

**RECORD OF PROCEEDINGS**  
**Minutes of Organizational Meeting**  
**Held at 1219 St. Rt. 183 in Atwater, Ohio; on January 5, 2016**  
**ATTENDANCE**

Trustee John Kovacich, Trustee Lynn Whittlesey, Trustee Peggy Baine, Fiscal Officer Linda Allen, AFD Fire Chief Mel Russell, Martha Brevard, Walt Baine, Dan Kolasky, Danny Derreberry, John Allen, Tom Nellis, Jason Fowler, Ken Shepherd, Tina & Katelin Mann, Tracy & Steve Hughes, Clinton Corpening were in attendance.

Linda Allen called the 2016 Organizational Meeting to order at 7:00 pm. with the pledge. Prayer was offered.  
Roll call: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, Dan Derreberry ~ yes.

Linda Allen asked if there was a nomination for Chairman. Lynn Whittlesey moved to appoint John Kovacich for Chairman, Peggy Baine second Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

Linda Allen asked for nominations for vice chairman Peggy Baine made a motion to appoint Lynn Whittlesey as Vice Chairman, John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

The meeting was turned over to John Kovacich.

John Kovacich made a motion to appoint Peggy Baine as liaison for Fire Department, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey made a motion to appoint John Kovacich as liaison for Road Department, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Lynn Whittlesey as liaison for Cemetery & Real Estate, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

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

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

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

John Kovacich 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, also to pay a maximum of \$40 a day for food when on Township business. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, ~ yes John Kovacich. Motion carried.

Lynn Whittlesey provided a copy of his 2016 donation agreement of 10% of his salary to be donated to the Cemetery fund on a quarterly basis.

Lynn Whittlesey made a motion to accept the following:

**RESOLUTION 1-2016**

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. The second Meeting of December and the Year End Meeting to pay final bills will be on Tuesday, December 27, 2016. The Organizational Meeting for 2017 will be held on January 3, 2017. 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. John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

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Lynn Whittlesey made a motion to accept the following:

**RESOLUTION 2-2016**

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 Wednesdays from 10:00 am to 12:00 pm.

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Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.  
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Lynn Whittlesey made a motion to accept the following:

**RESOLUTION 3-2016**

Resolved, by the Board of Trustees of Atwater Township, in accordance with provisions of law

Previously adopted a Tax Budget for the 2016 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.

John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.  
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**PERSONNEL**

Lynn Whittlesey made a motion to go into Executive Session to discuss Payroll/Personnel Issues at 7:20 pm. John Kovacich second. Roll Call: Lynn Whittlesey – yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

Lynn Whittlesey made a motion to return from Executive Session at 7:47 pm. John Kovacich second. Roll Call: Lynn Whittlesey – yes, Peggy Baine – yes, John Kovacich – yes. Motion Carried.

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

Lynn Whittlesey made a motion to appoint Dan Kolasky as Zoning Inspector at an increased rate of \$700.00 per month, Peggy Baine second. Roll call vote Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

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

Lynn Whittlesey made a motion to appoint Richard Myers to housekeeping for 2016 on an as needed basis at an increased rate to \$12.50 per hour, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Tim Whittlesey as maintenance supervisor for 2016 at the rate of \$20.50 per hour based on 2080 hours including benefit package. Peggy Baine second. Roll call vote: Lynn Whittlesey ~ abstained, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Dave Alldredge as maintenance employee for 2016 at a rate to \$17.00 per hour based on 2080 hours including benefit package. Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion for a clothing allowance for the Maintenance Department in the amount of \$650.00 per person for the year, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ abstained, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Mel Russell as Fire Chief @ \$615 per month, Jesse Baughman as Assistant Chief @\$300 per month, and Paula Baughman@ \$225 per month as Captain for the Fire Department, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey moved to pay Part-Time Wages and Paramedic at a rate of \$11.75 per hour, Intermediate a rate of \$11.60 per hour, and Basic was at a rate of \$11.25 per hour. John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion regarding calls; the two categories are off-duty response and off-duty transports; the off-duty response will be paid at a rate of \$14.00 per call and off-duty transport at a rate of \$28.00 per call; Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried. *See attached roster*

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John Kovacich made a motion to reappoint Mel Russell to the Fire Department Full-Time Administrative Position at \$15.75 per hour based on 2080 hours including the benefit package, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey made a motion to appoint Jesse Baughman as the Fire Department Inspector at \$20.00 per hour as needed. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich 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, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion that a clothing allowance for the AFD will be paid upon request and with approval of the Board. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

There was a discussion on EMS collection from Fidelity Collections to the Attorney General's Office, more research needs to be done on this subject.

