

Liberty Township, Licking County, Ohio
Minutes of Organizational Meeting
January 3, 2022

- The Organizational Meeting of the Liberty Township Trustees held on *January 3, 2022 at 6:30 p.m.* in the Liberty Township House. Melodie Bogantz, Fiscal Officer, called the meeting to order at 6:30 and led the Pledge of Allegiance. She stated that the meeting is being recorded.
- Roll call taken with the following answering as present: Trustees Bill Siegel, Bill Bogantz and Doug Strait.

The Fiscal Officer called for nomination for Trustee Chairperson for 2022.

Bill Bogantz made a motion to nominate Bill Siegel as Chairperson for 2022. Doug Strait seconded motion. Votes: Bill Siegel - abstained, Bill Bogantz - YES, Doug Strait - YES. The motion passed.

The Fiscal Officer called for nominations for Vice Chairperson for 2022.

Bill Siegel made a motion to nominate Bill Bogantz as Vice Chairperson for 2022. Doug Strait seconded motion. Votes: Bill Siegel - YES, Bill Bogantz - abstained, Doug Strait - YES. The motion passed.

The Fiscal Officer turned the meeting over to the 2022 chairperson, Bill Siegel.

Trustees reviewed, updated and/or maintained all Township procedures and policies allowing the township to conduct business for 2022, 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 2022.
- Each trustee is allowed to spend up to \$1500.00 and 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.
- 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.

- The Township Credit Card Policy will be maintained.
- Any mileage will be paid for trips for township business by any township employee, in the amount equivalent to the Federal Mileage cost (\$0.585 per mile). A mileage form should be turned into FO for payment.
- The cemetery prices will be maintained.
- **Bill Bogantz made a motion to increase the road superintendent position salary from \$25.00 per hour to \$27.50 per hour. Bill Siegel seconded the motion. The motion passed with all YES votes.**
- Maintain current job description for Road Superintendent.
- **Bill Bogantz made a motion to not require hired help to have a CDL unless specifically needed for the job hired for. Doug Strait seconded the motion. The motion passed with all YES votes.**
- Skilled laborer is defined as one who is capable operating the Township equipment in a safe and efficient manner.
- 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.
- 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.
- 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 the Road and Sign Checklist. It should be completed by the Road Superintendent and/or Road Technician and turned in to the FO on a monthly basis.
- Maintain the Pre-Inspection Vehicle Checklist. It is to be turned into the FO on a monthly basis.
- Maintain the General Driving Rules and Regulations Policy.
- Maintain the Safety Policy
- Maintain the Harassment Policy
- Maintain the Records Retention Policy
- Maintain the 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 the newly elected trustees will be what is allowed/required by the Ohio Township 2022 Compensation Chart based on the 2022 budget.
- 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.

Zoning Portion of Organizational Meeting

- 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 three 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 for renewal or replace by the March Regular Meeting.
- The compensation for the Zoning Inspector is \$500.00 per month wage and 25% of each zoning permit issued.
- The compensation for the Zoning Secretary includes \$250.00 per month wage and 20% of each zoning permit issued.
- 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 five lots will require Licking County Planning Commission review.
- Review of Planned Unit Developments will be \$2,000.00.
- Driveway / Ditch Coverage Permit at \$50.

- Swimming Pool Permit at \$75.

Doug Strait made a motion to approve all policies, procedures, fees, and forms that will be maintained by the township. Bill Bogantz seconded the motion. The motion passed with all YES votes.

Bill Siegel made a motion to adjourn the Organizational Meeting for 2022. Bill Bogantz seconded the motion. The motion passed with all YES votes.

Approval of the Minutes of Meeting held January 3, 2022:

Trustee: William Bogantz Date: 1/10/2022

Trustee: Doug Strait Date: 1-10-2022

Trustee: _____ Date: _____

Fiscal Officer: Melodie Bogantz Date: 1/10/2022