

Minutes of the Board of Licking Township Trustees,  
Organizational Meeting held at the Eagle Wings Academy,  
Jacksontown, OH at 6:30 p.m., on January 2, 2018.

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

Others Present: Forrest Cooperrider, Kyle Weekly, Michael  
Briggs.

The Pledge of Allegiance was recited.

Mrs. Lynch stated that she has received the Oaths of Office for  
Trustee Holman and Trustee Miller. Bonds will be forthcoming.

Mrs. Lynch opened nominations for President of the Board of  
Trustees for the year 2018.

Mr. Holman nominated Mr. Hart

Mr. Miller seconded the nomination.

There were no other nominations. Nominations were closed.

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

Mrs. Lynch opened nominations for Vice President of the Board of  
Trustees for the year 2018.

Mr. Hart nominated Mr. Miller

Mr. Holman seconded the nomination.

There were no other nominations. Nominations were closed.

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 made the following motion:

Be it resolved that the regular meetings of The Board of  
Licking Township Trustees for the fiscal year 2018 be held  
at Eagle Wings Academy 9021 Jacksontown Road, Jacksontown,  
Ohio, until the completion of Licking Township Fire Station  
#3 located at 9384 Jacksontown Road, 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 Township  
Hall. Regular meetings will be noted on the township  
website. Meeting times will be at 7:30pm.

Mr. Holman 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. Miller 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. 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. 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; Holman, 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: That the Licking Township road crew employees be caretakers of all Township property as directed by their supervisor.

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. 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. Hart 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. Holman 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. There were none.*

Mr. Hart The Licking Township Trustees continue our current practice of offering health care insurance providing benefits for hospitalization, surgical care, medical care, and prescription drug coverage and pay a portion of the respective premiums for township officers and full-time township employees and their immediate dependents (unless waived by eligible employees/officers) as allowed by Section 505.60 of the Ohio Revised Code and as authorized in motions passed in 2017 as follows:

- Eligible Medicare qualified employees and their dependents will be responsible for paying their respective Medicare Part B premiums.
- Eligible non Medicare qualified employees will be subject to a 10% monthly premium cost share via payroll deduct and a \$250 individual/\$500 aggregate deductible responsibility.

Mr. Holman 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. There were none.*

Mr. Miller 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. Holman 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.*

Mr. Hart 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 \$2500.00.  
Mr. Holman seconded.

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: That the Board of Trustees authorize the Fiscal Officer to make reasonable decisions to expend up to \$1000.00 if necessary with the understanding that the Fiscal Officer will report these expenditures at the following board meeting.

Mr. Hart seconded the motion.

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

Mr. Hart made a motion designating Mr. Miller to have charge of all maintenance and repair of the roads within the township and supervise all township road employees for 2018 with Mr. Holman serving as the back-up.

Mr. Miller seconded the motion.

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

Mr. Hart made a motion designating Mr. Holman to serve as Fire Co. coordinator for 2018 with Mr. Hart as backup.

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. There were none.*

Mr. Miller 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.

Mr. Hart seconded the motion.

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

*The Fiscal Officer advised that the Annual Bridge and Culvert Inventory Report will be submitted by Trustee Miller the 1<sup>st</sup> week*

*of January.*

**The Organizational portion of the meeting being completed  
Mrs. Lynch turned the meeting over to Mr. Hart @ 7:21 p.m.**

The Trustees will leave the agenda for 2018 the same currently.

The 2017 year-end financial reports will be completed after all bank statement filings are completed.

Minutes of the records commission meeting were distributed and approved by Mr. Hart and Mrs. Lynch.

Minutes of the previous meeting were distributed, approved with one correction, and signed by the Trustees.

Mr. Holman made a motion to approve the expenditures totaling \$202,442.95 (includes 2<sup>nd</sup> draw to Robertson Construction of \$139,683.60)

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.

**CORRESPONDENCE:**

1. Interoffice Memo re: Health Insurance payroll deduct
2. Solid Waste District survey

Dave Miller stated that he received a letter from the LCPC regarding a continuation hearing in February for the vacating road issue on Zanesville. A brief discussion took place.

Andrea Lynch provided the Board with an update regarding the OPEC-HC/JHP matter.

Mr. Hart made a motion that the Board of Trustees authorize Fiscal Officer, Andrea Lynch, to make the best decision on behalf of Licking Township regarding OPEC-HC JHP options for run-out claims and other matters pertinent to this topic prior to 1/04/18.

Mr. Miller seconded the motion.

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

Chief Mike Wilson gave the Fire Report. There were 104 runs for

the month of December which consisted of 85 EMS and 19 Fire bringing the YTD total to 1,185 runs which is the most in the history of LTFC. The closest YTD run totals occurred in 2015 with 1124 runs. Chief Wilson stated that ladder testing, oil changes, and truck maintenance have been completed. Chief Wilson presented the following for consideration: request for expenditures for EMT school, apparel purchase, and an employment application. A discussion took place.

Mr. Hart made a motion authorizing Chief Wilson to spend up to \$6000.00 for EMT/Paramedic School for Kip Payne.

