

Minutes of the Board of Licking Township Trustees,
Organizational Meeting held at the Fire Co., Station 3,
Jacksontown, OH at 6:30 p.m., on January 13, 2014.

Mrs. Lynch called the meeting to order with the following
members present: Joseph Hart, John Holman, Dave Miller,
and Andrea Lynch.

Others Present: Rob Mills, Steve Patterson

The Pledge of Allegiance was recited.

A brief discussion took place regarding the title of
president, vice-president, and also attributes/strengths of
the members of the Board.

Mrs. Lynch took charge of the meeting and opened the
nominations for President of The Board of Trustees for the
year 2014. Mr. Miller nominated Mr. Hart. Mr. Holman
seconded the motion.

Roll Call: Hart, yes; Holman, yes; Miller, yes.

Mrs. Lynch asked for nominations for Vice President of The
Board of Trustees for the year 2014. Mr. Miller nominated
Mr. Holman. Mr. Hart seconded the motion.

Roll call: Hart, yes; Miller, yes; Holman, yes.

*Mrs. Lynch asked the board if there were any changes or
corrections to the following motion. There were none.*

Mr. Miller moved the adoption of the following: Be it
resolved that the regular meetings of The Board of Licking
Township Trustees for the fiscal year 2013 be held at the
Fire Co., Station 3, Jacksontown, Ohio. Township meetings
will be held on the first and third Monday of each month,
except when this falls on a legal holiday then it shall be
held the following evening, unless otherwise published or
posted on the door of the Fire Station. Regular meetings
will be noted on the township website. Meeting times will
be at 7:30pm. Mr. Hart seconded the motion.

Roll call: Holman, yes; Hart, yes; Miller, yes.

*Mrs. Lynch asked the board if there were any changes or
corrections to the following motion. There were none.*

Mr. Hart moved the adoption of the following: To have the above listed resolution published in The Advocate and The Beacon. Mr. Holman seconded the motion.

Roll call: Miller, yes; Hart, yes; Holman, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Holman moved the adoption of the following: To pay all expenses for the Trustees, Fiscal Officer, and Zoning Inspector to attend township conventions including mileage at the current IRS allowance, also, to pay membership dues for the county and state association to be paid for the Trustees, Fiscal Officer, and the associate membership for the Zoning Inspector. Mr. Miller seconded the motion.

Roll call: Hart, yes; Holman; yes; Miller, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Holman moved the adoption of the following: To reimburse the Zoning Inspector mileage at the current IRS allowance for zoning department related mileage. Mr. Miller seconded the motion.

Roll call: Hart, yes; Miller, yes; Holman, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Miller moved the adoption of the following: That the Licking Township road crew employees be caretakers of all Township property as directed by their supervisor. Mr. Hart seconded the motion.

Roll call: Holman, yes; Miller, yes; Hart, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Holman moved the adoption of the following: To pay all bills incurred by the Township on an estimated appropriation until the Amended Official Certificate is received and approved. Mr. Miller seconded the motion.

Roll call: Miller, yes; Hart, yes; Holman, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Miller moved the adoption of the following: To

authorize the Fiscal Officer to request an advance, if needed, from the Licking County Auditor's Office. Mr. Hart seconded the motion.

Roll call: Miller, yes; Holman, yes; Hart, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. Changes were discussed and made.

Mr. Hart moved the adoption of the following: That the Fiscal Officer be permitted to adjust money within a fund and/or between funds as needed throughout the year. Mr. Miller seconded the motion.

Roll call: Miller, yes; Holman, yes; Hart, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. Changes were discussed and made.

Mr. Hart moved the adoption of the following: That any department buying equipment or supplies over \$500 must have the approval of at least one Trustee; any Trustee may authorize expenditures up to \$2500. All expenditures over \$2500 must be approved at a regular or emergency meeting of The Board of Licking Township Trustees. Mr. Miller seconded the motion.

Roll call: Holman, yes; Miller, yes; Hart, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. Changes were discussed and made.

