

Minutes of the Board of Licking Township Trustees, Regular Meeting held at the Fire Co., Station 3, Jacksontown, OH at 7:30 p.m., on February 3, 2014.

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

Others Present: Steve Patterson, Rob Mills, Mike Wilson.

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

Mr. Holman made a motion to approve the expenditures totaling \$52,887.18. Mr. Miller seconded the motion. Roll call: Hart, yes; Holman, yes; Miller, yes.

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

The Fiscal Officer presented documentation to update Park National Bank corporate authorization to include Mr. Holman.

Mr. Hart made a motion for Licking Township to enter into a written lease for the purpose of renting, maintaining, accessing, and terminating a Safe Deposit Box at Park National Bank. Mr. Miller seconded the motion. Roll Call: Miller, yes; Holman, yes; Hart, yes.

#### CORRESPONDENCE:

1. Wilson, Shannon, & Snow email re: 2012-13 Audit
2. Licking Co Engineer's Office Road Mileage Certification
3. Licking Co Recorder's Office Letter re: Zoning Filing Fees
4. Dept of Commerce Liquor Control Order re: Pirate Joe's LLC
5. Dept of Commerce Liquor Control Letter re: permit transfer
6. OPEC Funding Renewal Packet
7. LCPC Letter re: Licking County Welcome Signs
8. OTA article re: MORE Grant 2014
9. LTWP statement of action response to KLA Risk Consulting/OTARMA.
10. Licking Co Wastewater Dept email re: Jacksontown Sewer Project

The Fiscal Officer thanked Rob Mills for the recent snowplowing/treatment for the hill at Licking Trails & Ridgely Tract and passed along compliments from Lakewood Bus Driver Kim Biddle regarding his efforts.

A brief discussion took place regarding the liquor permit transfer from Buckeye Lake Tavern LLC to Buckeye Lake North Shore Holdings LLC DBA Captain Woody's. The Board requested that Mr. Holman follow-up with Mr. Hostasa.

Mr. Hart made a motion that Licking Township approve the OPEC Funding Plan for a 1 year duration as presented by Ohio Insurance Services Agency, Inc. on January 15, 2014. Mr. Miller seconded the motion.

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

A brief discussion took place regarding the Licking County Planning Commission letter about the Eastern Gateway Project and county welcome signs. The Fiscal Officer advised the Board that our township has the opportunity to provide input on the design of a welcome sign that will be placed at a key entrance point into Licking County. Mrs. Lynch further explained that this design should reflect a local image/icon that promotes our township. The Board discussed a few options and agreed to bring ideas for consideration to the next meeting

Trustee Holman gave the Zoning report. There were no permits issued for the month of January. Mr. Holman reported that he was contacted by Amanda Wegrzyn of Verizon Wireless regarding zoning regulations for erecting a radio/cell tower in a general business district. Specifically, Verizon expressed interest in placing a tower on the Harbor Hills water tower which is owned by the Licking County Commissioners. Mr. Holman stated that there are currently no zoning regulations regarding cellphone towers and will contact the Prosecutor's Office regarding future consideration for our zoning regulations.

Trustee Holman provided a status/priority list of several Administrative items. 1) Mr. Holman indicated that after researching the OTARMA website and consulting with the Prosecutor's Office, updating the Policy & Procedures Manual could take approximately 4-6 months. 2) Mr. Holman stated that the Employee Evaluation Form should be reviewed and changes made if needed. Mr. Holman recommended that the Board complete evaluations for the previous 12 months on the 3 full-time employees. 3) Mr. Holman indicated that creating Job Descriptions is necessary and distributed templates to the Board for their thoughts/collaboration regarding job descriptions. Mr. Holman complimented Fire Chief Wilson for having thorough and complete job descriptions in place and stated that once descriptions are completed for all LTWP roles, he will review them with the Prosecutor's Office. 4) Mr. Holman stated that

budgeting and long-range planning is needed to help identify individual department needs, capital improvement plans, and overall township needs. The Board concurred.

Trustee Holman stated that Rob Mills contacted him after the last snow storm and inquired about hiring a part-time/seasonal employee. Mr. Holman advised that he consulted with the Prosecutor's Office and that the Board is able to hire an "Intermittent Employee". This employee would be classified as "at will", would be hired for a fixed time frame, would pay into OPERS, and we are not required to advertise for the position. Mr. Holman expressed support for hiring an Intermittent Employee to assist with plowing/treating the roads during inclement weather or in the event of employee injury/illness. Mr. Hart stated that he was not opposed to hiring an intermittent employee however wanted to be sure that the 2 full-time Road Dept employees are not losing out on over-time opportunities. Mr. Miller provided a list of roads that he plowed in effort to assist the Road Dept.

Chief Wilson gave the Fire Company report. There were 96 total runs in January of those, 71 were EMS; 24 were Fire; 1 Dive. Chief Wilson advised that the 2013 run totals and breakdown are forthcoming. Chief Wilson provided the Board with a copy of his stat sheets for 2013 and also indicated that Tanker 602 is having brakes repaired. Chief Wilson indicated that Licking Memorial Health Systems, through a grant, will be providing LTWP, with 3 new LifePak 15 heart monitors at no cost. Chief Wilson stated that LTWP Fire Co. will be responsible for turning in the old monitors and maintaining/servicing the new monitors. Mr. Hart stated that The Board accepts the LifePak 15 heart monitors from Licking Memorial Health Systems and requested that Mrs. Lynch send a letter of gratitude to LMH once received.

A discussion took place regarding Chief Wilson's proposal of November 18, 2013, for purchase of a 2014 McCoy Miller Squad. Chief Wilson provided the Board with the warranty specifications and unit specs, indicated delivery 160-180 days from date of signed contract, and would like to purchase via the Cooperative Purchasing Program. The Board stated that they would prefer to dispose of the 1993 medic as opposed to trading it in.

Mr. Holman made a motion that LTWP enter into a contract with Burgess Ambulance Sales, Inc. for the purchase of 1 new 2014 McCoy Miller 170" module mounted on a Chevrolet G4500 chassis for the sum of \$144,247.00.

Mr. Miller seconded the motion.

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

The Fiscal Officer provided an update on the Road Signage Grant. Mrs. Lynch spoke with Victoria Beale at ODOT and confirmed that LTWP currently does not qualify due to crash ratings however may be able to apply in the future. Rob Mills and Mrs. Lynch will keep the application on file.

Mr. Miller thanked Chief Wilson for allowing the Road Department to house the backhoe during the recent extreme cold and advised that we have received 95 tons of salt. Mr. Miller also indicated the blade on the 2002 #4 truck is rusted and needs replaced. Mr. Miller indicated that he is waiting on an estimate from ACE however the quote is \$3800.00 installed. Mr. Miller will obtain estimates for repair vs replace and present at a future meeting. Mr. Miller also stated that we need to get the Road Dept. trucks stored out of the elements, in a secured building, and wants to see budgeting done for a new building.

There was no public present.

Mr. Holman made a motion to adjourn the meeting at 9:55 p.m.

Mr. Miller seconded the motion.

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

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Attest

February 3, 2014 minutes