule for our specific administrative, financial and spraying documents. Committee will meet to approve the RC2

**Committee:**

Brian Griffith (Fiscal)

Jill Easterling (Administration)

Andy Dobben (Spraying / Pesticides)

Karen Miller (BOD)

Atty. Rebecca Sremack (Legal)

**Motion** made by Karen Miller and seconded by Bill Braman:

*"To create a Record Retention Commission to include Brian Griffith, Andy Dobben, Jill Easterling, Karen Miller and Atty. Rebecca Sremack."*

Roll Call: Yeas: Braman, Despot, Miller, Swrydenko, Trenary

Nays: None

Motion carried

**RECORD RETENTION COMMITTEE: \* To meet Thursday, October 17, 2024 @ 5:30 pm**

**D. Data Backup for MAD**

Matthew reported that laptops have been purchased and are ready to use. External hard drive for all 3 will be backed up weekly as long as laptop is on plugged in. Matthew suggested doing the entire drive.

**E. Laptops - (already addressed above)**

**NEW BUSINESS -**

**A. Mutual Aid Agreement**

**Motion** made by Bill Braman and seconded by Matthew Swrydenko:

*"To approve the Mutual Aid Agreement with Summit County Public Health."*

Roll Call: Yeas: Despot, Miller, Swrydenko, Trenary, Braman

Nays: None

Motion carried

Andy Dobben will be the key contact person

Per Atty. Sremack stated that at the next meeting after we have the Mutual Aid Agreement in place, we will have a Resolution that allows the board to modify the expenses. We will have the addendum regarding the storage space and any other items that will need to be voted on at a later time.

**B. Approve June, July and August 2024 Detailed Trial Balance**

**Motion** made by Kimberly Trenary and seconded by Bill Braman:

*“To approve the June, July and August 2024 Detailed Trial Balance.”*

Roll Call: Yeas: Trenary, Braman, Despot, Miller, Swrydenko  
Nays: None

Motion carried

**C. Approve June, July and August 2024 Bank to Book Reconciliations**

**Motion** made by Kimberly Trenary and seconded by Matthew Swrydenko:

*“To approve the June, July and August 2024 Bank to Book Reconciliations.”*

Roll Call: Yeas: Braman, Despot, Miller, Swrydenko, Trenary  
Nays: None

Motion carried

**NEXT MEETING:** \*Next regular board meeting set for Thursday, October 17, 2024 @ 6:00 pm

**COMMENTS:**

**BOA** - No comments

**DAC** - No one in attendance

**BOD** - No comments

**Citizens** - No one in attendance

There will be no meeting held in November or December 2024. Brian will submit budget adjustments for next meeting.

**ADJOURN**

Motion to adjourn made by Kimberly Trenary and seconded by Bill Braman there being no further business to discuss, the meeting was adjourned at 6:44 pm.

All in favor

Secretary

Date approved: 10-17-2024

Motion carried

Karen Miller, President

New email address: [mad@mosquitodistrict.com](mailto:mad@mosquitodistrict.com)

Website: [www.mosquitodistrict.com](http://www.mosquitodistrict.com)

\*\* Minutes recorded by MP3