

Minutes of the Board of Licking Township Trustees,  
Organizational Meeting held at Licking Township Fire Station  
#600, Jacksontown, OH at 6:30 p.m., on January 7, 2019.

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

Others Present: Charlie Prince

The Pledge of Allegiance was recited.

Mrs. Lynch opened nominations for President of the Board of  
Trustees for the year 2019.

Mr. Miller nominated Mr. Hart

Mr. Holman 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 2019.

Mr. Hart nominated Mr. Holman

Mr. Miller seconded the nomination.

There were no other nominations. Nominations were closed.

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. Miller made the following motion:

Be it resolved that the regular meetings of The Board of  
Licking Township Trustees for the fiscal year 2019 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. Hart 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. Holman moved the adoption of the following: To have  
the above listed resolution published in The Advocate and  
The Beacon.

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. 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. Holman 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. Hart moved the adoption of the following: To reimburse the Zoning Inspector mileage at the current IRS allowance for zoning department related mileage.

Mr. Holman 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. 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. 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. There were none.*

Mr. Hart 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. 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. Holman 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. Miller 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 2018 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 through the HRA subject to a \$250 individual/\$500 aggregate township established deductible which must be met 1<sup>st</sup>.

Mr. Miller 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. 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; Hart, 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. 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. Hart 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. Holman seconded the motion.

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

Mr. Hart 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: Hart, yes; Miller, yes; Holman, 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 2019 with Mr. Holman serving as the back-up.

Mr. Miller seconded the motion.

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

Mr. Miller made a motion designating Mr. Hart to serve as Fire Co. coordinator for 2019 with Mr. Holman as backup. There was no second.

Mr. Hart made a motion designating Mr. Holman to serve as Fire Co. coordinator for 2019 with Mr. Hart as backup.

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. 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 prior to the January deadline.*

**The Organizational portion of the meeting being completed**

**Mrs. Lynch turned the meeting over to Mr. Hart @ 6:56 p.m.**

The Trustees will leave the agenda for 2019 the same currently. The 2018 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 and signed by the Trustees.

Mr. Holman made a motion to approve the expenditures totaling \$52,394.07 which includes payroll/payroll expense checks signed on 12/28 totaling \$46,514.89.

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 the 2019 renewal information for CareWorks Comp (3<sup>rd</sup> party BWC Administrator).

Mr. Hart made a motion that LTWP renew BWC administration with CareWorks Comp for the annual premium cost of 1322.00.

Mr. Miller seconded the motion.

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

**CORRESPONDENCE:**

1. United Aggregates Letter re: 2019 Rates
2. KLA Risk Consulting Recommendations
3. Appreciation card from Doug Price

Chief Mike Wilson gave the Fire Report. There were 100 runs for the month of December which consisted of 87 EMS and 13 Fire bringing the YTD total to 1198 runs which is the most in the history of LTFC. Chief Wilson thanked the men and women of LTFC for their efforts throughout 2018.

Chief Wilson expressed his appreciation to the Trustees and Fiscal Officer for the consideration and efforts last Friday when the Village of Hebron asked to borrow fire equipment due to an emergency situation with their fire engines. Chief Wilson stated that Mayor McFarland and Chief Mason both were very appreciative of LTWP's willingness to loan fire equipment. Chief Wilson stated that ultimately LTWP's fire equipment was not needed but nonetheless, the consideration and efforts to make it happen, were appreciated by all.

Mr. Hart thanked Chief Wilson for his involvement and also expressed LTWP's appreciation to the LCPO, specifically, Carolyn Carnes, for her assistance in preparing an emergency lease agreement on such short notice.

Chief Wilson stated that he will be attending the Bowling Green Township meeting on 1/15/19 to discuss 2020 contract terms.

Zoning Inspector Doug Howell stated that he visited 11101 Avondale and that there was 1 less car there than before. Mr. Howell stated that the property owner's attorney called him and said they are making good progress. Mr. Howell stated that he told the attorney one car is not considered good progress.

Mr. Holman presented an update and distributed a recap sheet regarding the township website. Mr. Holman requested that the Board review the information currently uploaded to the new temp site for additions/corrections.

Mr. Holman made a motion to adjourn the meeting @ 7:38 p.m.  
Mr. Miller seconded the motion.  
Roll call: Hart, aye; Miller, aye; Holman, aye.

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Attest

January 7, 2019