

Minutes of the Board of Licking Township Trustees,  
Organizational Meeting held virtually via Zoom Conferencing on  
January 4, 2021.

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

Others Present: Mike Wilson; Ed Monroe; Sam Broska.

Mrs. Lynch opened nominations for President of the Board of  
Trustees for the year 2021.

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 of the Board of  
Trustees for the year 2021.

Mr. Cormican nominated Mr. Miller

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. The Board discussed  
notation for COVID related modifications to the meeting time and  
location as follows.*

Mr. Holman made the following motion:

Be it resolved that the regular meetings of The Board of  
Licking Township Trustees for the fiscal year 2021 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(\*)

*(\*) Until further notice, all regular meetings will be held  
virtually at 10:00 a.m. on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the  
month (as outlined above).*

Mr. Miller 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. Cormican 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; Cormican, 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 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. Cormican 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: 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. Holman 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. Miller 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. 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. 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 2020 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 1<sup>st</sup> prior to receiving HRA benefits.

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. 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; Cormican, yes.

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

Mr. Holman 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. Cormican seconded the motion.

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

Mr. Holman made a motion designating Mr. Cormican to have charge of all maintenance and repair of the roads within the township and supervise all township road employees for 2021 with Mr. Miller serving as the back-up.

Mr. Miller 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 2021 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: Holman, yes; Miller, yes; Cormican, yes.

*The Fiscal Officer advised that the Annual Bridge and Culvert Inventory Report was 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. Holman @ 10:31 a.m.**

The 2020 year-end financial reports will be completed after all bank statement filings are completed.

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

Mr. Miller made a motion to approve the expenditures totaling \$89,080.34 for payroll/payroll expense checks and year-end checks for period ending 12/31/20.

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.

**CORRESPONDENCE:**

1. LC Auditor Amended Certificate for sub granted funds
2. LC Estimate of Undivided Fund revenue 2021
3. UA Aggregates 2021 rates
4. Grassroots Clippings re: OTA Conference online
5. Careworks Comp contact information
6. OBWC letter re: Dividend check for \$33,772.90

Mrs. Lynch shared a brief overview of the BWC dividends received in 2020 and her recommendation for depositing the funds and use. A discussion took place.

Mr. Holman made a motion authorizing the Fiscal Officer to receipt the BWC dividend amount of \$33,772.90 into the General Fund.

Mr. Miller seconded the motion.

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

Chief Mike Wilson gave the Fire Report. There were 117 runs for the month of December which consisted of 103 EMS and 14 Fire bringing the YTD total to 1245 runs which is the most in history. 2019= 1166; 2018=1198. Chief Wilson thanked LTFC for their efforts, professionalism, and commitment throughout the year. The Board echoed Chief Wilson's appreciation.

Chief Wilson provided updates on the following:

- Heater repair on Medic
- Thanked Road Dept for snow removal at the Fire Station
- Odor in station. Reset water closets. Not sure if remedied.
- Houston Plumbing continues to work on Project #4: Air Purification CRF project
- Radio repeater that was at the Road Dept has been removed and reinstalled at LTFC.
- No new updates on the ambulance that was ordered.

Captain Sam Broska provided updates on CRF Projects #1-3 & #6:

- Project #1 IT - All IT is completed with exception of about 25% at Road Dept. Door Access completion 1-2 weeks.
- Project #2: Power Cot - Step Cot System to be delivered 1/5/21. Power Cot to be delivered in February.
- Project #3: LED Sign - Message board install 1/18/21
- Project #6: Masks - Ordered. Some units have been received.

\*(Note: Project #5 Touchless Dispensers - cancelled due to no funding).

The Fiscal Officer reported that all CRF monies have been spent and sub-granted monies have been receipted in according to guidance from the AOS.

Mrs. Lynch thanked Chief Wilson, Sam Broska, Kyle Weekly, & Mike Harris for their tireless efforts in managing the CRF projects from start to finish. Mr. Holman echoed Mrs. Lynch and added his appreciation for her efforts in the collaboration.

Zoning Clerk Andrea Lynch relayed a conversation that she had with Zoning Commission Chair Dale Wise. Mr. Wise requests consideration allowing the Zoning Commission to hold their regular meetings virtually so they can continue working on the zoning resolution. Mrs. Lynch stated that the Zoning Commission has plans to present a text change amendment in 2021 and are in the preparatory phase requiring them to meet to discuss the areas they wish to modify.

The Board agreed to permit the Zoning Commission to meet virtually to hold regular public ZC meetings however LTWP maintains the suspension of the following services until further notice: NO text change requests, NO map change requests, NO variance requests, NO conditional use permit requests.

Mr. Miller thanked the Road Dept. for snow removal on Christmas Eve, Christmas Day, and the New Year's holiday. Mr. Cormican thanked Mr. Miller for his efforts in helping with snow removal as well.

Mr. Cormican presented an estimate from Mathews Ford for a 2021 F250 XL totaling \$27,030.00. The Board discussed the estimate along with the Coughlin estimate for a Chevy truck totaling \$29,968.00. A discussion took place.

Mr. Cormican made a motion that LTWP enter into a purchasing agreement with Mathews Ford for the purchase of a 2021 Ford F250 XL pick-up truck to be paid for using the BWC dividends.

Mr. Miller seconded the motion.

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

Mr. Cormican requested that LTWP consider putting the Mariana Drive OPW project out for bid during 1<sup>st</sup> quarter. The Board agreed to accept bids through 2/26/21 @ 4:00 p.m. with bid opening at the regular meeting to be held on 3/1/21. Mrs. Lynch will compile the bid packets and prepare the ad to meet all necessary deadlines.

A discussion took place regarding rescheduling the 2<sup>nd</sup> meetings in both January and February which fall on legal holidays.

Mr. Holman made a motion that the LTWP Board of Trustees reschedule the 2<sup>nd</sup> meetings of the month for January and February only. The Board will meet virtually on Monday, January 18<sup>th</sup> @ 10:00 a.m. and Monday, February 15<sup>th</sup> @ 10:00 a.m. respectively. The 2/15/2021 meeting will be listed as a Special Meeting for budgetary purposes and may include regular business.

Mr. Cormican seconded the motion.

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

A discussion took place regarding the Englefield Oil (Duke & Duchess) facility expansion on Route 13 and I-70. Mr. Holman stated that he has reviewed the blueprints and it appears that the Zoning Inspector may have some items that he will need to weigh in on at the Licking County Technical Review Committee meeting tentatively slated for 2/11/21.

Mr. Miller made a motion to adjourn the meeting @ 11:43 am.

Mr. Cormican seconded the motion.

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

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Attest

January 4, 2021