

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Agenda**  
**January 6, 2025**

**Opening (by Fiscal Officer):**

- Call the Meeting to Order
- Pledge of Allegiance
- Announcement of Meeting Being Recorded
- Roll Call

**Nominations of Chairperson & Vice Chairperson (by Fiscal Officer):**

- Call for Chairperson Nominations for 2025
- Vote for Chairperson
- Call for Vice Chairperson Nominations for 2025
- Vote for Vice Chairperson

**Business:**

**New Chairperson** calls for the following motions to allow the Township to conduct business for 2025 – vote required for 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 Format**
- **Minutes for Meetings** – 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.
- **Special Meeting Notices** – (not emergency meetings) – will be posted in the glass case outside the township house door at least 24 hours 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 2025.
- **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. (1/1/2025 \$0.70 per mile) A mileage form should be turned into the FO for payment on the approved form.
- **Accounting Procedures**
- **Investment Policy**
- **Fraud Reporting**

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Agenda**  
**January 6, 2025**

- **Healthcare Reimbursement Policy** - found from 2015 (Effective through 12/31/2025 for those elected officials starting 1/1/2022 is \$3000/year. For official elected/appointed 1/1/2024 or later follow QSEHRA limits, for 2025: \$6350/year for individual, \$12,800/year for family.)
- **Cemetery Fees/Guidelines/Hours**
- **Fire Prevention Officer for 2025** - 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 \$32.00 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, tree removal and burials.
- **Cleaning Personnel - \$150 per month** – one cleaning of the township hall done monthly before the trustee meeting.
- **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 twice a year in March and November.
- **Pre-Trip Inspection Checklist** – Should be turned into the FO monthly by anyone who drives a township vehicle
- **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.
- **Safety Policy**
- **Harassment Policy**

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Agenda**  
**January 6, 2025**

- **Records Retention Plan**
- **Records Commission** – made up of trustee chairperson and the fiscal officer and is required to meet yearly.
- **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 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 encouraged
- **Salaries of FO & Trustees** – will be set following the **Ohio Township Association 2025 Compensation Chart based on the 2025 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** - \$100.00
- **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, Zoning Commission and Technical Review Committee is \$50.00 per meeting per member, and alternate.
  - The Zoning Commission will meet the third Monday of every month, as needed.
  - 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.
  - The Board of Zoning Appeals, Zoning Commission and Technical Review Committee shall elect a chairperson and vice chairperson yearly.
  - The Trustees shall appoint a Technical Review Committee yearly (March 1<sup>st</sup>).
  - **Pay for Comprehensive Plan Steering Committee – the active members will receive a gift card not to exceed \$100 each.**
  - **Compensation of Zoning Inspector and Job Description** – The compensation for the Zoning Inspector is \$700.00 per month wage and 25% of all fees collected as listed on the monthly zoning report.
  - **Compensation of Zoning Clerk** – The compensation for the Zoning Clerk is \$450 per month wage and 20% of all zoning fees collected as listed on the

**Liberty Township, Licking County, Ohio**  
**Organizational Meeting Agenda**  
**January 6, 2025**

monthly zoning report.

- **Rezoning Application** – the cost of a Rezoning Application is \$800.00.
  - **Conditional Use Permit** – the cost of applying for a Conditional Use Permit 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
  - **Driveway Permit** - \$50.00
- Assign trustees areas of responsibilities

Motion & Vote to approve all policies as presented

## Closing

- **Adjourn Organizational Meeting**