

RECORD OF PROCEEDINGS
Minutes of Organizational Meeting
Held at 1219 St. Rt. 183 in Atwater, Ohio; on January 5, 2015
ATTENDANCE

Trustee Dan Derreberry, Trustee Lynn Whittlesey, Trustee Peggy Baine, Assistant Fiscal Officer Mary Rodenbucher, AFD Fire Chief Mel Russell, Martha Brevard, Naomi Wise, Walt Baine.

Mary Rodenbucher called the 2015 Organizational Meeting to order at 10:00 a.m. with the pledge. Prayer was offered. Roll call: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes.

Mary Rodenbucher asked if there was a nomination for Chairman. Peggy Baine moved to appoint Dan Derreberry for Chairman, Danny Derreberry second

Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

The meeting was turned over to Dan Derreberry.

Peggy Baine made a motion to appoint Lynn Whittlesey as Vice Chairman, Dan Derreberry second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to go into executive session at 10:03 am to discuss pay scale for all personnel, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Lynn Whittlesey made a motion to go back to regular session at 10:49 am, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Peggy Baine made a motion to appoint Dan Derreberry as liaison for Fire Department, Dan Derreberry second. Roll call vote: Lynn Whittlesey ~ no, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Peggy Baine as liaison for Road Department, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ no, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Lynn Whittlesey as liaison for Cemetery & Real Estate, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ no, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Peggy Baine made a motion to retain Dan Derreberry as Township Representative to Regional Planning Commission, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Lynn Whittlesey as alternate to Regional Planning Commission, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Peggy Baine made a motion to appoint Dan Derreberry and Linda Allen to Records Commission, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry spoke about the management of the township website. He would like to talk with Linda Allen before moving forward with an appointment.

Dan Derreberry requested motion for the Fiscal Officers and Trustees to be paid from the general fund per state statutes on a salary basis for calendar year 2015, Lynn Whittlesey so moved, Dan Derreberry second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to retain the travel policy to reimburse for mileage at \$.50 cents per mile if beyond 20 miles from the Atwater Townhall, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

Lynn Whittlesey provided a copy of his 2015 donation agreement of 10% of his salary to be donated to the Cemetery fund on a quarterly basis.

Dan Derreberry made a motion to accept the following:

RESOLUTION 1-2015

The Atwater Township Trustees regularly scheduled meetings will be held on the second and fourth Tuesday of each month at 7:00 pm at the Atwater Town Hall located at 1219 State Route 183 Atwater, Ohio 44201. The meetings will follow and agenda set forth by the Board of Trustees and public comment will be entertained if time permits. Changes in the meeting dates or times, special meetings, hearings or emergency meetings will be published in the Record Courier newspaper as required. All work sessions are for discussion of public business and will be recognized as public meetings. Lynn Whittlesey second. Discussion: Lynn Whittlesey stated that he reviewed the calendar and there should be no conflicts with the meeting schedule. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes. Motion carried.

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Dan Derreberry made a motion to accept the following:

RESOLUTION 2-2015

The Atwater Zoning Commission regularly scheduled meetings will be held the first Wednesday of the even numbered months. Meetings will be held at 6:30 pm at the Atwater Town Hall located at 1219 State Route 183 Atwater, Ohio. The Zoning secretary will notice special meetings, hearings or work sessions in the Record Courier according to periods specified in the Ohio Revised Code. All work sessions are for the discussion of public business and will be considered a public meeting. Zoning Appeals will meet each month, if necessary, at 7:30 pm on the third Thursday.

Zoning office hours are on Tuesdays from 10:00 am to 12:00 pm.

Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

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Dan Derreberry made a motion to accept the following:

RESOLUTION 3-2015

Resolved, by the Board of Trustees of Atwater Township, in accordance with provisions of law
Previously adopted a Tax Budget for the 2015 year; and
Whereas, The Budget Commission of Portage County, has certified its action thereon to this
Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this board, and what part thereof is without, and what part within, the ten mil tax limitations:

Therefore, be it Resolved, by the Board of Trustees of Atwater Township, Portage County, Ohio
That the amounts and rates, as determined by the Budget Commission of Portage County
In its certification, be and the same hereby accepted; and
Be it further Resolved, that there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mil Limitations.

Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

PERSONNEL

Dan Derreberry made a motion to hire Mary Rodenbucher as Assistant Fiscal Officer on the basis of as needed at a rate of \$20.00 per hour, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Jim Donovan as Zoning Inspector at an increased rate of \$650.00 per month, Lynn Whittlesey second. Roll call vote Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Becky Barthol as Zoning Secretary at an increased rate of \$230.00 per month, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Lynn Whittlesey stated that he has not reviewed the status of the zoning boards. Dan Derreberry stated that Linda Allen will be submitting her resignation from the BZA. Lynn stated that there will be one opening on each board. Zoning board appointments was tabled at this time.

Dan Derreberry made a motion to appoint Richard Myers to housekeeping for 2015 on an as needed basis at an increased rate to \$12.00 per hour, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Tim Whittlesey as maintenance supervisor for 2015 at the rate of \$20.50 per hour based on 2080 hours including benefit package, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ abstained, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Dave Alldredge as maintenance employee for 2015 at an increased rate to \$17.00 per hour including benefit package Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

The Board confirmed the salary is based on 2080 hours per year. The Maintenance Department will continue with the current percentage calculation being used to distribute salaries between funds. .

Dan Derreberry stated that there will be Five Categories for the Fire Department, {INSERT/ATTACH ROSTER}

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Dan Derreberry stated that the first one on the list within the Officer Category is the Chief's monthly salary will be \$615.00 per month and that is the form of a motion; Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ no, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry next within the Officer Category is the Assistant Chief's monthly salary will be \$300.00 per month and that is the form of a motion; Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry next within the within the Officer Category is the Captain monthly salary will be \$225.00 per month and that is the form of a motion; Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to appoint Mel Russell as Fire Chief, Jesse Baughman as Assistant Chief, and Paula Baughman as Captain for the Fire Department, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry moved to pay Part-Time Wages and Paramedic which was at \$11.50 per hour to \$11.75, Intermediate was at \$11.40 and that will increase to \$11.60, and Basic was at \$11.00 and that will increase to \$11.25 per hour; Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry asked if there were any changes to the combination people (Dual Certifications). Chief Russell responded no. Lynn Whittlesey suggested not listing the individuals since it could change throughout the year. Dan Derreberry made a motion to approve part-time personnel with combination people (Dual Certifications) only; Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion regarding calls; the two categories are off-duty response and off-duty transports; the off-duty response will increase from \$13.00 to \$14.00 per call and off-duty transport from \$26.00 per call to \$28.00 per call; Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a recommendation in the form of a motion to increase the Fire Department Full-Time Administrative Position from \$15.75 per hour including the benefit package, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to reappoint Mel Russell to the Fire Department Administrative position, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to hold the Fire Department Inspector at \$20.00 per hour, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion appoint Jesse Baughman as the Fire Department Inspector, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to have EMS soft billed by Life Force Management for Fire Department immediate family at home address as well as Waterloo School faculty, students and staff, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry advised discussion about the EMS Rates; Lynn Whittlesey stated that the EMS Fund is higher due to payroll being paid from the Fire Fund. Lynn further commented that EMS revenue is down. Chief Russell was asked to contact Life Force to review EMS revenues across the board. Lynn commented that increasing the rates will not help.

Dan Derreberry made a motion to set EMS rates for 2015 as follows:

EMS RATES

Basic Life Support	\$450.00
Advance Life Support	\$550.00
Advance Life Support II	\$700.00
Per Transported Loaded Mile	\$10.00

Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry asked Lynn Whittlesey for recommendations for the Township Hall rental rates. Lynn stated that it is a bargain for the money. There were some issues with the Non Resident fee but commented that it is not something we do for a profit.

Lynn Whittlesey made a motion to leave the Township Hall rental rates for 2015 the same as follows:

	Resident Fee	Non Resident Fee
Town Hall rental 8:00 am to 10:00 pm	\$100.00	\$150.00

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Dan Derreberry second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry asked Lynn Whittlesey for his feedback on Cemetery fees. Lynn stated that in reviewing the financial reports the Cemetery lost 24.3%. There were capital in 2014 expenses, such as a new mower and driveway improvements. Lynn recommended leaving the purchase fees as is and increase the Open/close for baby section from \$225 to \$250; increase the Open/close from \$550.00 to \$600.00; and increase the footer fee from \$26.00 per cubic foot to \$30.00 per cubic foot.

