

Minutes of the Board of Licking Township Trustees,
Organizational & Regular Meeting held at Licking Township Fire
Station #600 at 6:31 p.m. on January 2, 2024.

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

Others Present: Mike Wilson (*); Doug Howell(*)
(* Present but did not sign in

The Pledge of Allegiance was recited. This meeting was not recorded.

Mrs. Lynch opened nominations for President/Chairperson of the
Board of Trustees for the year 2024.

Mr. Miller nominated Mr. Holman

Mr. Cormican seconded the nomination.

There were no other nominations. Nominations were closed.

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

Mrs. Lynch opened nominations for Vice President/Vice
Chairperson of the Board of Trustees for the year 2024.

Mr. Miller nominated Mr. Cormican

Mr. Holman seconded the nomination.

There were no other nominations. Nominations were closed.

Roll Call: Cormican, 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 made the following motion:

Be it resolved that the regular meetings of The Board of
Licking Township Trustees for the fiscal year 2024 be held
at Licking Township Fire Station #600 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. Cormican seconded the motion.

Roll call: Holman, yes; Cormican, 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 have
the above listed resolution published in The Advocate.

Mr. Miller seconded the motion.

Roll call: Miller, yes; Cormican, 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. Cormican seconded the motion.

Roll call: Cormican, 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 (.67 cents /mile).

Mr. Cormican seconded the motion.

Roll call: Cormican, 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. 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. Cormican seconded the motion.

Roll call: Holman, yes; Miller, yes; Cormican, 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. Cormican seconded the motion.

Roll call: Miller, yes; Cormican, 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. Cormican seconded the motion.

Roll call: Miller, yes; Holman, yes; Cormican, 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: 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 2023 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.
- Eligible Medicare and Non-Medicare qualified employees may choose to submit for reimbursement of qualified medical out-of-pocket expenses, for up to one year from the date of medical service, through the HRA subject to a \$250 individual/\$500 aggregate township established deductible responsibility which must be met 1st prior to receiving HRA benefits.

Mr. Miller seconded the motion.

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

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

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 \$2500.00.

Mr. Cormican seconded.

Roll call: Miller, yes; Cormican, 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. Cormican seconded the motion.

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

Mr. Holman made a motion that the Licking Township Board of Trustees authorize the following employees/officials the use of township credit cards for township expenses as outlined in the Licking Township Credit Card Policy:

- Elected Officials - Trustees & Fiscal Officer
- Fire Chief & Assistant Fire Chief
- LTFC - Fuel credit card ONLY
- Road Dept
- Zoning Clerk & Zoning Inspector

Mr. Miller seconded the motion.

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

Mr. Holman made a motion that in agreement with Section A of the O.R.C. 5571.02 the Licking Township Trustees designate Mr. Cormican to have charge of all maintenance and repair of the roads within the township and supervise all township road employees for 2024 with Mr. Miller serving as the back-up.

Mr. Cormican seconded the motion.

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

Mr. Cormican made a motion designating Mr. Holman to serve as Fire Co. coordinator for 2024 with Mr. Miller as backup.

Mr. Miller seconded the motion.

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

Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were no corrections nor changes to the following motion:

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. Cormican seconded the motion.

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

The Fiscal Officer advised that the Annual Bridge and Culvert Inventory Reports will be submitted by Trustee Miller by the January

deadline and all financial reports will be forthcoming. Tax documents are required to be mailed to employees no later than 1/31/24.

Mrs. Lynch thanked the Board for their collaboration, teamwork, and efforts throughout 2023.

**The Organizational portion of the meeting being completed
Mrs. Lynch turned the meeting over to Mr. Holman @ 6:49 p.m.**

Mr. Holman thanked the Board for their effort and commitment to serving the community in 2023 and for their vote of confidence to appoint him to serve as chairperson in 2024.

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

Minutes of the Records Commission meeting were reviewed and signed by Trustee Holman and the Fiscal Officer.

