

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Minutes**  
**January 2, 2023**

Opening (by Fiscal Officer):

- The meeting was called to order by Melodie Bogantz.
- She led the Pledge of Allegiance.
- She announced that the meeting is being recorded.
- The following were present for roll call: Bill Siegel, Bill Bogantz, and Doug Strait

Nominations of Chairperson & Vice Chairperson:

- Melodie called for Chairperson Nominations for 2023
- **Bill Bogantz nominated Bill Siegel. Doug Strait seconded the motion. The motion passed with YES votes from Bill Bogantz and Doug Strait. Bill Siegel abstained.**
- Melodie called for Vice Chairperson Nominations for 2023
- **Bill Siegel nominated Bill Bogantz. Doug Strait seconded the motion. The motion passed with YES votes from Bill Siegel and Doug Strait. Bill Bogantz abstained**
- Melodie turned the meeting over to Bill Siegel.

Business:

**Bill Siegel moved through the following topics to allow Liberty Township to conduct business for 2023**

- **Meeting Times** – second Monday of each month at 6:30 pm at 6290 Sportsman Club Road, Johnstown, OH 43031
- **Legal Notices** – placed in the Newark Advocate and listed on the on-line Community Calendar
- **Agenda Form** – remain the same
- **Minutes for Meeting** – Township posts the 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** – (not emergency meetings) – will be posted in the glass case outside the township house door and the Newark Advocate will be notified a minimum of two days prior to the meeting
- **Roberts Rule of Order** – will be used
  
- **Transfer of monies within funds** – Trustees will allow the Fiscal Officer, if necessary, to transfer monies as needed, within funds, during 2023
- **Trustees Spending Allowances** – Each trustee is allowed to spend up to \$1500.00 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.
- **Credit Card Policy**
  - **Spending Limit** – The limit to credit card users is three trustees, the fiscal officer, and the Road Superintendent. The cards are to carry a \$1500.00 spending limit.
- **Mileage/Mileage Monthly Record Template** – Any mileage will be paid for trips for township business by any township employee, in the amount equivalent to the Federal Mileage cost. (1/1/2023 \$0.625 per mile) A mileage form should be turned into the FO

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Minutes**  
**January 2, 2023**

- for payment on the approved form.
- **Accounting Procedures** – This is new this year. It is being added at the request of the auditor.
    - **Bill Bogantz made a motion to accept the procedures. Doug Strait seconded the motion. The motion passed with all YES votes.**
  - **Investment Policy** – remain the same
  - **Fraud Reporting Policy** – remain the same
  - **Insurance Reimbursement Policy** - found from 2015 but has not been approved every year since.
    - **Bill Siegel made a motion to approve the policy. Bill Bogantz seconded the motion. The motion passed with all YES votes.**
    - Bill Bogantz will review the policy with Peter Griggs to see if it needs to be updated.
    - Doug Strait will check with surrounding townships to see if they have insurance reimbursement policies or if they provide benefits to their officials and get a feeling for how much it costs townships.
  - **Cemetery Fees/Guidelines/Hours** – remain the same
  - **Fire Prevention Officer for 2023** - Liberty Township designates Monroe Township Fire Inspectors as 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.
  - **Road Superintendent Pay/Job Descriptions** – current salary for Jeff Irvin is \$27.50 per hour.
    - **Bill Siegel made a motion to increase Jeff's pay to \$30 per hour. Bill Bogantz seconded the motion. The motion passed with all YES votes.**
  - **Road Technician Pay/Job Description** – current salary for Tim McGowan is \$20.00 per hour.
  - **Weekend/Holiday Pay for Road Supervisor and Road Technician** – Township will pay the Road Supervisor and Road Technician time and a half for any hours worked on Saturday, Sunday or Holidays as required for snow removal and tree removal.
  - **New township personnel/ Part-time/Unskilled Labor Pay/Job Descriptions/Hours** - Upon hiring new township personnel as a skilled laborer, all candidates will be interviewed and pay scales evaluated based on qualifications and/or experience. CDL is not required unless specifically needed for the job hired for.
  - **Tree and Brush Removal Agreement** – remain the same
  - **Employee Damage Policy** – remain the same
  - **Township Road Damage Policy** – remain the same
    - Bill Bogantz will follow up on this form to learn the purpose of the signatures.
  - **Driving Rules and Regulations**
    - Roads Training

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Minutes**  
**January 2, 2023**

- Driving/Snow Policy
- Use of township Vehicles
- Snow Removal Emergency – 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.
  
