

**DUE TO COVID-19 - TELECONFERENCE OF THE
BARBERTON-NORTON MOSQUITO ABATEMENT DISTRICT
JOINT BOARD OF DIRECTOR'S / APPRAISER'S AND
DISTRICT ADVISORY COUNCIL MEETING
MINUTES**

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

Due to dialing in for the Teleconference - recording started late and the meeting has partly been recorded and the MP3 recording is on file in the MAD Office

April 30, 2020

Due to COVID-19 the joint meeting of the Barberton-Norton Mosquito Abatement District (MAD) was held by Teleconference on Thursday, April 30, 2020 and called to order at 6:00 PM by Kimberly Trenary, President. Those answering roll call: Bill Braman, Steve Despot, Karen Miller, Denise Mullins, and Kimberly Trenary. Also in attendance: Harry Ciccolini (BOA), Jim Hrubik (BOA), Dale Sungy (BOA), Brian Griffith / Treasurer/ Fiscal Officer, Jill Easterling / Administrative Assistant, Attorney Becky Sremack, Attorney Sal. Puglisi and Andy Dobben (Mosquito Crew).

~ A moment of silence was observed in memory of Russ Shilling, Operations Manager who passed on Monday, April 13, 2020. He will be greatly missed!

Update by President Kimberly Trenary

Kim Trenary reviewed what Gary, Mark and she have been doing for the past few weeks. Review of inventory, ordering of pesticides, advising contacts of Russ' passing and providing new contact information, reviewing computer for forms needed for upcoming spraying season, payroll procedures, reviewing contents in safe, review of title information for new ATV to obtain plates. Prepared as much documentation until replacement for Operations Manager is appointed and can turn everything over to them.

NEW BUSINESS-

A. Consideration for pay increase for some of the Mosquito Crew

Reviewed Salary Increase for Field Workers based on past recommendations and in consideration of Gary and Mark taking on more responsibilities during Russ' illness and now passing. Ms. Trenary's recommendations are as follows:

Lead Field Technician, (Gary Croft)	\$16.50/per hour to \$18.00/ per hr.
Field Technician, (Mark Stansky)	\$13.00/per hour to \$15.00/per hr.
Night Sprayer/Trap Setter, (David Hartley)	\$13.00/per hour to \$13.25/ per hr.
Night Sprayer/Field Technician (Guy Phillips)	\$12.50/per hour to \$13.00/per hr.

Field Technician/Night Lead Sprayer, (Andy Dobben)	\$13.00/per hour to \$18.00/per hr.
--	-------------------------------------

All new hires will remain at the \$12.00/per hour rate.

No questions, comments or suggestions were made by the Board. Ms. Trenary asked Jill to prepare a Regulation of these recommendations for approval at our next meeting.

B. Consideration of hiring an Interim Operations Manager

Kim Trenary discussed the position with Mark Stansky and he is not interested, wants to remain on the field crew. Andy Dobben said he would step up and do whatever the Board wants him to do, but he will only be available for 2-3 years until he receives his Master's degree and then will pursue his teaching opportunities and coaching wrestling. Ms. Trenary asked if there was a nomination for the Operations Manager.

Karen Miller asked Andy Dobben to introduce himself to the board, give a little background on himself and what his goals are for the next year, two years and five years.

Andy has grown up in Barberton on the East side. This is his fifth year working for the mosquito abatement district. In the next couple of years earn his teaching license. Does not think this will affect his job at the district, feels he can handle whatever the board asks of him. Is willing to do whatever is needed.

Bill Braman (BOD) - You do expect to get your teaching license and go into teaching, but still want to be a part of the district. If taking the management roll, do you have a salary preference that you can discuss?

Andy replied he was waiting for an offer to come to him as of salary. But, yes he is pursuing his master's in education and is graduating today with his undergraduate. "Congratulations!" Within the next few years would like to be teaching full time. He will have the summers off, so being a part of this would be helpful. Yes, would like to be a part of this and thank the board for considering him for the position.

Steve Despot (BOD) – I realize you have been with the district for five years, which has been in the field service. How do you feel about dealing with the public if you were to get the position as Interim Operations Manager? There are a lot of public relations involved – what are your thoughts on that and how would you handle?

Andy replied he feels that he has already had experience doing that out in the field and at night spraying, because people come up to the truck and ask questions about what they are doing in the field and about the pesticides being used. I feel that Russ set a good example about that part of the job and he would try to emulate Russ.

