

**Minutes of Organizational/Regular Meeting**  
**January 19, 2018**

- The Organizational Meeting of the Liberty Township Trustees was held on **January 19, 2018 at 5:00 p.m.** in the Liberty Township House. The meeting was called to order at **5:00 p.m.** by Beth Warner, Fiscal Officer, who stated the meeting was being taped and led the Pledge of Allegiance.
- Roll call was taken with the following answering as present: Trustees Bill Siegel, Dave Cole and Bill Bogantz.

The Fiscal Officer asked for the Chairperson 2018 nomination.

A **Motion** was made by Dave Cole to nominate Bill Siegel as Chairperson for 2018. Motion was seconded by Bill Bogantz and passed with all yes votes.

Fiscal Officer called for nominations for Vice Chairperson for 2018.

A **Motion** was made by Bill Siegel to nominate Dave Cole as Vice Chairperson for 2018. Motion was seconded by Bill Bogantz and carried with all yes votes.

**Trustees reviewed, updated and/or maintained all Township procedures and policies allowing the township to conduct business for 2018, 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 2018
- Each trustee is allowed to spend up to \$1500.00 and in an emergency situation, 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.
- Any mileage will be paid for trips for township business by any township employee, in the amount equivalent to the Federal Mileage cost (\$0.55 per mile). A mileage form should be turned into FO for payment.

- Grave opening and closing fees set at \$600.00 during the week and \$700.00 on Saturday or Sunday. Also, Cremations (urns) opening and closing fees set at \$150.00 during the week and \$225.00 for Saturday or Sunday and maintain current Cemetery Rules and Regulations. Price of a cemetery grave for a resident is \$400.00, and for a non-resident is \$750.00.
- Pay for Jeff Irvin, Road Superintendent, is set at a rate of \$20.00 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. They must have a CDL upon hire or within a time period set by the Trustees
- If the regular snow removal operator is unable to operate the truck, any two trustees can assess the situation and declare a snow emergency by notifying the proper authority, namely, Director of Emergency Management and operate the snow plow without a CDL license and if someone is hired, they should have a CDL license.
- 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.
- 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.
- Maintain as is the present Road and Signs Checklist. It should be completed by the Road Superintendent and/or Road Technician and turned in to the FO on a monthly basis.
- Maintain as is the Pre-Inspection Checklist for Township vehicles, to be turned in to the FO monthly.
- 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 Trustees and Fiscal Officers will remain the same as 2017. Salaries of the Trustees will remain \$945.17 monthly and the Fiscal Officer will remain \$1559.75 monthly.
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- **Bill Siegel made a motion to table the Zoning portion of the meeting due to the Zoning Inspector absence. Bill Bogantz seconded the motion. Motion carried with all trustees voting yes.**
  - **Dave Cole made a motion to adjourn the meeting. Bill Bogantz seconded the motion. Motion passed with all yes votes.**

#### **Zoning Portion of Organizational Meeting – February 23, 2018**

- 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 3 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<sup>st</sup> for renewal or replace by the March Regular Meeting.
- **Motion was made by Bill Siegel to increase the monthly salary of the Zoning Inspector to \$500.00 plus the 25% for each permit issued during the month. Bill Bogantz seconded the motion. Motion carried with all yes votes.** The compensation for the Zoning Inspector is \$500.00 per month plus 25% for each permit at issued for that month.
- **Motion was made by Bill Siegel to increase the Zoning Secretary wages to include \$250.00 monthly wage plus 20% of the permits written within the month. Bill Bogantz seconded the motion. Motion passed with all yes votes.** The compensation for the Zoning Secretary includes \$250.00 per month wage plus 20% of permits for each month.
- Zoning Inspector, Ed Wasem, presented the trustees with a Proposal of New Zoning Fees. **A Motion was made by Dave Cole to adopt the new proposed zoning fees submitted by Ed Wasem to be in effect beginning April 1, 2018. Bill Bogantz seconded the motion. The motion carried with all yes votes.**
- 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 5 lots will require Licking County Planning Commission review.
- *Driveway Permit Fee* at \$0.
- *Review of Planned Unit Developments* will be \$2,000.00.

**Motion made by Dave to adjourn the Organizational meeting for 2018. Motion was seconded by Bill and passed with all yes votes.**

**Approval of the Minutes of Meeting held January 19, 2018 and Zoning Portion held February 23, 2018:**

**Trustee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trustee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Trustee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fiscal Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

