

Record of Proceedings

Minutes of Organizational Meeting

Held at 1219 St Rt. 183, Atwater Ohio: on January 6, 2020

ATTENDANCE

Trustee John Kovacich, Trustee Lynn Whittlesey, Trustee Peggy Bainey, Fiscal Officer Linda Allen, AFD Fire Chief Mel Russell, Martha Brevard, Walt Bainey, Tom Nellis, Phil Cox, Mike Lanham, Dave & Joanne Brannon were in attendance.

Linda Allen called the 2020 Organizational Meeting to order at 10:00 am. Roll call: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes.

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, Peggy Bainey 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 ~ no, 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 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, plus lodging when on Township business. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, ~ yes John Kovacich. Motion carried.

Lynn Whittlesey will provide a copy of his 2020 donation agreement of 5% of his salary to be donated to the Cemetery fund on a quarterly basis.

John Kovacich made a motion to accept the following:

RESOLUTION 1-2020

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 Wednesday, December 30, 2020 @10 am. The Organizational Meeting for 2020 will be held on Monday, January 4, 2021 @ 10 am. 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.

Lynn Whittlesey made a motion to accept the following:

RESOLUTION 2-2020

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 State Route 183 Atwater, Ohio. The Zoning secretary will give 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 Mondays from 5:00 pm to 7:00 pm.

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 following:

RESOLUTION 3-2020

Resolved, by the Board of Trustees of Atwater Township, in accordance with provisions of law
Previously adopted a Tax Budget for the 2020 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.

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

PERSONNEL

Lynn Whittlesey made a motion to go into Executive Session to discuss Payroll/Personnel Issues at 10:08 am.
John Kovacich second. Roll Call: Lynn Whittlesey – yes, Peggy Baaney – yes, John Kovacich – yes. Motion
Carried.

John Kovacich made a motion to return from Executive Session at 10:33 am. Peggy Baaney second. Roll Call:
Lynn Whittlesey – yes, Peggy Baaney – yes, John Kovacich – yes. Motion Carried.

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

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

Josh Kovacich made a motion to appoint Shirley McAlicher as Zoning Secretary at a rate of \$225.00 per month,
Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baaney ~ yes, John Kovacich ~ yes. Motion
carried.

John Kovacich made a motion to appoint Tim Whittlesey as maintenance supervisor for 2020 at the rate of \$21.75
per hour based on 2080 hours including benefit package. Peggy Baaney second. Roll call vote: Lynn Whittlesey ~
abstained, Peggy Baaney ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey made a motion to appoint Milton Green Jr.as maintenance employee for 2020, at a rate of \$18.25
per hour based on 2080 hours including benefit package. John Kovacich second. Roll call vote: Lynn Whittlesey
~ yes, Peggy Baaney ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion for a clothing allowance for the Maintenance Department in the amount of \$750.00
per person for the year, Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ abstained, Peggy Baaney ~ yes,
John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Mel Russell as Fire Chief @ \$650 per month, Tom Nellis as Assistant
Chief @\$450 per month, and Jason Brock as Lieutenant @ \$350 per month Peggy Baaney second. Roll call vote:
Lynn Whittlesey ~ yes, Peggy Baaney ~ no, John Kovacich ~ yes. Motion carried.

John Kovacich moved to pay Part-Time Wages and Paramedic at a rate of \$13.00 per hour, Intermediate a rate of
\$12.75 per hour, and Basic at a rate of \$12.50 per hour. Peggy Baaney second. Roll call vote: Lynn Whittlesey ~
yes, Peggy Baaney ~ 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 plus \$7.00 for each half hour while on scene. Off-
duty transport at a rate of \$40.00 per call; Peggy Baaney second. Roll call vote: Lynn Whittlesey ~ yes, Peggy
Baaney ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to reappoint Mel Russell to the Fire Department Full-Time Administrative Position at \$17.25 per hour based on 2080 hours including the benefit package, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried

We have no one qualified to do fire inspection. Randolph covers us for residential fire and the Ohio State Fire Marshalls Office covers us for business. We have several firefighters interested in talking the schooling for Fire Inspection.

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

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

Lynn Whittlesey did a comparison of 2017 thru 2019 yearend financial information. He mentioned that we might have to replace the Road Department Building. Mike Lanham and Dave Brannon want a Building Engineer to look the building over and give their recommendations. Peggy would like to have this information reported at a Township Meeting.

Dave Brannon said that Randolph offers their Senior Center free to residents who passed.

Peggy Bainey said something needs to be done with the Fiscal Officers office.

Phil Cox said that we have quite a few properties in Atwater that are delinquent on their property taxes and we should push to get this money. John said all of this should be discussed at a Regular Meeting not the Organizational Meeting.

Lynn Whittlesey made a motion for the EMS rates for 2020 to stay the same and are as follows, the Residents of Atwater will be Soft Billed as well as the Attorney General doing billing for past due accounts:

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 2020 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 |

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

Lynn Whittlesey read the 2020 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 2019 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 2020 rate information to funeral homes and monument companies.

John Kovacich read the zoning permits and fees for 2020 and made a motion to keep rates the same.

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.

John Kovacich made a motion for Emily Lashley to continue cleaning the Atwater Town Hall at a rate of \$13.00/hr. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

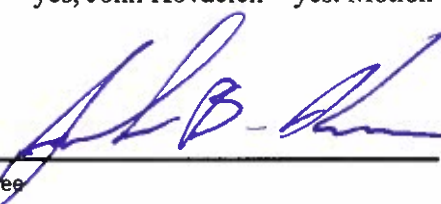
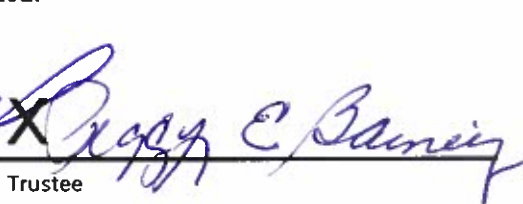
John Kovacich made a motion to accept the set fee of ten cents per printed page for copies of public documents, and to charge a fee of \$2.00 for a CD of Township Minutes. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.



John Kovacich made a motion to accept the current Records Retention Policy for the 2020 year. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to permit the Fiscal Officer to issue Blanket Certificates up to the maximum of \$20,000.00. Anything over \$20,000.00 must have Trustee approval. 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 Township Inventory which is to take place on Monday, January 13, 2020 at 10:00 am. Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to adjourn at 11:05 pm, Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

X  X 
Trustee Trustee

X  X 
Trustee Fiscal Officer