Denise Mullins (BOD) – Congratulations on your undergraduate work. Since you have been doing primarily field work, would taking this position require you to take any type of certifications courses? If certification is necessary, would you be able to obtain your certification and still maintain the new responsibility?

Andy replied – yes, he had planned on doing that, but since the COVID-19, they have shut down getting the pesticide license. He spoke with the Ohio Pest Operator license place today, there is no plan on opening it back up soon, but he will watch and as soon as it opens, will get his license. Any other license required, will be happy to obtain.

Denise Mullins (BOD) - As far as dealing with the public, Russ did put together articles that appeared in local publications. Would you feel comfortable in getting information together for publication?

Andy replied – yes, he would be comfortable in doing that. Russ did a lot of education for the public and laid a good blueprint for that and he would continue doing the same. Informing the public, regarding mosquitoes, diseases, barrier spraying, or any services that we offer.

Steve Despot (BOD) - Sometimes this position requires public speaking in front of various civic groups, city council, school groups...what is your feeling on that?

Andy replied - public speaking is something he has been exposed to for a while, with being involved in sports both high school and college. Both with teachers and coaches have helped him become better at it and he is always working on it and willing to do it when needed.

Bill Braman (BOD) - Have you done your student teaching yet with your teaching degree?

Andy replied – actually it is not a teaching degree that he is graduating with today it is a history degree. But he has spoken with several universities and is trying to decide if he needs another undergraduate degree in teaching or a master's in teaching. There are pros / cons on both, but he has done student teaching before. He would like to student teach after the mosquito season.

Bill Braman (BOD) - Since being in school and if you had completed student teaching, you would have developed your plans for the students and dealing with the students in the class, so that would have prepared you for public speaking.

Karen Miller (BOD) - In pursuing your degree (whether master's or undergraduate) do you feel that you would have enough time to dedicate to the district and to your studies, because there may be some things you would have to handle in the off season. Do you feel you could handle both?

Andy replied – he does and he feels he is good with time management. The classes that he will be taking will be on-line and he would be in the schools, but that would be in the off season in the fall. Does not feel it will interfere, if he is working for the district that is where his focus will be.

Kim Trenary asked is there were any other questions. Does she have a nomination for Operations Manager?

Karen Miller made the suggestion that in nominating Andy for the Operations Manger that is would be on an interim basis and that he would have a probationary period so that he can see if he really wants to do this and the board is happy with what he is doing.

Kim Trenary asked how long of a probationary period. Karen replied thirty (30) days.

Brian Griffith asked the question – Andy is currently hourly, are you proposing hiring him as interim Operations Manager as salary?

Karen replied – my intention was to pay Andy hourly for the first thirty (30) days and then after the thirty days we would readdress how the board wishes to go with it after the probationary period.

Brian stated you cannot be exempt and non-exempt at the same time.

Karen asked for an explanation of exempt vs. non-exempt. Brian explained non-exempt you are paid hourly and exempt is salary.

Atty. Sremack agrees that you cannot pay someone exempt and non-exempt at the same time. She finds nothing that would prohibit changing the classification of the employee as long as notice is given.

Brian wanted to clarify day work vs. night time work.

Karen stated that her recommendation would be to pay him hourly for the first thirty (30) days and then after the first thirty (30) days, if everyone is agreeable, then we would readdress changing from hourly to salary.

Dale Sungy – (BOA) Concerned if thirty (30) days is enough time for a probation period. Seems to be awful quick to make a decision.

Atty. Puglisi - The way this is couched, in thirty (30) days, Andy would know if he wants to continue. Brian is correct that he would have to go from hourly to salary can't be both. What the board needs to do is come up with a salary amount to offer Andy based on his education, training and experience. We have no health benefits, but may be something to look at down the road. Atty. Puglisi feels that Andy could handle the crew for the time being, a being involved with public meetings will be great experience.

Dale Sungy (BOA) - I thought the idea of the probationary period was both if Andy wanted to continue and if he was meeting board standards. Is thirty (30) days enough time for both parties?

Bill Braman (BOD) - If we hire Andy as interim Operations Manager at an hourly rate and in thirty (30) days we make him Operations Manager, is he considered a new hire and is there something in our by-laws that there would be a probationary period for a new hire in general?

Atty. Puglisi – stated that Ohio is an at-will state. You can be hired or let go for a good reason, bad reason or no reason whatsoever, and the only question would be if there is unemployment compensation owed. That's a different situation and argument.

Atty. Sremack – not seeing anything in the by-laws but will follow-up to make sure.

