

RECORD OF PROCEEDINGS
Minutes of Organizational Meeting
Held at 1219 St. Rt. 183 in Atwater, Ohio; on January 4, 2018

ATTENDANCE

Trustee John Kovacich, Trustee Lynn Whittlesey, Trustee Peggy Bainey, Fiscal Officer Linda Allen, AFD Fire Chief Mel Russell, Martha Brevard, Walt Bainey, Dave Brannon, Larry Fiegly, John Allen, Ton Nellis were in attendance.

Linda Allen called the 2018 Organizational Meeting to order at 7:10 pm. 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 John Kovacich made a motion to appoint Peggy Bainey as Vice Chairman, Lynn Whittlesey 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.

Peggy Bainey made a motion to appoint John Kovacich as liaison for Road Department, Lynn Whittlesey 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.

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

Lynn Whittlesey provided a copy of his 2018 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 1-2018

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 first meeting in May (May 8, 2018) will be held at the Atwater Historical Society @ 7pm. The second Meeting of December and the Year End Meeting to pay final bills will be on Thursday, December 27, 2018 @10 am. The Organizational Meeting for 2019 will be held on January 3, 2019 @ 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 2-2018

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

RESOLUTION 3-2018

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

Previously adopted a Tax Budget for the 2018 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.

Peggy Baine second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ 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 7:24 pm. Peggy Baine 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 7:58 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 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 Baine ~ yes, John Kovacich ~ yes. Motion carried.

John Kovacich made a motion to appoint Dan Kolasky as Zoning Inspector at a rate of \$700.00 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 Kimberly Vicen as Zoning Secretary at a rate of \$200.00 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 Tim Whittlesey as maintenance supervisor for 2018 at the rate of \$21.00 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 Milton Green Jr. as maintenance employee for 2018, at a rate of \$17.50 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.

Lynn Whittlesey made a motion to appoint Mel Russell as Fire Chief @ \$615 per month, Jesse Baughman as Assistant Chief @ \$450 per month, and Paula Baughman @ \$375 per month as Captain for the Fire Department, John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ no, John Kovacich ~ yes. Motion carried.

Dave Brannon questioned why the officers of the AFD are non-residents, John Kovacich responded that the appointments were up to the Chief.

Peggy Baine moved to pay Part-Time Wages and Paramedic at a rate of \$12.50 per hour, Intermediate a rate of \$12.25 per hour, and Basic at a rate of \$12.00 per hour. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Baine ~ yes, John Kovacich ~ yes. Motion carried.

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

John Kovacich made a motion to reappoint Mel Russell to the Fire Department Full-Time Administrative Position at \$16.75 per hour based on 2080 hours including the benefit package, Lynn Whittlesey 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 appoint Jesse Baughman as the Fire Department Inspector at \$20.00 per hour as needed. John Kovacich 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. Lynn Whittlesey 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 2018 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

Lynn Whittlesey 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 2018 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 2018 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 2018 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 2018 rate information to funeral homes and monument companies.

John Kovacich read the zoning permits and fees for 2018 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

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 for Erin McBride to continue cleaning the Atwater Town Hall at a rate of \$12.50. 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.

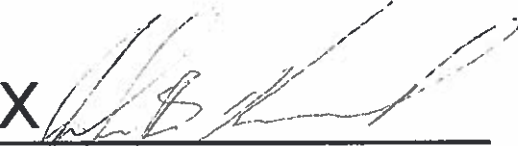
John Kovacich made a motion to accept the current Records Retention Policy for the 2018 year. Lynn Whittlesey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

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

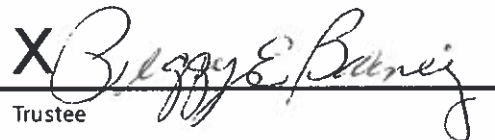
Peggy Bainey made a motion to accept the Township Inventory which is to take place on Monday, January 8, 2018 at 10:00 am. John Kovacich second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

Lynn Whittlesey stated that as of today we have two residents on the Zoning Commission and two residents on the Zoning Appeals Board. Martha Brevard stated that she would like to be on the Zoning Appeal Board.

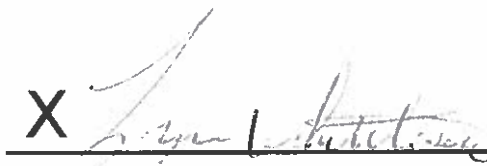
John Kovacich made a motion to adjourn at 8:30 pm, Peggy Bainey second. Roll call vote: Lynn Whittlesey ~ yes, Peggy Bainey ~ yes, John Kovacich ~ yes. Motion carried.

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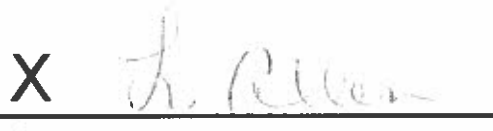
Trustee

X 

Trustee

X 

Trustee

X 

Fiscal Officer