

Liberty Township, Licking County, Ohio
Minutes of Organizational Meeting
January 18, 2021

- The Organizational Meeting of the Liberty Township Trustees held on *January 18, 2021 at 6:30 p.m.* in the Liberty Township House. Melodie Bogantz, Fiscal Officer, called the meeting to order at 6:30 and led the Pledge of Allegiance. She stated that the meeting is being recorded.
- Roll call taken with the following answering as present: Trustees Bill Siegel, Dave Cole and Bill Bogantz. Bill Siegel was not physically present, but called into the meeting.

The Fiscal Officer asked for the Chairperson 2021 nomination.

Bill Siegel nominated Bill Bogantz as Chairperson, but he declined the nomination

A Motion made by Bill Bogantz to nominate Bill Siegel as Chairperson for 2021. David Cole seconded motion. Yes votes received from Bill Bogantz and David Cole, while Bill Siegel abstained. Motion passed.

Fiscal Officer called for nominations for Vice Chairperson for 2021.

A Motion made by Dave Cole to nominate Bill Bogantz as Vice Chairperson for 2021. Bill Siegel seconded motion. Yes votes received from Bill Siegel and David Cole, while Bill Bogantz abstained. Motion passed.

Trustees reviewed, updated and/or maintained all Township procedures and policies allowing the township to conduct business for 2020, as follows:

- The regular meetings to be held on the second Monday of each month at 6:30 pm in the township house.
- Legal notices are to be placed in the Newark Advocate, and listed on the on-line Community Calendar.
- Agenda format to remain the same for meetings.
- Township maintains the posting of minutes for previous meetings for inspection and the approval of the minutes by the chairperson, as presented, if there are no additions or corrections.
- Special meeting notices (this does not include Emergency Meetings) will be posted in the glass case outside the township house door and the Newark Advocate notified a minimum of two days prior to the meeting.
- Meetings will be conducted under Roberts Rules of Order
- Trustees will allow the Fiscal Officer, if necessary, to transfer monies as needed, within funds, during 2020
- Each trustee is allowed to spend up to \$1500.00 and in an emergency, if attempt has been made to contact at least one trustee, one trustee is able to spend up to \$2000.00 if needed.
- The limit to credit card users is three trustees, fiscal officer and the Road Superintendent. The cards are to carry a \$1500.00 spending limit for the Trustees and \$1500 for the Road

Superintendent.

- **Bill Bogantz made a motion to accept the new Credit Card Policy with additional points needed for compliance. Dave Cole seconded the motion. It passed with all YES votes.**
- Any mileage will be paid for trips for township business by any township employee, in the amount equivalent to the Federal Mileage cost (\$0.56 per mile). A mileage form should be turned into FO for payment.
- **Bill Bogantz made a motion to increase the grave opening and closing fees from \$600 during the week and \$700 on Saturday and Sunday to \$700 during the week and \$800 on Saturday and Sunday. Also, Cremation (urns) opening and closing from \$150 during the week and \$225 on Saturday and Sunday to \$225 during the week and \$300 on Saturday and Sunday. And raise the price of a cemetery grave for residents from \$400 to \$600, and for non-residents from \$750 to \$950. Bill Siegel seconded the motion. It passes with all YES votes. The new prices will take effect in 30 days.**
- **Motion was made to increase the road superintendent position salary from \$24.00 per hour to \$25.00 per hour by Dave Cole to take effect immediately. Bill Bogantz seconded the motion. Motion passed with all yes votes. Pay for Jeff Irvin, Road Superintendent, is set at a rate of \$25.00 per hour. Maintain current job description for Road Superintendent.**
- Skilled laborer is defined as one who is capable operating the Township equipment in a safe and efficient manner, and possesses/will possess a CDL.
- Township will pay the Road Superintendent and Road Technician time and a half for any hours worked on Saturday, Sunday or Holidays as required for snow removal, tree removal.
- Upon hiring new township personnel as a skilled laborer, all candidates will be interviewed and pay scales evaluated based on qualifications and/or experience.
- If the regular snow removal operator is unable to operate the truck, any two trustees can assess the situation, declare a snow emergency by notifying the proper authority, namely, Director of Emergency Management, and operate the snowplow without a CDL license and if someone is hired, they should have a CDL license.
- Liberty Township designates Monroe Township Fire Inspectors as Deputy Fire Prevention Officers as recommended by the Monroe Township Fire Chief. Liberty Township appoints the St Alban's Township Fire Chief as Deputy Fire Prevention Officer and his designees as Deputy Fire Prevention Officers for Liberty Township. Monroe will work in cooperation with the St Alban's Township Fire Inspectors to provide fire safety inspections and enforcement of the Ohio Fire Code.
- **Bill Bogantz made a motion to accept the new Road and Sign Checklist as suggested by OTARMA. Dave Cole seconded the motion. The motion passed with all YES votes. Melodie will make the form available to the Road Superintendent. It should be completed by the Road Superintendent and/or Road Technician and turned in to the FO on a monthly basis.**
- **Bill Bogantz made a motion to accept the new Pre-Inspection Vehicle Checklist with additional columns suggested by OTARMA. Dave Cole seconded the motion. It passed with all YES votes. It is to be turned into the FO on a monthly basis.**
- Maintain as is the present Roads Training policy.
- Maintain as is the present Driving/Use of Township Vehicles/Snow policy.
- Maintain Safety Policy

