

**Minutes of Trustee Organizational Meeting**  
**Liberty Township, Licking County, Ohio**  
**January 4, 2024 6:30 p.m.**

## Opening

- Melodie Bogantz call the organizational meeting of the Liberty Township Trustees at the township hall to order stating the date and time as Thursday, January 4, 2024, 6:30pm.
- Melodie Bogantz led the Pledge of Allegiance and stated that the meeting was being recorded.
- Roll call was taken with the following answering as present: Ed Wasem, Bill Bogantz, & Doug Strait.

## Nomination of Chairperson and Vice-Chairperson (by Fiscal Officer)

- Melodie called for a 2024 chairperson nomination.
- **Doug Strait nominated Bill Bogantz as chairperson. Ed Wasem seconded the motion. The vote: Ed Wasem, YES; Bill Bogantz, Abstained; Doug Strait, YES. The motion passed.**
- Melodie called for a 2024 vice chairperson nomination.
- **Bill Bogantz nominated Doug Strait. Ed Wasem seconded the motion. The vote: Ed Wasem, YES; Bill Bogantz, YES; Doug Strait, Abstained. The motion passed.**
- Melodie turned the meeting over to Bill Bogantz.

## Business

- Bill Bogantz stated that the trustees would vote on any changes.
- **Meeting Times** – the second Monday of each month at 6:30 pm at 6290 Sportsman Club Road, Johnstown, Ohio.
- **Legal Notices** – placed in the Newark Advocate and listed on the on-line Community Calendar.
- Agenda Form – Bill Bogantz suggested that we could add an invocation for our meetings.
- **Doug Strait made a motion to add an invocation to the agenda of trustee meetings. Bill Bogantz seconded the motion. The motion passed with all YES votes.**
- **Minutes for Meetings** – 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. The trustees agreed this was worded awkwardly.
- **Doug Strait made a motion to update Minutes for Meetings to “The township will post the minutes from previous meetings for inspection. The board will approve the minutes, as is or with agreed upon corrections. Approved minutes will be posted on the township website.” Bill Bogantz seconded the motion. The motion passed with all YES votes.**
- **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. This is how it reads currently. Legal counsel has informed us that only a 24 hour notice posted by the door is required.

**Minutes of Trustee Organizational Meeting**  
**Liberty Township, Licking County, Ohio**  
**January 4, 2024 6:30 p.m.**

- **Doug Strait made a motion to update it to “will be posted in the glass case outside the township house door at least 24 hours prior to the meeting.” Bill Bogantz seconded the motion. The motion passed with all YES votes.**
- 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 2024.
- **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.
- Melodie stated that legal counsel has given us a policy for trustee spending allowances that we can modify for our township. They also provided an updated credit card policy that we can look into.
- **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. (1/1/2024 \$0.67 per mile) A mileage form should be turned into the FO for payment on the approved form.
- Melodie stated that trustees can only turn in mileage for trips outside the township.
- **Accounting Procedures**
- **Investment Policy**
- **Fraud Reporting**
- **Insurance Reimbursement Policy** - found from 2015 (effective through 12/31/2025 for those elected officials starting 1/1/2022)
- **Cemetery Fees/Guidelines/Hours**
- **Fire Prevention Officer for 2024** - 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 \$30.00 per hour.
- **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.
- Doug Strait made a motion to add burials to the approved list for time and a half pay. Bill Bogantz seconded the motion. The motion passed with all YES votes.
- **UPDATED Weekend/Holiday Pay for Road Supervisor and Road Technician** – Township



**Minutes of Trustee Organizational Meeting  
Liberty Township, Licking County, Ohio  
January 4, 2024 6:30 p.m.**

- 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, tree removal and burials.
- **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**
  - **Employee Damage Policy**
  - **Township Road Damage Policy**
  - **Policy to Review Incidents – OSHA Forms**
  - **Disaster Recovery Plan**
  - **Road/Sign Checklist** – Should be completed by the Road Supervisor and/or Road Technician and turned in to the FO on a monthly basis.
  - **Doug Strait made a motion to change the requirement from monthly two twice a year in March and November. Bill Bogantz seconded the motion. The motion passed with all YES votes.**
  - **Pre-Inspection Checklist** – Should be turned into the FO monthly by anyone who drives a township vehicle
  - It was noted that the Check list should be titled **Pre-Trip Inspection Checklist.**
  - **Driving Rules and Regulations**
    - Roads Training
    - 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.
    - This policy needs to be updated to clean up some duplication. Melodie will do this.
  - **Safety Policy**
  - **Harassment Policy**
  - **Records Retention Plan**
  - **Records Commission** – Melodie informed the trustees that the records commission is made up of the trustee chairperson and the fiscal officer and is required to meet yearly. Melodie will set up a meeting and would like to get some additional help with sorting through the many records stored in the shop.
  - **Public Records Policy**
    - 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

**Minutes of Trustee Organizational Meeting  
Liberty Township, Licking County, Ohio  
January 4, 2024 6:30 p.m.**

disc or thumb drive depending on amount requested.

