

**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.

June 13, 2024

The joint meeting of the Barberton-Norton Mosquito Abatement District (MAD) was held on Thursday, June 13, 2024 at 131 Snyder Avenue, Barberton, Ohio and called to order at 6:15 PM by Karen Miller, President.

Those answering roll call: Bill Braman, 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.

Excused: Steve Despot

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

MINUTES –

Kimberly Trenary made the motion seconded by Bill Braman to approve the minutes of the 5-16-2024 regular meeting:

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

Excused: Despot
Motion carried

COMMUNICATIONS: Nothing at this time

REPORTS –

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

B. **Treasurer / Fiscal Officer (Griffith)** – Items on agenda

C. **Operations Manager (Dobben)**

- Old trucks sold on auction: one sold for \$8,300 and the other sold for \$9,150
- Business as usual
- Safety lights have been installed on the new trucks
- Tracking system up and running
- Counts are high in traps / calls are low / large number of mosquitoes being sent
- Special sprays
- Night spraying

OLD BUSINESS

A. Mutual Aid Agreement discussion:

Atty. Sremack stated there are minor changes needed on the Mutual Aid Agreement. SCPH made some additions: they increased their personnel costs / benefits. Looking at 5 year agreement. MAD needs to review before finalized.

Karen asked Brian - if the MAD's rates reflect benefits as well? Brian stated our Healthcare will be the biggest (Medicare, PERS, Worker's Comp) we should add about 18%. Andy will make that change and forward to Atty. Sremack. Atty. Sremack stated we will need to incorporate verbiage into By-Laws

Motion made by Bill Braman and seconded by Matthew Swrydenko:

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

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

Excused: Despot
Motion carried

Andy Dobben will be the key contact person

Emergency Management

Karen wanted to know the boards thoughts if we should have a formal plan.

Bill Braman feels that every entity should have some form of a plan. Basic plan to start and we can adjust as time goes on.

Atty. Sremack asked these two questions:

1. What type of emergency would we be envisioning? Example: Flooding / Power outage
2. What is our goal in having a plan? Goal to continue operating? Workers?

Bill feels that MAD could continue to operate with any emergency. Key would be keeping our employees safe and proper protocol in case of an emergency (power outage, flooding, etc.). Field crew have emergency contact numbers / chain of command list.

Brian stated payroll is handled by a 3rd party. Brian to check with bank to see who is authorized for signing rights on our bank account. Brian to look at depository rights.

Credit Cards / Gas cards

Paychex handles our payroll. Brian currently only one on the account.

Brian / Jill / Andy could all work from home.

BOD's / Administration / Field Crew all have keys to building. DAC / BOA's do not.

Karen asked Atty. Sremack to develop a basic plan for review. Atty. Sremack gathered needed information to begin process

B. Record Retention

Tabled until next meeting in July

Commission to be formed / meet yearly (Brian discussed how the City of Hudson's Record Retention works)

Categories of items kept:

Financial

Administrative (Agenda / Minutes / Regulations / Meeting Recordings / Legal Notices / Personnel files)
Personnel

C. Data backup for MAD

After discussion – agreed that one drive is needed for Brian, Andy and Jill. Matt will set-up. He would send email to us to set-up folders and he can back-up in iCloud

D. Laptops

After discussion of needs – Matthew will provide list of items to purchase for Andy.

Motion made by Bill Braman and seconded by Kimberly Trenary:

“Authorize the Operations Manager to purchase Administrative laptops and accessories not to exceed \$3,000.”

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

Excused: Despot
Motion carried

NEW BUSINESS -

A. Board of Appraiser’s 2025 Assessment Recommendation

Harry Ciccolini reviewed report. Assessment will remain the same for the year 2025

Motion made by Matthew Swrydenko and seconded by Kimberly Trenary:

“To accept the Board of Appraisers 2025 Assessment recommendation of .52 mils.”

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

Excused: Despot
Motion carried

B. Regulation #3-2024 (Maintenance Assessment)

Motion made by Kimberly Trenary and seconded by Bill Braman:

“To approve Regulation #3-2024 Maintenance Assessment with correction of assessment year to be 2025.”

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

Excused: Despot
Motion carried

C. Regulation #4-2024 (2025 Budget)

Motion made by Kimberly Trenary and seconded by Matthew Swrydenko:

"To approve Regulation #4-2024 (2025 Budget)."

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

Excused: Despot
Motion carried

D. Approve May 2024 Detailed Trial Balance

Motion made by Bill Braman and seconded by Matthew Swrydenko:

"To approve the May 2024 Detailed Trial Balance."

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

Excused: Despot
Motion carried

E. Approve May 2024 Bank to Book Reconciliations

Motion made by Kimberly Trenary and seconded by Matthew Swrydenko:

"To approve the May 2024 Bank to Book Reconciliations."

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

Excused: Despot
Motion carried

NEXT MEETING: *Next regular board meeting set for Thursday, August 8, 2024 @ 6:00 pm

COMMENTS:

BOA - No comments

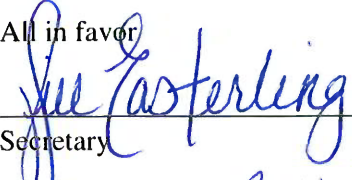
DAC - No one in attendance

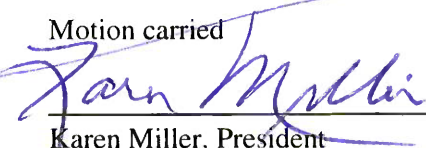
BOD - No comments

Citizens - No one in attendance

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 7:05 pm.

All in favor

Secretary

Motion carried

Karen Miller, President

Date approved: 9-12-2024

New email address: mad@mosquitodistrict.com

Website: www.mosquitodistrict.com

** Minutes recorded by MP3