Lynn Whittlesey made a motion for the EMS rates for 2016 to stay the same and are 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

John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey made a motion to leave the Township Hall rental rates for 2016 the same as follows:

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

John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.  
*See attached Rental Contract*

Lynn Whittlesey stated that in reviewing the financial reports the Cemetery was up 45.2%. Lynn recommended leaving the purchase fees and Open/Close, and Footer fee as is.

Lynn Whittlesey read the 2016 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 2016 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

John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey stated that he will send 2016 rate information to funeral homes and monument companies.

Peggy Bainey moved to continue not charging for foundations for military markers only. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey made a motion to appoint Brok Plymale to the Zoning Commission for the next five years, 2016 through 2020. Peggy Bainey second. Roll Call: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion Carried.

Lynn Whittlesey read the zoning permits and fees for 2016:

**PERMITS AND FEES**

Single family dwelling	\$150.00
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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 28.2%. The Board agreed based on the financial reports the fees are good, Lynn Whittlesey made a motion to retain the 2015 fees for 2016, John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to accept the set fee of ten cents per printed page for copies of public documents, and to charge a fee of \$2.00 for a CD of Township Minutes. The recorded Minutes are only available during the process when Linda is deciphering her notes taken at the Trustee Meetings, and are erased once the Minutes are complete and approved. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to accept the Township Inventory which is to take place on Saturday, January 9, 2016 at 8:00 am for the Road Department and the Townhall by Lynn and John, and on Monday, January 11, 2016 for the AFD by Peggy. Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, John Kovacich ~ yes. Motion carried.

Linda Allen presented the following information for Temporary Appropriations for 2016. Linda arrived at the figures based on the expenditures from the first quarter of 2015.

Lynn Whittlesey made a recommendation to set **Temporary Appropriations** for 2016 as listed and read,

	12/31/2015	Expenditures based on	1/5/2016
FUND GENERAL	Fund Balance	First quarter 2015	2015 Temp APPROPRIATIONS
1000 GENERAL	\$376,185.54	\$35,571.35	\$70,000.00
2011 MVLТ	\$19,363.14	\$234.26	\$1,000.00
2021 GAS TAX	\$115,094.94	\$6,368.66	\$25,000.00
2031 ROAD & BRIDGE	\$16,891.15	\$15,963.76	\$11,000.00
2041 CEMETERY	\$40,533.16	\$263.59	\$13,000.00
2111 FIRE	\$411,477.79	\$33,805.45	\$80,000.00
2181 ZONING	\$9,618.89	\$0.00	\$1,000.00
2231 PERMISSIVE	\$15,884.57	\$0.00	\$10,000.00
2281 AMBULANCE	\$60,799.57	\$11,147.39	\$32,000.00
2401 LIGHTING	\$6,807.74	\$1,307.26	\$6,000.00
Cemetery Bequest	\$282.95	\$0.00	\$0.00
NOPEC Grant	\$0.00	\$0.00	\$0.00
PARK	\$0.00	\$0.00	\$0.00
TOTAL	\$1,072,939.44	\$104,661.72	\$249,000.00

Peggy Baaney motioned, Lynn Whittlesey second.  
Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, John Kovacich ~ no. Motion carried.

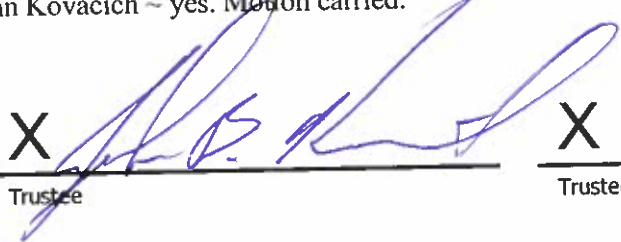
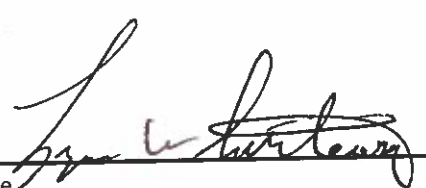
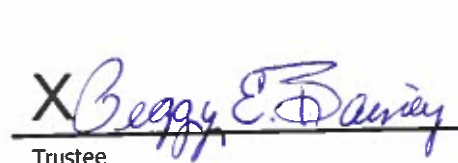

John Kovacich made a motion to rescind the above motion.

After further discussion, it was determined that the Road & Bridge and the Lighting accounts were not correct. They were changed to reflect the proper dollar amounts. John Kovacich made a motion to accept the corrected Temporary

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Appropriations. Peggy Baine second. Roll Call: Lynn Whittlesey - yes, Peggy Baine - yes, John Kovacich - yes.  
Motion Carried.

John Kovacich made a motion to adjourn at 8:38 pm, Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

<p>X  Trustee</p>	<p>X  Trustee</p>
<p>X  Trustee</p>	<p>X  Fiscal Officer</p>