

Minutes of

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

20

The Atwater Township Trustees held their reorganization meeting on January 3, 2012 at the Atwater Town Hall located at 1219 State Route 183 Atwater, Ohio 44201.

Attending the meeting were Chairman John Kovacich, Trustee Dan Derreberry, Trustee Lynn Whittlesey, Fiscal Officer Tracy Magrell, Fire Chief Mel Russell, John Powers, Mike Pittinger, Naomi Wise, Martha Bevard and John Lopez.

The meeting was called to order at 7:00 pm.

Roll call: Dan; yes. Lynn; yes. John; yes.

Pledge was offered by all.

Tracy asked if there were any nominations for Chairman. Dan made a motion to appoint John Kovacich as chairman. Second by Lynn.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Meeting was turned over to John.

John made a motion to appoint Lynn as Vice Chairman. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes.

Motion carried.

Lynn made a motion at 7:07 pm. to go into executive session to discuss pay rates for all personnel for 2012. Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to go back into regular session at 7:22 pm. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Dan as liaison to the Fire Department. Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to appoint Lynn as liaison to Cemetery and Real Estate. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint John as liaison to the Road Department. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Dan as Regional Planning Commission representative. Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to appoint Lynn as alternate to the Regional Planning Commission representative. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint John and Tracy to Records Commission. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint John to manage the Township website. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Jon made a motion that the Fiscal Officer and Trustees be paid from the General Fund per State statutes. Second by Dan.

**RECORDS OF PROCEEDINGS**

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Roll call votes: Dan; Yes. Lynn; yes. John; yes. Motion carried.

John made a motion to retain the travel policy to reimburse for mileage at 50 cents per mile if beyond 20 miles. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn formalized the voluntary donation of 10% of his pay reduction from the maximum amount, as paid by Atwater Township, allowed by state statute for Township Trustees for calendar year 2012. This reduction is based on a monthly compensation of \$857.33 to be returned quarterly. The donation amount for three months is \$257.20 and is to be credited to the Cemetery Fund #2041.

John read and made a motion to accept the following:

**RESOLUTION 1-2012**

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 an 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.

The Atwater Zoning Commission regularly scheduled meetings will be held the first Wednesday of each month. Meetings will be held at 6:30 pm at the Atwater Town Hall located at 1219 St. Rte. 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 hearing.

The Atwater Board of Zoning Appeals regularly scheduled meetings will be held on the third Thursday of each month. Meetings will be held at 7:30 pm at the Atwater Town hall located at 1219 St. Rte. 183 Atwater, Ohio. The Zoning Secretary will notice special meetings, hearings or work sessions in the Record Courier to the specifics in the Ohio Revised Code. All work sessions are for the discussion of public business and will be considered a public meeting.

Second by Lynn.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn discussed a late night phone call he received at home from a resident with zoning questions.

Lynn made a motion to change the Zoning Office hours to Tuesday mornings from 10:00 am until 12:00 pm. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John read and made a motion to accept the following:

**RESOLUTION 2-2012**

Resolved, by the Board of Trustees of Atwater Township, in accordance with provisions of law Previously adopted a Tax Budget for the 2012 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 mill 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  
 Held 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 mill limitations

Second by Lynn.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

#### PERSONNEL

Lynn 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. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Zoning Inspector Jim Donovan at a rate of \$475.00 per month. Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Zoning Secretary Becky Barthol at a monthly salary of \$200.00. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to Remove Dan Duley from Zoning Commission due to lack of interest and unable to contact. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Wayne Robertson to Zoning Commission for one year ending December 31, 2012 and Lynn Allen to Zoning Commission for five years ending December 31, 2016. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn will draft a letter after this meeting with roster of all members of Zoning Commission and Zoning Board of Appeals and give to Zoning secretary to mail to all members.

Lynn stated that we currently do not have any alternates. This topic will be revisited.

Lynn made a motion to appoint Ron Dubinsky to Zoning Board of Appeals for five years ending December 31, 2016 and to appoint Martha Bevard to Zoning Board of Appeals for two years ending December 31, 2013. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Richard Myers to housekeeping for 2012 as needed at \$11.00 per hour. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

#### FULL TIME EMPLOYEES

John made a motion to appoint Tim Whittlesey as Maintenance Supervisor for the year 2012 on a salary basis at a rate of \$17.00 per hour based on 2080 hours including benefit package. Second by Dan.