Steve Despot – Andy how do you feel about the thirty (30) day probation.

Andy feels it is sufficient. As of right now he feels he is all in and it is something he wants to do. Does not see it changing in thirty (30) days.

Kim Trenary questioned Karen regarding if they hire Andy for interim Operations Manager, the board will have to pull him from the crew will they will be down two people. No one has applied at this time.

Karen asked if Andy can handle both positions if he is willing to do both interim Operations Manager and night spraying until he can be replaced on the crew she would be willing to pay him for both if he is willing

Andy is willing and feels he could do both, but it is going to be a lot of work and feels the compensation should be more. Asked for the boards thoughts.

Steve Despot – if Andy is going to be interim Operations Manger, this is where his attention should be devoted. If we are down a technician, then we should look at hiring two technicians and let Andy concentrate on the position he is filling in for.

Kim replied – no one has applied to date so we will already be down two crew technicians.

Steve Despot asked if we need to offer overtime to the existing crew. Gary will not work at night and Mark does not want any more hours and Guy has another job.

Andy asked if we could reach out to the local schools and see if anyone is interested.

Bill Braman – sees no problem with that. Andy you currently make \$13.00/hr., don't feel this is sufficient for handling both positions.

Kim interjected and stated at the beginning of the meeting all of the crew was being considered for raises. Andy was recommended an increase to \$15.00/hr.

Bill Braman does not feel that this is sufficient and it should be comparable to the top technician which is \$18.00/hr.

Atty. Puglisi made the comment Russ would work a forty (40) hr/week on average. Make the salary \$100/wk which would make it \$20/hr during the interim. Give Andy the authority to hire two technicians. Post at the unemployment office and he should get a lot of hits.

Kim repeated Karen's motion to hire Andy as Interim Operations Manager for a probationary period of 30 days at \$18.00/hr.

Karen Miller changed the motion based on Atty. Puglisi's recommendation.

Karen Miller made the motion seconded by Bill Braman to hire Andy Dobben as Interim Operations Manager at a salary of \$800/week for the first 30 days probationary period.

Roll Call: Yeas: Braman, Despot, Miller, Mullins,
Nays: None

Abstain: Trenary
Motion carried

Kim stated that Andy is now the Interim Operations Manager for MAD>

C. Board's recommendations for future purchases

D. Purchasing remaining supplies needed for season

Needs for season:

- *Shirts*
- *Motors for gravid and light traps*
- *D cell batteries*
- *55 gal trash bags*
- *Small / large baggies for shipping mosquitoes*
- *2 50' hoses to wash trucks*
- *1 gal. gas can to keep with UTV*
- *Trailer hitch for UTV & the truck*
- *Fire extinguisher*

- *Ammo box for UTV for supplies*
- *2 Coolers*
- *Safety triangle back of trailer*
- *3 25' extension cords*
- *AA batteries*
- *Duct tape*
- *Enclosure for UTV so they don't get spray mist*
- *Safety light for top of TV*
- *2- 6' pieces of sod*

There is no cash in the office and we have not gotten the credit card back yet that Russ used. Crew does not want to use their personal credit cards.

Brian has contacted Huntington and ordered another card and it should be arriving soon. Per Brian, Russ would use his own credit card sometime and he would get reimbursed.

Jill Easterling has been in contact with Russ' daughter to retrieve the laptop, cell phone, credit card and any keys that belong to the office. Is there anything else that she needs to get? Brian stated no that will cover everything.

Kim reached out to Liz Bennett regarding the t-shirts needed for the crew. It will be less costly if we purchase the t-shirts and she will imprint logo. Some want long sleeve shirts for when in the field.

Decals for UTV with MAD logo and phone number. \$300 total.

Kim Trenary reported that they had some problems with shipping barrels back. Gary, Mark, Andy and Kim were new to reading bill-of-ladings. The company picked-up the barrels and when they got them back to the company - they were the wrong barrels and were rejected. The company is sending them back. There is a cost of \$1,881.03 for the return of the barrels. Brian Deenihan and Mark Leahy educated them on how to read them. Should we have them invoice us – Brian recommended Kim contact them for the invoice and he can then cut a check.

Bill Braman stated that this should be going through Andy. Kim agreed and will forward the email to him. Bill questioned why Kim was handling the office work, his understanding was that Gary and Mark were going to handle the office functions and was confused on she was handling. Kim said that they are not computer savvy and Andy did not come back until last week, she worked with them and handled checking the emails, contacting the vendors advising of Russ' passing. The vendor's said they had been calling the cell phone and not getting a response so Kim gave her cell number for a temporary contact. Andy, Mark and Gary were handling everything in the field. Gary and Mark did not want to handle anything in the office. Bill stated that was not his impression of how things were going to work.

