

RECORD OF PROCEEDINGS
Minutes of Organizational Meeting
Held at 1219 St. Rt. 183 in Atwater, Ohio; on January 5, 2017
ATTENDANCE

Trustee John Kovacich, Trustee Lynn Whittlesey, Trustee Peggy Bainey, Fiscal Officer Linda Allen, AFD Fire Chief Mel Russell, Martha Brevard, Walt Bainey, Paula Baughman were in attendance.

Linda Allen called the 2017 Organizational Meeting to order at 10:00 am. Roll call: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Meeting was opened with the pledge and a prayer.

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

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

The meeting was turned over to John Kovacich.

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

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

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

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

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

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

John Kovacich made a motion to retain the travel policy to reimburse for milage 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. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, ~ yes John Kovacich. Motion carried.

Lynn Whittlesey said that he would provide a copy of his 2017 donation agreement of 10% of his salary to be donated to the Cemetery fund on a quarterly basis.

John Kovacich made a motion to accept the following:

RESOLUTION 1-2017

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 the 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 Thursday, December 28, 2017. The Organizational Meeting for 2018 will be held on January 4, 2018. 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. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to accept the following:

RESOLUTION 2-2017

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 4:00 pm to 6:00 pm.

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Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ 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 2017 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
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.

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

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PERSONNEL

John Kovacich made a motion to go into Executive Session to discuss Payroll/Personnel Issues at 10:15 am. Lynn Whittlesey second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – yes, John Kovacich – yes. Motion Carried.

Lynn Whittlesey made a motion to return from Executive Session at 11:20 am. John Kovacich second. Roll Call: Lynn Whittlesey – yes, Peggy Bainey – 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, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

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

Lynn Whittlesey made a motion to appoint Kimberly Vicen as Zoning Secretary at a rate of \$200.00 per month, John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Tim Whittlesey as maintenance supervisor for 2017 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, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Milton Green Jr.as maintenance employeec for 2017, at a rate of \$17.00 per hour based on 2080 hours including benefit package. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ 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 Bainey second. Roll call vote: Lynn Whittlesey ~ abstained, Peggy Bainey ~ 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@ \$275 per month as Captain for the Fire Department, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich moved to pay Part-Time Wages and Paramedic at a rate of \$12.00 per hour, Intermediate a rate of \$11.75 per hour, and Basic was at a rate of \$11.50 per hour. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ 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 \$35.00 per call; Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

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 stated that they would come back to Mel's hourly rate once the review is complete.

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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, Peggy Bainey 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.

John Kovacich made a motion for the EMS rates for 2017 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

Peggy Bainey 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 2017 the same as follows:

	Resident Fee	Non Resident Fee
Town Hall rental 8:00 am to 10:00 pm	\$100.00	\$150.00
Pavilion rental	\$25.00	\$40.00

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

Lynn Whittlesey read the 2017 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 2017 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
Footers	To be done by monument companies

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

Lynn Whittlesey stated that he will send 2017 rate information to funeral homes and monument companies.

Lynn Whittlesey read the zoning permits and fees for 2017 and made a motion to approve:

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

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

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Lynn Whittlesey made a motion to retain the 2016 fees for 2017, John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ 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. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

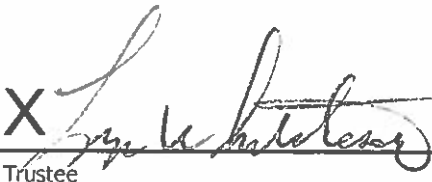
Peggy Bainey made a motion to accept the Township Inventory which is to take place on Monday, January 9, 2017 at 8:00 am. John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

Peggy Bainey made a motion to pay the Trustees and the Fiscal Officer on a salary basis for 2017. John second. . Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to adjourn at 11:50 am, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

X 
Trustee

X 
Trustee

X 
Trustee

X 
Fiscal Officer