Lynn Whittlesey read the 2015 Cemetery Purchase and Service Fees as follows and made a motion to accept:

	Resident Fee	Non Resident Fee
Per Grave	\$200.00	\$500.00
Per Lot	\$350.00	\$800.00
Baby Section	\$150.00	\$300.00

Cemetery Service Fees for 2015 as follows:

Open/close for baby section	\$250.00
Open/close for all other sections	\$600.00
Cremation	\$150.00
Funeral arrival after 2:00 pm weekdays	\$100.00
Saturday, Sunday and holiday additional fee	\$200.00
Footer (per cubic foot)	\$30.00

Dan Derreberry second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Lynn Whittlesey stated that he will send 2015 rate information to funeral homes, and monument companies.

Dan Derreberry asked of the Board wanted to continue not charging for foundations for military markers, Board agreed to continue. Dan Derreberry so moved and Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry read the zoning permits and fees for 2015:

PERMITS AND FEES

Single family dwelling	\$150.00
Two family dwelling	\$210.00
Garage and additions	\$125.00
Storage building (under 64 sq. ft.)	\$50.00
Storage building (over 64 sq. ft.)	\$75.00
Commercial building and offices (up to 1,000 sq. ft.)	\$350.00
Commercial building and offices (over 1,000 sq. ft.)	\$650.00
Industrial and offices (up to 1,000 sq. ft.)	\$350.00
Industrial and office (over 1,000 sq. ft.)	\$650.00
Changes to permit application	\$50.00
Application for Board of Appeals	\$175.00
Application for conditional zoning	\$175.00
Application for zoning amendment	\$175.00
Signs (9 sq. ft. or less)	\$75.00
Signs (over 9 sq. ft. less than 50 sq. ft.)	\$125.00
Signs (Over 50 sq. ft. less than 100 sq. ft.)	\$225.00
Signs (Over 100 sq. ft.)	\$400.00

Lynn Whittlesey commented that the Zoning Fund increased 28.1%. The Board agreed based on the financial reports the fees are good, Dan Derreberry made a motion to retain the 2014 fees for 2015, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to accept the set fee of ten cents per printed page for copies of public documents. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry stated the next item is Township Inventory which is to take place on the second Monday of January per code. There was discussion about the date and time.

Dan Derreberry made a motion for Trustees to perform 2015 Township Inventory on Monday January 12, 2015 at 8:00 am, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, Dan Derreberry ~ yes. Motion carried.

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Mary Rodenbucher presented the following information for Temporary Appropriations for 2015. Mary arrived at the figures based on the expenditures from the first quarter of 2014.

Dan Derreberry made a recommendation to set **Temporary Appropriations** for 2015 as listed and read,

	12/31/2014	Expenditures based on	1/5/2015
FUND GENERAL	Fund Balance	First quarter 2014	2015 Temp APPROPRIATIONS
1000 GENERAL	\$384,485.43	\$38,809.92	\$70,000.00
2011 MVLТ	\$12,544.98	\$0.00	\$1,000.00
2021 GAS TAX	\$103,356.31	\$4,333.83	\$25,000.00
2031 ROAD & BRIDGE	\$21,205.42	\$17,334.97	\$21,000.00
2041 CEMETERY	\$26,857.12	\$354.18	\$13,000.00
2111 FIRE	\$435,616.40	\$57,970.21	\$80,000.00
2181 ZONING	\$7,504.75	\$331.00	\$1,000.00
2231 PERMISSIVE	\$13,438.69	\$3,414.84	\$10,000.00
2281 AMBULANCE	\$32,541.48	\$6,785.53	\$32,000.00
2401 LIGHTING	\$11,419.17	\$1,515.13	\$10,000.00
Cemetery Bequest	\$282.95	\$0.00	\$0.00
NOPEC Grant	\$0.00	\$0.00	\$0.00
PARK	\$0.00	\$0.00	\$0.00
TOTAL	\$1,049,262.70	\$130,849.61	\$263,000.00

Dan Derreberry motioned, Lynn Whittlesey second.

Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, Dan Derreberry ~ yes. Motion carried.

Mary Rodenbucher asked if the Maintenance Department personnel will receive a clothing allowance this year. Mary stated that she reviewed the prior year allowance and it seemed adequate. Dan Derreberry made a motion for a clothing allowance for the Maintenance Department in the amount of \$650.00 per person for the year, Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ abstained, Peggy Baaney ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion that a clothing allowance for the AFD will be paid upon request; Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, Dan Derreberry ~ yes. Motion carried.

Dan Derreberry made a motion to adjourn at 11:33 am, Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, Dan Derreberry ~ yes. Motion carried.

X

Trustee

X

Trustee

X

Trustee

X

Fiscal Officer