

Minutes of the Board of Licking Township Trustees,
Organizational & Regular Meeting held at Licking Township Fire
Station #600 at 9:30 a.m. p.m. on January 10, 2025.

Mrs. Lynch called the meeting to order with the following
members present: John Cormican, John Holman, Dave Miller, and
Andrea Lynch.

Others Present: Kyle Weekly, Daniel Guerin, Linda Stickle,
Carolyn Carnes (arrived at 10:00 a.m.)

The Pledge of Allegiance was recited. This meeting was not recorded.

Mrs. Lynch opened nominations for President/Chairperson of the
Board of Trustees for the year 2025.

Mr. Miller nominated Mr. Holman

Mr. Cormican 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 President/Vice
Chairperson of the Board of Trustees for the year 2025.

Mr. Miller nominated Mr. Cormican

There was no second. Nomination died.

Mr. Cormican nominated Mr. Miller

Mr. Holman seconded the nomination.

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. There were none.*

Mr. Miller made the following motion:

Be it resolved that the regular meetings of The Board of
Licking Township Trustees for the fiscal year 2025 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 township website and Fire Station LED sign.
Regular meetings will be noted on the township website and
Fire Station LED sign. Meeting times will be at 7:30pm

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.

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. Cormican 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 for zoning department related mileage (.70 cents /mile).

Mr. Miller 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. Cormican 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. 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 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. Miller 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. Cormican 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. Miller 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 2024 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. Cormican 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. The Board discussed changing the limits.

Mr. Holman moved the adoption of the following: That any department buying equipment or supplies over \$1500 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. Miller 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. Miller 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. Miller made a motion that in agreement with Section A of the O.R.C. 5571.02 the Licking Township Trustees designate Mr. Cormican to have charge of all maintenance and repair of the roads within the township and supervise all township road employees for 2025 with Mr. Miller serving as the back-up.

Mr. Holman 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 2025 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 Reports will be submitted by Trustee Miller by the January deadline and all financial reports will be forthcoming. Tax documents are required to be mailed to employees no later than 1/31/25.

**The Organizational portion of the meeting being completed
Mrs. Lynch turned the meeting over to Mr. Holman @ 9:50 a.m.**

Mr. Holman thanked the Board for their effort and commitment to serving the community in 2024 and for their vote of confidence to appoint him to serve as chairperson in 2025.

Mr. Holman explained to the public in attendance that the regular business meeting may be lengthy and offered to dispense of public comments 1st on the agenda.

Linda Stickle addressed the Board. Ms. Stickle said that she represents the Jacksontown United Methodist Church and is concerned with the storm drain being plugged in the middle of Phil Linn Parkway north of the church. Ms. Stickle stated that she inquired with the Road Dept but was told it was not the township's responsibility. She said she then contacted ODOT, Licking County Water and Wastewater, and Licking County Engineer's Office. A discussion took place. Mr. Cormican assured Ms. Stickle that the township would address the issue and will take care of it. Ms. Stickle thanked Mr. Cormican for handling the matter.

Guest: Carolyn Carnes, Licking County Assistant Prosecutor, Civil Division led a discussion on several legal matters as follows:

- 1) Sheridan Place - plat approved in 1922 however no evidence that the Licking County Commissioners accepted nor does it appear on certified mileage. Mr. Miller said that this was addressed many years ago with previous LC Engineer Lollo and they came to same conclusion. LTWP is under no obligation to construct a road. Attorney Carnes will send a letter to Coffman Law Offices (representing Mr. Fitzgerald and Mr. Szymanski) notifying as such.
- 2) Harbor Hills Civic Association - Dinsmore Attorney letter (representing Sean Guyer). A discussion took place regarding boat docks and the area in question. Mr. Moraine confirmed that the area is zoned residential. Attorney Carnes recommended Mr. Moraine draft a letter to obtain additional information on the matter and direct any further correspondence/inquiry to the LCPO for handling.
- 3) Kennedy Sign matter - (Benjamin Parks - Cristland Hill/Jacksontown Road). Attorney Carnes will review the matter further with Jay Fisher and follow-up with Mr. Moraine.
- 4) Bradley Kessler matter - Mr. Moraine indicated that the temporary zoning certificate is set to expire on 1/12/25. Mr. Moraine will re-inspect. A discussion took place. Mr. Moraine will follow-up with a letter to Mr. Kessler.
- 5) Ridgley Tract Road LLC - Mr. Moraine will provide Attorney Carnes with the file for review and recommendation.

The Board thanked Attorney Carnes for attending the meeting and for her counsel and assistance. Attorney Carnes left the meeting.

Minutes of the previous meeting were read, approved, and signed by the Trustees.

Mr. Miller made a motion to approve the expenditures totaling \$77,367.70 for payroll/payroll expense checks and year-end checks for period ending 12/31/24.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

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

A discussion took place regarding OTARMA Appointment of Pool Representative and Alternate for Licking Township for 2025.

Mr. Cormican made a motion to appoint Andrea Lynch as the representative and John Holman as the alternate for LTWP for 2025.

Mr. Miller seconded the motion.

Roll Call: Miller, yes; Holman, yes; Cormican, yes.