- Doug presented three additional sections that OTARMA would like to see in our Driving Policy. They are Traffic Violations, Drive Responsibility and Accidents.
- The Trustees reviewed the sections.
- **Bill Bogantz made a motion to add sections for Traffic Violations, Driver Responsibility and Accidents to the Driving Policy. Doug Strait seconded the motion. The vote was: Bill Siegel – NO; Bill Bogantz – YES; Doug Strait – YES. The motion passed.**
- Doug Strait presented two OSHA forms that OTARMA suggested that the township should adopt: A Step-by-Step Guide: Incident Investigations and Employee’s Report of Injury Form.
  - **Bill Bogantz made a motion to accept both A Step-by-Step Guide: Incident Investigations and Employee’s Report of Injury Form. Doug Strait seconded the motion. The motion passed with all YES votes.**
- **Road/Sign Checklist** – Should be completed by the Road Supervisor and/or Road Technician and turned in to the FO on a monthly basis.
- **Pre-Inspection Checklist** – Should be turned into the FO monthly by anyone who drives a township vehicle
- **Safety Policy** – remain the same
- **Harassment Policy** – remain the same
- **Retention Plan** – remain the same
- **Public Records Policy** – remain the same
  - Records Requests/Copies – trustees will follow ORC and limit copies to individual requests – no “in advance” blanket request for the year. Price to be \$0.25 per page and \$10.00 per DVD disc and \$20.00 for a 2GB 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.
- **Culvert Inventory** – updated annually
- **Public Building Inspection** – done annually per the Inspection Form
- **Video Taping of Meetings** – allowed but not encourages
- **Salaries of FO & Trustees** – will be set following the Ohio Township 2023 Compensation Chart based on the 2023 budget
- **Dangerous Buildings** – Trustees will pass a resolution providing the recovery of township funds if expended to alleviate potentially dangerous buildings within the 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
  
- The trustees reviewed a chart put together by Doug Strait that compared Liberty

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Minutes**  
**January 2, 2023**

Township's zoning fees with those of surrounding townships. The trustees agreed to not change the fees and payments.

- **Ditch Coverage Permit** - \$50.00
  
- **Development Permit** – 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 Fees**
  - Compensation of Boards/Appointment of Board Members – compensation for the Board of Zoning Appeals and Zoning Commission members and alternates is \$50.00 per case per member and any additional committee meetings, with a maximum of three meetings per issue
  - A Trustee will contact Board of Zoning Appeals and Zoning Commission members whose terms expire March 1, 2023 for renewal or replacement by the March Regular Meeting.
  - Compensation of Zoning Inspector and Job Description – The compensation for the Zoning Inspector is \$500.00 per month wage and 25% of each zoning permit issued as listed on the monthly zoning report.
  - Compensation of Zoning Clerk – The compensation for the Zoning Clerk is \$250 per month wage and 20% of each zoning permit issued as listed on the zoning report.
  - Rezoning Application – the cost of a Rezoning Application is \$800.00
  - Zoning Appeal – the cost of a Zoning Appeal is \$800.00
  - Outdoor Commercial Advertising Sign – the cost is \$300.00 plus additional \$1.00 per square ft. of sign space
  - Residence Permit – is \$0.15 per sq. ft. for all living space, \$0.15 per sq. ft. for basement, and \$0.15 per sq. ft. for garage area including covered porch & deck space
  - Relocation of Structure – is \$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
  - Garages and Accessory Buildings – is \$0.15 per sq. ft. for all area, minimum fee \$150.00
  - Additions to Existing Structure – is \$0.15 per sq. ft. for living area, ~~\$1.15~~ <sup>\$0.15</sup> per sq. ft for garage area, \$0.15 per sq. Ft for storage area and \$0.15 per sq. Ft for covered porch including decks (commercial not included)
  - Commercial and Industrial Permit – is \$600.00 plus \$10.00 per 100 square feet or fraction thereof in excess of 5000 square feet
  - Lot Split Permit – is \$100.00. Lot splits in excess of five lots will require Licking County Planning Commission review.

typo corrected  
1/11/23

**Liberty Township, Licking County, Ohio  
Organizational Meeting Minutes  
January 2, 2023**

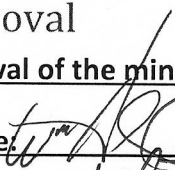

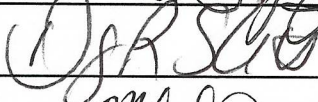
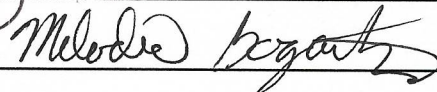
- Review of Planned Unit Developments will be \$2000.00
- Ditch Coverage Permit – cost is \$50.00
- Swimming Pool – cost is \$75.00

**Closing:**

- Bill Siegel made a motion to approve all policies as presented. Bill Bogantz seconded the motion. The motion passed with all YES votes.
- **Doug Strait made a motion to adjourn the Organizational Meeting. Bill Bogantz seconded the motion. The motion passed with all YES votes.**

**Approval**

**Approval of the minutes for the Organizational Meeting held January 2, 2023:**

Trustee: 	Date: 1-9-23
Trustee: 	Date: 1/9/2023
Trustee: 	Date: 1-9-2023
Fiscal Officer: 	Date: 1/9/2023