

Minutes of the Board of Licking Township Trustees,
Organizational Meeting held at 6:30 p.m. @ Licking Township Fire
Station #600 on January 3, 2022.

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; Doug Howell.

Mrs. Lynch thanked Mr. Holman for all of his efforts in 2021 in
serving as the Chairman of the Board.

Mrs. Lynch opened nominations for Chairman of the Board of
Trustees for the year 2022.

Mr. Cormican nominated Mr. Holman

Mr. Miller 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 Chairman of the Board of
Trustees for the year 2022.

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.*

Mr. Miller 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 7:30 p.m.

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 and The Buckeye Lake Shopper.

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 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: 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 (58.5 cents per mile 2022) for zoning department related mileage.

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. 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. 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. 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; Cormican, 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: 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 2021 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. 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. Cormican 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. Miller 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 2022 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 2022 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 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 briefly to Mr. Holman @ 6:58 p.m. Mr. Holman took leave shortly thereafter due to illness and Mrs. Lynch and Mr. Miller conducted the regular meeting.

The 2021 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 \$72,052.43 for payroll/payroll expense checks and year-end checks for period ending 12/31/21.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Miller, yes.

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

CORRESPONDENCE:

1. Solid Water District letter re: District Mgmt Plan
2. LC Auditor - Levy Notice
3. Holiday Card - June Moore
4. LMH Invitations to corporate breakfast
5. LC Commissioners - Lancers Ditch Petition Resolution

Mrs. Lynch presented a cemetery deed for signatures as follows:

Deed #186 - Dave Smith - Jacksontown Cemetery Section 3 Lot C-1 Grave #2

Chief Mike Wilson gave the Fire Report. There were 102 runs for

the month of December which consisted of 83 EMS and 17 Fire and 2 Dive bringing the YTD total to 1206 runs.

Chief Wilson provided an update on the following:

- Recall on Dodge Squad - no parts in stock will service soon

Chief Wilson relayed his conversation with the Bowling Green Twp Trustees at their recent trustee meeting held on 12/27/21. A discussion took place.

Mr. Miller made a motion that Licking Township Trustees enter into the following:

Fire & EMS Agreement
The Board of Bowling Green Township Trustees
And
The Board of Licking Township Trustees

Whereas, the Board of Bowling Green Township Trustees, Licking County, Ohio ("Bowling Green Township") wishes to provide fire protection services and emergency medical services for the residents of Bowling Green Township, Licking County, Ohio; and,

Whereas, Bowling Green Township does not operate township fire protection services or emergency medical services; and,

Whereas, Bowling Green Township is authorized, pursuant to R.C. 9.60 (C) and R.C. 505.44, to contract with another governmental entity to obtain fire protection services and emergency medical services as appropriate; and,

Whereas, the Board of Licking Township Trustees, Licking County, Ohio, by and through the Licking Township Fire Company ("Licking Township") operates firefighting protection services and emergency medical services.

Now, therefore, in consideration of the mutual promises contained herein and in accordance with Bowling Green Township Resolution No. BG 01-01-22 and Licking Township Resolution No. LTWP 01-01-22, Bowling Green Township and Licking Township agree as follows:

SERVICES

- A. Licking Township agrees to furnish, to Bowling Green Township, fire protection services and emergency medical services, equipment and apparatus with personnel sufficient to operate such equipment.
- B. Said services to be provided for the benefit of Bowling Green Township shall be provided to that portion of Bowling Green Township that is identified on Exhibit "A" attached hereto, except for mutual aid. The above described area to be serviced shall be the "primary service area". The parties acknowledge that with the present 911 system, that the Licking Township Fire Company will be dispatched as the primary department in the primary service area, but may also be dispatched in other areas under mutual aid.
- C. Both parties mutually agree that preventing the loss of life shall take precedence over the prevention of the loss of property.
- D. Both parties agree that Licking Township shall have the sole authority to exercise its discretion within the guidelines set forth above.

TERM

This Agreement shall be effective as of the 1st day of January 2022, and shall expire on the 31st day of December 2022.