Roll call: Dan; yes. Lynn; Abstain. John; yes. Motion carried.

John made a motion to appoint Dave Alldredge to the Maintenance Department for the year 2012 on a salary basis at a rate of \$15.00 per hour based on 2080 hours including benefit package. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to appoint Mel Russell to the Fire Department for the year 2012 on a salary basis at a rate of \$15.50 per hour based on 2080 hours including benefit package. Second by Dan.

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~~Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.~~

Lynn made a motion to appoint FD part time and full time at a rate of \$10.40 per hour and \$12.00 per call and \$24.00 per transport; Mel as Fire Chief with a monthly pay of \$615.00 per month; Darren as Assistant Chief with a monthly salary of \$290.00 per month not to exceed 40 hours per month; Jesse as Captain with a monthly salary of \$203.00 not to exceed 28 hours per month; and Rick Bane with a salary of \$203.00 per month not to exceed 28 hours per month for the year 2012. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to appoint Mel as fire inspector non pay and Jesse as fire inspector a rate of \$10.40 per hour for 2012. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

### FD PAY CHART

EMPLOYEE NAME	PART TIME		FULL TIME	
	HOURLY	HOURLY		
Russell, Mel		X		Inspector
Powers, John	X			
Nellis, Tom	X			
Baughman, Paula	X			
Bane, Rick				
Baughman, Jesse	X			+Inspector \$10.40 PER HR
Davis, Ashley				
DeCrane, Don				
Herman, Tony				Cadet
Eland, Tom				X
Lehman, Daryl				X
Mann, Jeff				X
McAlicher, Shirley	X			X
Pavlik, Dana				X
Pittinger, Mike				X
Thomas, Tom				X
Werab, Darren				X
White, William				X
Whittlesey, Tim				X
Worley, Nate				Cadet

### OFFICER PAY

Chief-Mel Russell	\$615.00 per month	
Asst. Chief-Darren Werab	\$290.00 per month	Not to exceed 40 hours
Capt. Jesse - Baughman	\$203.00 per month	Not to exceed 28 hours
Lieutenant - Rick Bane	\$203.00 per month	Not to exceed 28 hours

Lynn made a motion to have EMS soft billed by Life Force Management for Fire Department immediately family at home address as well as Waterloo School faculty, students and staff. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to accept the EMS rates for 2012 as follows:

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**EMS-RATES**

Basic Life Support	\$450.00
Advance Life Support	\$550.00
Advance Life Support II	\$700.00
Per Transported loaded mile	\$10.00

Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to accept the Township Hall rental rates for 2012 as stated in the Township Rental agreement as follows:

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

Second by Lynn.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to accept the 2012 Cemetery Purchase Fees as follows:

**CEMETERY PURCHASE FEES**

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

Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to accept Cemetery Service Fees for 2012 as follows:

**CEMETERY SERVICES**

Open/Close for baby section	\$225.00
Open/Close for all other sections	\$550.00
Cremation	\$150.00
Funeral arrival after 2:00 pm weekdays	\$100.00
Saturday, Sunday and Holiday additional fee	\$200.00
Footer (per cubic foot)	\$26.00

Second by John.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Lynn made a motion to not charge for foundations for military markers. Second by Dan.  
Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to accept Zoning Permits and Fees for 2012 as follows:

RECORDS OF PROCEEDINGS  
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DIVISION OF LEGAL BLANK, INC., FORM NO. 10148

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Held PERMITS AND FEES AMOUNT

PERMITS AND FEES	AMOUNT
Single family dwelling	\$150.00
2 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 offices (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 (95sq. 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.)	\$425.00
Site plan review	\$400.00

Second by Lynn.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to accept the set fee of ten cents per page for copies of public documents.  
Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

John made a motion to accept a travel policy for 2012 to reimburse fifty cents per mile for mileage beyond a twenty mile radius traveled for Township business. Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Trustees discussed fees for installing pipe in ditches.

John made a motion to hold the Township Inventory on Saturday January 7, 2012 at 8:00 am.  
Second by Dan.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

Dan made a motion to adjourn at 9:02 pm. Second by Lynn.

Roll call vote: Dan; yes. Lynn; yes. John; yes. Motion carried.

[Signature] Trustee

[Signature] Trustee

Fiscal Officer