CORRESPONDENCE:

1. Public Records Request 2024 Stephanie Frank obh Woolpert - fulfilled on 12-17-24.
2. CRAFCO letter re: Name change from DJL Material
3. LCPC notice re: Harbor Hills Civic Association flood plain
4. US Census Bureau timeline
5. Don & Chris Smythe letter re: 269 Overdrive
6. Dinsmore letter re: Boat Docks Harbor Hills Civic Association (obh Sean Guyer)
7. Coffman Law Office letter re: Lots 112 & 113 Sheridan Place (obh Thomas Fitzgerald & Michael Szymanski)

Mrs. Lynch relayed details from the Zoning Commission meeting held on 1/9/25. A discussion took place regarding selection of members for the Zoning District overlay steering committee. The Board stated that it was their intent that the Zoning Commission members + 1 trustee serve as the steering committee. Mrs. Lynch will communicate this to Crossroads Planning & Development and the ZC members.

Mrs. Lynch inquired about the ZC & BZA member openings. Mrs. Lynch reported having received one letter of interest and one inquiry from a member of LTFC. The Board tabled discussion

until the letter of interest is received from the interested LTFC member so all interviews can be done at once.

Chief Weekly gave the Fire Report. There were 118 runs in December which consisted of 30 Fire; 88 EMS (46 billable); 0 Dive; 36 mutual aid given; 14 mutual aid received. Year to date totals = 1441 runs. Chief Weekly provided a detailed recap sheet of the 2024 runs; turn out times; response times; mutual aid runs; and accomplishments for 2024.

Chief Weekly provided updates on the following:

- Lost Lands event fee received on 12/03/24
- Franklin Township still considering donation towards life pac 35
- Presented 3 applications for consideration
- Presented donation from Buckeye Lake Eagles for \$3896.00
- Presented estimates to purchase hose nozzles & tips using BL Eagles donations.
- Presented proposal to purchase dumb bells for LTFC using BL Eagles donations.
- Presented Fire Catt contract for hose testing
- Discussed ACLS & PALS training classes for 2025
- Discussed recent phone call from Five Brew regarding damage to drive-thru canopy

Mr. Holman made a motion authorizing Fire Chief Weekly to hire effective immediately:

- Anthony Hoover - part time probationary FFII/EMT Basic
- Brian McCague - part time probationary FFII/EMT Basic
- Johnny Putnam - part time probationary FFII/EMT Basic

Mr. Miller seconded the motion.

Roll Call: Cormican, yes; Miller, yes; Holman, yes.

Mr. Holman made a motion authorizing Chief Weekly to spend \$4144.00 on hose nozzles and tips from Atlantic Emergency Solutions as presented.

Mr. Miller seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

A discussion took place regarding the 1 year, 2 year, and 3 year contract proposal with Fire Catt for hose testing. Chief Weekly will contact Fire Catt for additional clarification on terms and incentives for the various contract options and present at a future meeting.

A discussion took place regarding purchase of dumbbell weights for LTFC using Buckeye Lake Eagle donations. The Board concurred that they wish to see the donations be used on equipment that would benefit the township community and seek

alternative funding for dumbbells. Chief Weekly inquired as to support for the purchase if LTFC could receive a physical fitness grant for such purchase. The Board said that would be a more favorable approach to consider such a purchase.

A discussion took place regarding recent communication received from 7 Brew concerning damage to drive-thru canopy allegedly caused by LTFC ambulance. The Board asked Chief Weekly to contact Five Brew and suggest they submit the damages to their insurance company as they have not proven that we have caused the damages they are claiming.

Zoning Inspector Dave Moraine gave the Zoning Report. There was one permit issued as follows:

- Todd & Cami Mount - National Road - addition - \$125.00

Mr. Moraine provided the following updates:

- 1) Prather complaint -Business vehicles will need moved. Letter forthcoming.
- 2) O'Neill -Vehicles have been shuffled around. Will reinspect and send another letter.
- 3) Ridgely Tract Road complaint - addressed with Attorney Carnes.
- 4) Joshua Smith complaint - will hand deliver. Tracking info from original letter mailed 12/26/24 misfiled by Zoning Clerk.
- 5) Dove Residence - making progress. Trustees asked for June 1, 2025 deadline for remediation. Mr. Moraine will send an email confirming this with the property owner.
- 6) Hank Adkins 269 Over Drive -Mr. Cormican said the property is cleaned up. Mr. Moraine will reinspect & send final letter to property owner as well as those who filed complaints.

Mr. Moraine reported that the "golden rod" copies of the Zoning Permits are to be filed with the Auditor's Office annually. He will scan and email them to Kathy Kincaid as the scanned documents are easier to read than the golden rod copies. Mr. Moraine will file copies at the township hall also.

Mr. Cormican reported that Travis Barrera resigned effective 1/8/25.

Mr. Cormican asked the Fiscal Officer to post the job description on the township website with resumes to be opened and presented at next regular meeting to be held on 1/20/25.

Mr. Holman complimented the Road Department for their recent snow removal efforts.

Mr. Miller stated that he will file the culvert inventory report on January 13, 2025, and the road limit reduction listing will be forthcoming.

Mr. Miller picked-up a \$25.00 door prize for the all-county meeting. He will submit receipt for reimbursement.

Mr. Holman led a discussion regarding the separation bonus for outgoing Fire Chief Mike Wilson.

Mr. Holman made a motion that the Board authorize the Fiscal Officer to disburse a check to Chief Wilson in the amount of \$16,650.00 (before withholdings/taxes) on 02/01/25 as a separation bonus.

Mr. Miller seconded the motion.

Roll Call: Cormican, yes; Holman, yes; Miller, yes.

The Board asked that the separation bonus be paid from the General Fund.

There was no additional public comment.

Mr. Holman made a motion to adjourn the meeting @ 12:21p.m.

Mr. Miller seconded the motion.

Roll call: Cormican, aye; Holman, aye; Miller, aye.

Attest

January 10, 2025