CONSIDERATION

Bowling Green Township agrees to pay Licking Township the sum of \$30,000.00 for the duration of the contract period, the same being payable in two (2) equal installments per contract year, which shall be due and payable to Licking Township within thirty (30) days of the semi-annual tax revenue disbursement from the Licking County Treasurer’s Office to Bowling Green Township. Any additional tax revenue received by Bowling Green Township shall be paid by Bowling Green Township equally to Licking Township and the other participating departments.

MISCELLANEOUS

- A. Inspections: The Bowling Green Township Fire Prevention Officer shall be responsible for conducting all fire and safety inspections within Bowling Green Township.
- B. Reports: The Licking Township Fire Chief shall provide, if requested by Bowling Green Township, a quarterly activity report for Fire and EMS runs/calls within the primary service area.
- C. Training: If requested by Bowling Green Township, the Licking Township Fire Chief shall provide Bowling Green Township with sufficient records documenting the annual training exercises completed by Licking Township Fire Company personnel by December 31st of each contract year.

INSURANCE

- A. It is further agreed that Licking Township shall be responsible for any and all liability, claims, losses or damages arising out of the performance of its duties under this Agreement.
- B. If requested by Bowling Green Township, Licking Township shall provide a copy of all insurance policies that it maintains on its fire equipment and facilities to Bowling Green Township by March 1st of each contract year.

TERMINATION

This Agreement may be terminated by either party upon 90 (ninety) days written notice by ordinary U.S. mail. Should this Agreement be terminated, then the payment for Fire and EMS services provided herein shall be prorated to the effective date of the termination on the basis of the number of days in the calendar year.

NOTICES

Any notice of or other communication required under this Agreement shall be deemed to have been given to each Party if sent via regular U.S. Mail to the following addresses:

As to Bowling Green Township:	Bowling Green Township Fiscal Officer 15490 Main Street, SE Brownsville, OH 43721
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As to Licking Township:	Licking Township Fiscal Officer P.O. Box 222 Jacksontown, OH 43030
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Either Party may, from time to time, change the address at which any notice or other communication is to be delivered or mailed, by giving the other Party written notice of such change.

LAW AND VENUE

All questions regarding the validity, intention, or meaning of this Agreement or any modifications of it relating to the rights and obligations of the parties will be construed and resolved under the laws of the State of Ohio. Any suit, which may be brought to enforce any provision of this Agreement or any remedy with respect hereto, shall be brought in the Licking County Common Pleas Court, Licking County, Ohio, and each party hereby expressly consents to the jurisdiction of such court.

If any term or provision of this Agreement or the application of such term or provision to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to any persons or circumstances other than those as to which it is held to be invalid or unenforceable, shall remain unaffected and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

MODIFICATION

No modification or waiver of any of the terms of this Agreement shall be effective against a party unless set forth in writing and signed by each party.

Mr. Cormican seconded the motion.

Roll Call: Miller, yes; Cormican, yes.

Captain Sam Broska presented information regarding an in-house Amazon Business Account for LTFC. A discussion took place.

Mr. Miller made a motion authorizing Fire Chief Mike Wilson to open an in-house business charge account with Amazon for LTFC with a \$7500 credit line, 30-day net, with the Chief and Assistant Chief being authorized users on the account.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Miller, yes.

The Fiscal Officer requested that the Amazon billing be set-up under LTFC address with Chief Wilson as primary contact and Andrea Lynch as secondary contact.

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

- Michael Brenneman - Linnville - Ag Building - no charge

The Zoning Clerk advised that there is a Board of Zoning Appeals hearing slated for 1/20/22 to hear a rear yard variance for William Strait on Davis Drive.

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 discussed the following:

- Speed limit reduction - 2nd street. Completed Engineer's Request
- Beginning to make plans to hire employee to replace Jeff Houston who is retiring in April.
- Will be meeting with contractor regarding culvert in Dogwood Lakes

Mr. Miller said that he received a call from the LCSO regarding high water on Ridgely Tract. Mr. Miller said that the water was over the road on the Union Township side of bridge however LTWP Road Dept went out after hours and erected high-water signs.

On behalf of John Holman, Mrs. Lynch provided an update on the squad which sold via GovDeals. The squad sold for \$25,700.00.

There was no public comment.

Mr. Miller made a motion to adjourn the meeting @ 7:50 pm.
Mr. Cormican seconded the motion.
Roll call: Cormican, aye; Miller, aye.

Attest

January 3, 2022