Mr. Miller moved the adoption of the following. That the Fire Chief, in an emergency only, must have approval of two Trustees for medical and emergency expenses over \$2500. Mr. Hart seconded the motion.

Roll call: Miller, yes; Hart, yes; Holman, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Hart moved the adoption of the following: That in agreement with Section A of the O.R.C. 5571.02 the Licking Township Trustees designate Mr. Miller to have charge of all maintenance and repair of the roads within the township and supervise all township road employees with Mr. Holman as a backup. Mr. Miller seconded the motion.

Roll call: Hart, yes; Miller, yes; Holman, yes.

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.

Mr. Holman moved the adoption of the following: That Mr. Hart will be the Fire Co. coordinator with Mr. Miller as a backup. Mr. Miller seconded the motion.

Roll call: Holman, yes; Miller, yes; Hart, yes.

Mr. Hart moved that the Licking Township Trustees appoint Mr. Holman to be responsible for various administrative responsibilities including but not limited to long-range planning and development; short and long-term budget recommendations; working directly with the Prosecutor's Office to develop a new Personnel Handbook; and serve as a zoning liason to the LTWP zoning boards as needed throughout 2014. Mr. Miller seconded the motion.

Roll Call: Miller, yes; Hart, yes; Holman, yes.

Mr. Miller advised the Board that the Culvert Inventory report has already been completed and submitted.

The Organizational portion of the meeting being completed Mrs. Lynch turned the meeting over to Mr. Hart.

The Trustees will leave the agenda for 2014 the same currently.

The 2013 year-end financial reports are completed. Mrs. Lynch indicated that the only year-end items to complete are W-2/W-3/1099 procedures.

Minutes of the previous meeting and records commission meeting were read, approved, and signed by the Trustees.

Mr. Miller made a motion to approve the expenditures totaling \$14,259.39. Mr. Holman seconded the motion.

Roll call: Hart, yes; Miller, yes; Holman, yes.

There are funds on hand or in the process of collection to pay the attached listed bills. _____, Fiscal Officer.

CORRESPONDENCE:

1. LTWP Delinquent Tax Report

2. Copies of updated Public Records Policy
3. OTARMA Renewal Questionnaire
4. KLA Risk Consulting Recommendations due 2/14/13
5. Email from Rhonda Carte regarding need for new computer for website maintenance
6. Wilson, Shannon, Snow Audit survey
7. Certificate of total amount from all sources 12/31/13
8. Ohio Dept of Admin Services Cooperative Purchasing Agreement renewal
9. Licking Co. Engineer Map Bridge/Culvert conditions
10. Survey results from John Geller Re: Water Survey
11. Tire Amnesty Grant email

A brief discussion took place regarding Ms. Carte's request for a new computer to maintain the website. Mr. Holman will be evaluating website this year and will follow-up with Ms. Carte.

Mr. Hart inquired as to how Wilson, Shannon, and Snow was selected to conduct the audit of 2013. The Fiscal Officer indicated that this was prior to her being seated but will research and provide the details at the next meeting.

A brief discussion took place regarding the survey results from the water survey conducted by Heath Division of Utilities.

Mr. Hart made a motion to authorize the Fiscal Officer to make reasonable decisions to expend up to \$1000 if necessary with the understanding that the Fiscal Officer will report these expenditures at the following board meeting. Mr. Miller seconded the motion.

Roll call: Holman, yes; Hart, yes; Miller, yes.

Fire Chief Wilson advised that the 2013 YTD runs total 983; tanker 602 actuator valve was replaced, water heater replaced, and Station #1 dryer went bad and had to be replaced. Chief Wilson presented a \$250.00 donation check from the Buckeye Lake Area Civic Association. Angela Schlesiona presented information to the Board regarding an upcoming LTWP Fire Company Chili Cook-off to be held on Saturday, April 12th at the Jacksontown Community Outreach Center. She explained that 50% of the proceeds benefit the Licking County Food Pantry - Jacksontown Food Bank and 50% will benefit the LTWP Fire Fighters Association. Ms.