Mr. Miller seconded the motion.

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

Mr. Holman made a motion authorizing Chief Wilson to spend up to \$2500.00 for hats, sweatshirts, t-shirts, and misc. apparel for LTFC.

Mr. Miller seconded the motion.

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

Mr. Hart made a motion authorizing Chief Wilson to hire Mikayla Morehouse as a Probationary Volunteer for LTFC.

Mr. Holman seconded the motion.

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

Fire Chief Wilson commended LTFC for their professionalism and efforts with some very difficult runs over the past several weeks.

Forrest Cooperrider gave the Zoning Report. There were no additional permits issued in December. Mr. Cooperrider stated that he did speak with an individual regarding the Jacktown Pub property.

Mr. Hart read pg. 7 paragraph 1.16 "Notice" from the Licking Township Personnel Handbook. Mr. Hart stated that as the Zoning Inspector now lives in a neighboring township, the LTWP Board of Trustees should consider a formal motion regarding the matter.

Mr. Hart moved that the Licking Township Board of Trustees, waive paragraph 1.17 Definitions, Residency Requirement on page 8 of the Licking Township Personnel Handbook in order that Forrest Cooperrider may continue as the Licking Township Zoning Inspector now being a non-resident of Licking Township.

Mr. Miller seconded the motion.

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

Mr. Miller stated that the culvert reports are done and are being turned in on 1/3/18. Mr. Miller presented a list of roads for weight load reduction effective 1/15/18-4/15/18.

Mr. Hart made a motion to approve resolution #2018-01-02 regarding weight limit reduction on the following township roads for 1/15/18-4/15/18:

- Licking Trails Rd South of Rt 40
- Licking Trails Rd South of Cristland Hill
- Licking Trails Rd North of Rt 40
- Cooper Road @ Rt 13
- Ridgely Tract Rd @ Lake Dr Rd East
- Ridgely Tract Rd @ Lake Dr Rd West
- Ridgley Tract Rd @ Twp Line West
- Ryan Road @ Lake Dr Rd
- White Chapel Rd West end @ Lake Dr Rd
- South Fork Rd @ Twp Line
- Licking Trails Rd North @ Dorsey Mill Rd
- White Chapel Rd West of Rt 13
- Davis Dr Rd @ Lake Dr Rd
- Davis Dr Rd @ Rt 13
- White Chapel Rd East @ Rte 13
- Fairmount Rd @ Dorsey Mill Rd
- Fairmount Rd @ Hirst Rd
- Hupp Rd East @ Fairmount Rd
- Hupp Rd @ Rte 13
- Somerset Rd @ Rt 40
- Somerset Rd @ Roley Hills Rd
- Roley Hills Rd @ Honda Hills Rd
- Kindle Rd @ Rt 13

Mr. Miller seconded the motion.

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

Mr. Miller thanked the Road Dept for recent snow removal efforts.

Mr. Holman stated that the next Owner's Meeting for the fire station project will be held on 1/3/18 @ 9:30 a.m.

In unfinished business, Mr. Hart stated that he would like to discuss the Zoning Clerk opening. Mr. Hart reminded the Board that Mr. Holman has recused himself from all discussions and decisions regarding the Zoning Clerk position.

Mr. Hart moved that Mr. Miller and Mr. Hart adjourn into Executive Session at 8:10 p.m. to discuss personnel matters specifically to discuss employment and compensation of a

public employee.

Mr. Miller seconded the motion.

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

*Mr. Miller and Mr. Hart exited Executive Session at 8:52 p.m. and reconvened the regular meeting.*

Mr. Hart stated that he and Mr. Miller have reviewed both of the letters of interest and feel that both applicants would meet the qualifications of the position.

Mr. Hart made a motion that the Licking Township Board of Trustees waive Paragraph 13.11 "Employment of Relatives" page 23 of the Licking Township Personnel Handbook in order to consider Andrea Lynch or Martha Cooperrider to be employed as the Licking Township Zoning Clerk pursuant to Section 519.16 of the Ohio Revised Code.

Mr. Miller seconded the motion.

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

Mr. Miller made a motion that the Licking Township Trustees hire Andrea Lynch to fill the open "at will" part-time, non-classified position as the Licking Township Zoning Clerk in addition to serving as the elected Fiscal Officer for an additional sum of \$500 monthly effective January 2, 2018.

Mr. Hart seconded the motion.

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

Mr. Hart made a personal statement to Mr. Cooperrider regarding the decision. Mr. Hart committed to sending an email to Martha Cooperrider on behalf of LTWP Board of Trustees.

Andrea Lynch thanked Mr. Hart and Mr. Miller for their consideration and the opportunity to serve as the Licking Township Zoning Clerk. Mrs. Lynch stated that she looks forward to serving both the Board of Zoning Appeals and the Zoning Commission.

Mr. Holman made a motion to adjourn the meeting at  
9:03 p.m.

Mr. Miller seconded the motion.

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

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Attest

January 2, 2018 minutes