- *This policy needs to be update, but the trustees it would be done at a later time.*
- **Culvert Inventory** – updated annually
- **Public Building Inspection** – done annually per the Inspection Form
- **Video Taping of Meetings** – allowed but not encouraged
- **Salaries of FO & Trustees** – will be set following the Ohio Township 2024 Compensation Chart based on the 2024 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
- **Unacceptable Use & Password Policy**
- **Meeting Sign-in Sheet** – phone number and email has been added to this form
- **Ditch Coverage Permit** - \$50.00
- **Doug Strait made a motion to update this to \$100. Bill Bogantz seconded the motion. The motion passed with all YES votes. This change will take effect in 30 days.**
- **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** – approve separately Bill Bogantz recused as needed
  - Compensation of Boards/Appointment of Board Members – compensation for the Board of Zoning Appeals and Zoning Commission is \$50.00 per case per member, and alternate, and any additional committee meetings, with a maximum of three meetings per issue
  - **Doug Strait made a motion to update this to \$50 per meeting per member, and alternate. Bill Bogantz seconded the motion. The motion passed with all YES votes.**
  - A Trustee will contact Board of Zoning Appeals and Zoning Commission members whose terms expire March 1, 2024 for renewal or replacement by the March Regular Meeting.
  - **Doug Strait made a motion to add that The Board of Zoning Appeals and Zoning Commission shall elect a chairperson and vice chairperson yearly.” Bill Bogantz seconded the motion. The motion passed with all YES votes.**
  - **Bill Bogantz made a motion to update the above to say they elect a chairperson and vice chairperson annual at their first meeting after March. Doug Strait seconded the motion. The motion passed with all YES votes.**
  - **Pay for Comprehensive Plan Steering Committee** – none currently
  - **Bill Bogantz made a motion that upon completion, the active members will receive a gift card not to exceed \$100 each. Doug Strait seconded the motion. The motion passed with all YES votes.**



**Minutes of Trustee Organizational Meeting  
Liberty Township, Licking County, Ohio  
January 4, 2024 6:30 p.m.**

- **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.
- Melodie stated that this is not clear and should be cleaned up.
- **Doug Strait made a motion to change the ending to “25% of all fees collected as listed on the monthly zoning report.” Bill Bogantz seconded the motion. The motion passed with all YES votes.**
- **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 monthly zoning report.
- Bill recused himself from this discussion.
- **Doug Strait made a motion to change the ending to “20% of all zoning fees collected as listed on the monthly zoning report.” Ed Wasem seconded the motion. The motion passed with YES votes from Doug and Ed.**
- **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 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.
- **Review of Planned Unit Developments** will be \$2000.00
- **Swimming Pool** – cost is \$75.00
- The trustees assigned areas of responsibilities as follows:
  - **Bill Bogantz:** County Health Advisory Council, Economic Development, Social Media/Email Communication, Township website, Comprehensive Plan, Public Records Requests, Relations/Communications with adjacent townships/villages/cities, Miles Estate, School District Relations, Township Records Commission, Zoning, Security, Sound & Video System, and Health Insurance.

**Minutes of Trustee Organizational Meeting  
Liberty Township, Licking County, Ohio  
January 4, 2024 6:30 p.m.**

- **Doug Strait:** Township Buildings/Grounds, Grants, Fire Departments, Road Equipment (Trucks, Tractors, Backhoe, Etc.), Rental Property (7111 Northridge Road) and New Building Construction Overseer/ Slabaugh Contact Person.
- **Ed Wasem:** Cemetery (grave sales, burials, spreadsheets, maintenance), mowing, Driveway & Culvert Permits, Roads & Road staff including bridges, and Trash Hauling Program.
- **Doug Strait made a motion to approve all policies not modified. Bill Bogantz seconded the motion. The motion passed with all YES votes.**
- Doug Strait agreed to take a closer look at zoning fees and wages, comparing ours with surrounding townships.
- Ed Wasem agreed to take a closer look at cemetery fees, comparing our prices to other townships with smaller cemeteries.
- The trustees discussed compensation for Road Supervisor, which is currently \$30 per hour.
- **Doug Strait made a motion to raise his hourly pay to \$32 per hour. Bill Bogantz seconded the motion. The motion passed with all YES votes.**

**Closing**

- **Doug Strait made a motion to adjourn the meeting. Bill Bogantz seconded the motion. The motion passed with all YES votes.**

**Approval**

Approval of the minutes for meeting January 4, 2024:

Trustee: <u>William D. Page</u>	Date: <u>1/8/2024</u>
Trustee: <u>Ed Wasem</u>	Date: <u>1-8-2024</u>
Trustee: <u>Doug Strait</u>	Date: <u>1-8-24</u>
Fiscal Officer: <u>Melodie Bogantz</u>	Date: <u>1/8/2024</u>