Schlesiona asked the Board for their support in this fund-raising activity. Mr. Hart suggested that the Board consider paying the expense for 1 ad to be placed in the Beacon and Advocate advertising this event. The Board concurred. Mr. Holman complimented Ms. Schlesiona for her initiative in organizing the event.

Mr. Holman stated that he has volunteered to maintain the duties of the Zoning Inspector until such time that a Zoning Inspector has been appointed by the Board. Mr. Holman stated that he will maintain these duties without pay and without mileage reimbursement as directed by legal counsel. The Board concurred. Mr. Holman indicated that there have been no permits issued in 2014 but did receive a call from Mr. Loewendick. Mr. Holman presented the Board with 2 copies of the Zoning Map reflecting changes made as a result of the decisions made for the Map Change Hearing for Mr. Loewendick. Mr. Holman will also provide a copy to Dale Wise and will determine which copy to be filed by the Fiscal Officer.

Rob Mills advised that he and the Fiscal Officer are researching a sign grant providing direct payment of up to \$50,000 to townships for road-sign upgrades. Mr. Mills indicated that only 1 township in Licking County qualifies and although Licking Township does not meet the crash rate criteria, LTWP will attempt to apply for consideration.

Mr. Miller advised the need to order grit with or without brine @ \$8.80/ton delivered. Mr. Mills advised the Board that LTWP has almost 600 tons of storage, have had 20" of snow since 11/12/13, have used over 350 tons of salt with approximately 140 ton of salt left. Mr. Miller and Mr. Mills suggested taking the contracted amount of salt.

Mr. Miller and Mr. Patterson presented information regarding the need to purchase 4x8 truck mats/sheets used to allow equipment to get in and out of the cemetery when digging. A discussion took place regarding the product.

Mr. Miller made a motion to purchase safety truck mat package which includes 12 4x8 sheets, hooks, hardware, and S&H from Altoona Mats United Safety Authority of Warren Ohio for a total delivery price of \$2749.00.

Mr. Holman seconded the motion.

Roll call: Holman, yes; Miller, yes; Hart, yes.

Mr. Miller said there is no timeline for replacement of the bridge on Licking Trail Road North of Robert Johnson's. Andrea Lynch and Steve Patterson provided a follow-up to the cemetery surveying. They met with Todd Willis and confirmed that his estimate did not include 2 rows on the east side. Mrs. Lynch indicated that the additional rows would cost \$1200.00 however Todd Willis agreed that since it was his error, he would reduce the charge to \$800.00.

Mr. Miller made a motion to approve the additional \$800.00 expense to the Willis Surveying Contract.

Mr. Holman seconded the motion.

Roll call: Miller, yes; Holman, yes; Hart, yes.

Mr. Holman inquired about the brush pile in the cemetery and how it will impact completion by Willis Surveying. Mr. Patterson indicated that the brush pile has been there for at least 6 years, was told that they can't burn it, and contacted numerous tree removal firms and no one is interested in chipping the pile. Mr. Holman stated that 6 years without resolving the problem is unacceptable. Mr. Hart agreed and offered to contact Chief Wilson to discuss options about burning it. Mrs. Lynch indicated that Todd Willis will complete the portion of the work that he can and agreed to return to the site once the brush pile is removed.

A brief discussion took place regarding the Tire Amnesty Grant.

Mr. Hart made a motion that Licking Township partner with Licking County Recycling on an Ohio EPA Tire Amnesty Grant and pay our respective amount of the 10% required matching funds. Mr. Miller seconded the motion.

Roll call: Holman, yes; Hart, yes; Miller, yes.

There was no member of the public present.

Mr. Holman made a motion to adjourn the meeting at 9:22 p.m. Mr. Miller seconded the motion.

Roll call: Hart, aye; Miller, aye; Holman, aye.

Attest

January 13, 2014 minutes