Kim asked if there were any other questions.

Karen stated that we are currently paying Jill Easterling extra salary for additional office responsibilities. I would like to recommend extended this for a couple months as I'm sure Andy will have multiple questions. Jill are you willing to continue helping – Jill replied yes. Karen asked the board members if everyone was in agreement – all replied yes.

Kim asked how Andy approaches Gary in ordering the remaining supplies and shirts. Brian stated hold off until you receive the credit card or ask to be invoiced.

Kim reported that the Board was advised that Mark Stansky was bitten pretty badly by a dog this week. Police report was made and Mark went to the hospital for treatment. Mark does not want to press charges. Turned into Workers Compensation. Crew has asked for a repellent spray against dog, etc. paperwork given to Jill to be sent to Brian and Andy for purchasing.

The back garage door needed to be repaired, contacted Scott from BCDC to get fixed. Davis Door came out twice to fix issues. BCDC paid for costs.

One of the security cameras in the garage is not working. Will need looked into.

Kim reported that Brian Nelsen is leaving DAC. He is going to be contacting Ilene Shapiro to get his replacement. He is on the other end of the County and he would like someone closer to MAD to be on DAC. Kim will put him in contact with Andy.

Andy Dobben – provided his personal cell for contact.

Bill Braman had a legal question – is the spray legal? Understands that Mark doesn't want to press charges against the dog owner, but legally should we follow-up on this?

Kim replied that the spray is not pepper spray but a citronella spray that taste bad for the dogs. It doesn't burn like pepper spray.

Atty. Sremack does not have an issue with the guys carrying the spray. Atty. Puglisi stated the crew should be trained on using the spray.

Kim asked Jill to prepare a Resolution in honor of Russ. Would like to present to the family if and when we are able to meet in the office again.

Steve Despot wanted to address an email that the Board received last night from Brian Deenihan of Clarke Mosquito. He was taken aback from the email / letter. Steve asked if Kim was aware of it and she replied yes. She did not solicit Brian to write the email / letter. They were talking on the phone about the barrels and how everything was going at the office and Brian asked whose license they were running under and she said hers. Brian asked what the Board was going to do and she said they were looking to hire an interim Operations manager. He asked why the Board is not putting Kim in as Operations Manager since she has been there the longest, have your license and she explained what the Ethics Committee said when Joe Harrison resigned and before they hired Russ as Kim wanted the job. The Ethics Committee stated she would have to step away from the Board for one year in order to apply for the position. If she would have done that the position would already be filled and she would be out the Operations Manager and the Board seat. Brian said that this is different circumstances; Russ passed away and is very different from leaving the position. Kim stated that she is aware of that and wrote a letter to the Ethics Committee and Atty. Sremack is aware of the letter and that the Ethics Committee stated it would be up to forty-five (45) days until she would get a response if she would be permitted to step-up into the position of Operations Manager under the circumstances since Russ passed away. So Brian wrote the letter and asked for the Boards emails and the Ethics Committee email. I did not solicit his letter and if it upset the board, I'm sorry, I won't ask for the position again and when my license is done, I will not renew again.

Steve Despot stated he simply asked a question and didn't need Kim to go off in a tangent. His concern was that the letter was highly unethical of Mr. Deenihan and his company to solicit something like that.

Bill Braman is very uncomfortable with this letter.

Karen Miller stated that it was not appropriate for Mr. Deenihan to do something like this.

Steve Despot again stated he was not accusing Kim of something, concern is about the letter Mr. Deenihan wrote and it makes him very uncomfortable dealing with Mr. Deenihan and his company anymore. All board members agreed.

Kim asked if there were any other items to be discussed. There were none. Kim asked if there were any other visitors that had not yet been identified – there were none.

NEXT MEETING - * Next Regular board meeting set for Thursday, May 28, 2020 @ 6:00 pm.
TBD if by Teleconference or in office.

ADJOURN

Motion to adjourn made by Karen Miller and seconded by Denise Mullins, there being no further business to discuss, the meeting was adjourned at 7:01pm.

All in favor

Secretary

Date approved:

May 28, 2020

Motion carried

President

New e-mail address: mad@mosquitodistrict.com

Website: www.mosquitodistrict.com

** Minutes recorded by MP3