- Maintain Harassment Policy
- Maintain Records Retention Policy
- Maintain Public Records Policy.
- Trustees will follow the ORC and limit copies to individual requests - no “in advance” blanket requests for the year. Price to be \$.25 per page and \$10.00 per DVD disc and \$20.00 for a 2 GB thumb drive or current costs thereof. Minutes will be printed or emailed and all recordings will be copied to a disc or thumb drive depending on amount requested.
- Maintain Culvert Inventory (updated annually)
- Perform Township Buildings inspection annually per the Inspection Form.
- Video Taping of Meetings is allowed but not encouraged.
- The salaries of the current Trustees will remain the same as 2020.
- Trustees will pass the resolution providing the recovery of township funds if expended to alleviate potentially dangerous buildings within township when a fire has occurred, within the limits of the ORC Div. C & D of 3929.86, Div. F of 715.26.1 or Div. D of 506.86.
- That before a commercial or multi-residential developer is issued a development permit; they shall provide plans drawn to the appropriate scale to the Liberty Township Zoning Board to review compliance with the Liberty Township Zoning Resolution. Upon completion of this step, the Developer will then obtain approval from the Licking County Planning Commission, before the Township can issue a zoning permit.

Zoning Portion of Organizational Meeting

- Maintain the cost of a *Rezoning Application* at \$800.00 and the cost of an *Appeal to the Appeals Board* at \$800.00.
- Maintain the *compensation for the Appeals Board and the Zoning Commission* to \$50.00 per case per member and any additional committee meetings, with a maximum of three meetings per issue.
- Maintain the current Zoning Commission and the Zoning Appeals Boards Members. Trustees will make contact with all members whose terms are due to expire by March 1 for renewal or replace by the March Regular Meeting.
- The compensation for the Zoning Inspector is \$500.00 per month wage and 25% of each zoning permit issued.
- The compensation for the Zoning Secretary includes \$250.00 per month wage and 20% of each zoning permit issued.
- The cost of an *Outdoor Commercial Advertising Sign* will be \$300.00 plus additional \$1.00 per square ft. of sign space.
- The cost of a *Residence Permit* will be .15 per sq. ft. for all living space, .15 per sq. ft. for basement, and .15 per sq. ft. for garage area including covered porch & deck.
- The cost of *Relocation of a Structure* will be \$150.00 for structures being moved on existing property. When structure is being moved to a new location, a Residence Permit will be required and charged.
- The fee for *Garages and Accessory Buildings* will be .15 per sq. ft. for all area, minimum fee \$150.00.

- The fee for *Additions to Existing Structures* will be .15 per sq. ft. for living area, .15 per sq. ft. for garage area, .15 per sq. ft. for storage area and .15 per sq. ft. for covered porch including decks. (Commercial Not Included).
- The fee for *Commercial and Industrial Permits* will be \$600.00 plus \$10.00 per 100 square feet or fraction thereof in excess of 5000 square feet.
- The *Lot Split Permit Fee* at \$100.00. Lot splits in excess of five lots will require Licking County Planning Commission review.
- *Driveway Permit Fee* at \$50. (This fee was added in 2020.)
- *Review of Planned Unit Developments* will be \$2,000.00.
- *Ditch Coverage Permit* at \$50. (This fee was added in 2020.)
- *Swimming Pool Permit* at \$75. (This fee was added in 2020.)

Motion made by Bill Siegel to adjourn the Organizational Meeting for 2021. Motion seconded by Dave Cole and passed with all YES votes.

Approval of the Minutes of Meeting held January 18, 2021:

Trustee: William Siegel Date: 2/8/2021

Trustee: [Signature] Date: 2-8-2021

Trustee: Darwin R Cole Date: 2/8/2021

Fiscal Officer: Melodee Boggs Date: 2/8/2021