Mr. Miller made a motion to approve the expenditures totaling \$69,959.02 for payroll/payroll expense checks and year-end checks for period ending 12/31/23.

Mr. Cormican seconded the motion.

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

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

A discussion took place regarding upcoming meeting dates. The Board requested that the Fiscal Officer place an ad in the Newark Advocate regarding the changes as follows:

1/16/24 changed to 1/15/24 @ 7:30 p.m.

2/20/24 changed to 2/19/24 @ 7:30 p.m.

3/4/24 time changed to 10:00 a.m. This will be a budget meeting and may or may not include regular business.

CORRESPONDENCE:

1. Email Mark VanBuren re: All County Organizational Meeting
2. Email OTARMA re; Marijuana Use Law and Hiring Practices
3. Article re: EPA Grant for Sodium Chloride Run-off
4. Letter United Aggregates re: Pricing 2024
5. Postcard LMH re: Corporate Breakfast
6. Thank you card from Molly Cormican

Mrs. Lynch reported a telephone conversation with Park National Bank Angie Treadway. LTWP will not be utilizing positive pay as after the breach through their 3rd party vendor. PNB fraud department has worked with LTWP each check disbursement and verified no fraudulent activity. This combined with the requirement constraints of a positive pay program, would not be efficient for our township. Mrs. Lynch also reported renewing

the PNB sweep account agreement with new terms having changed to \$200,000.00 minimum balance required. Lastly, PNB will be working with Mrs. Lynch to determine if a commercial PNB Visa card would service the township better than the current PNB Visa card being used.

Mr. Cormican reported that he is looking into grants for new LED lighting at the road garage through an AEP grant.

Mr. Cormican inquired about direct deposit for payroll checks. Mrs. Lynch said that her last inquiry (in 2022) resulted in determining no advantage due to # of employees, cost, and time service for payroll to actually hit accounts. She will contact PNB during 1st quarter to see if anything has changed.

Chief Mike Wilson gave the Fire Report. There were 117 runs for the month of December which consisted of 96 EMS (50 billable) and 21 Fire bringing the YTD total to 1323 runs which is 217 less than last year.

Chief Wilson provided the following statistics:

Township	Runs	Year
Bowling Green	138	2022
	118	2023
Franklin Township	176	2022
	197	2023

Chief Wilson provided updates on the following:

- Need tires on Rescue
- Heart monitor and Lucas Device maintenance agreements
- Applied for another Lucas Device
- Thanked Kyle Weekly for managing the station while Chief Wilson tended to personal matters

Zoning Inspector Doug Howell gave the Zoning Report. There was one permit issued as follows:

- Jerry Dixon - Licking Trails Road - addition - \$150.00

Mr. Howell reported that he issued 56 permits for the year 2023 down from last year's 83.

Mr. Holman inquired about the Kessler matter. Mr. Howell indicated that the hearing was slated for January 12, 2024. Mr. Holman asked Mr. Howell to familiarize himself with an email that was sent today.

Mr. Miller stated that the MS-4 inspection of the road garage went well with no reports of oil spills. Mr. Miller complimented the Road Department for keeping the buildings clean and tidy.

Mr. Miller will submit the culvert report.

Mr. Holman provided a recap of the Zoning Terms up for expiry. and relayed that Mr. Wonser was uncertain of his desire to serve another term and, that to date, he had not heard from Ms. Clark. A discussion took place. The Board asked Mrs. Lynch to cancel the Zoning Commission Meeting to be held on January 8, 2024, pending their appointment/re-appointment decision for the 2 openings.

Mr. Miller will pick-up a \$25.00 door prize for the all-county meeting.

There was no public comment.

Mr. Miller made a motion to adjourn the meeting @ 7:59 p.m.
Mr. Cormican seconded the motion.
Roll call: Cormican, aye; Holman, aye; Miller, aye.

Attest

January 2, 2024