

WASHINGTON TOWNSHIP ORGANIZATIONAL MEETING FOR 2026

December 22, 2025

Call to order of meeting – MRS. ABBY SHIPLEY

Pledge of Allegiance

PRESENT: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Parsons, yes; Also in attendance Abby Shipley and Brody McDaniel

Hearing of the public: none

1 The Fiscal Officer asks for nominations for President of the Board of Trustees of Washington Township.

Mr. Stevenson; (nominee)

A. MOTION Mr. Smith

B. SECOND Mr. Parsons

C. VOTE: Mr. Smith, yes; Mr. Parsons, yes; Mr. Stevenson, abstain. Motion carries.

2. The new president asks for nominations for Vice-President of the Board of Trustees of Washington Township. Mr. Parsons (nominee)

A. MOTION Mr. Smith

B. SECOND Mr. Stevenson

C. VOTE Mr. Smith, yes; Mr. Stevenson, yes; Mr. Parsons, abstain. Motion carries.

3. The president asks for nominations for the representative from Washington Township to the County Line Joint Fire District Board. Mr. Parsons (nominee)

A. MOTION Mr. Smith

B. SECOND Mr. Stevenson

C. VOTE Mr. Smith, yes; Mr. Stevenson, yes; Mr. Parsons, abstain. Motion carries.

4. The president asks for nominations for representative to the Licking County Board of Health from Washington Township. Mr. Smith (nominee)

A. MOTION Mr. Parsons

B. SECOND Mr. Stevenson

C. VOTE Mr. Parsons, yes; Mr. Stevenson, yes; Mr. Smith; abstain. Motion carries.

5. The president asks that County Line Joint Fire District chief, Robert Homman, or his replacement, be the Fire Prevention Officer for Washington Township.

A. MOTION Mr. Parsons

B. SECOND Mr. Smith

C. VOTE Mr. Parson, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carries.

6. Resolution 26-01 – A motion is requested to re-hire the Road Superintendent and Setting of Wages: the Board moves to retain Branden McDaniel as Road Superintendent for the year 2026,

and that the rate of pay be set at \$ 35.50 , (\$34.50 in 2025), per hour and that he/she be paid at the rate of time and one-half for overtime above 40 hours per week. Vacation time to be earned at 0.1 hours per hour worked, to a maximum of 120 hours (\$4260), and shall be allowed to roll over to the following year, pending that at no time in the calendar year it exceeds 120 hours. Phone allowance will be \$ 45 /month (\$45 in 2025). He/she shall receive the rate of time and one-half for hours worked on Thanksgiving Day, December 24, December 25, December 31, or January 1 for the purpose of emergency snow, ice, or tree removal. The Road Superintendent will receive one hour, per wage cost, to attend each Trustee meeting. In addition, when called out [or notified of an event by the Sheriff's Office, other phone call, text, notification/request from a Trustee, or on his/her own initiative] for:

- A. Tree/limb removal
- B. Trash/refuse removal
- C. Other emergency measure approved by at least one Trustee within 24 hours

between the hours of 7:00 PM and 7:00 AM, The Road Supervisor will receive "time-and-one-half compensation at their pay rate per hour for a minimum of two hours." This is intended for emergency actions other than snow/ice removal. The Road Superintendent (or Assistant Road Superintendent) will attend each Trustee meeting.

- A. MOTION Mr. Smith
- B. SECOND Mr. Parsons
- C. VOTE Mr. Smith, yes; Mr. Parson, yes; Mr. Stevenson, yes. Motion carries.

7. Resolution 26-02 – A motion is requested to retain the position of Assistant Road Superintendent, Brody McDaniel, and Setting of Wages: for the year 2026 the rate of pay be set at \$ 25.00 , (\$24.00 in 2025), per hour and that he/she be paid at the rate of time and one-half for overtime above 40 hours per week. **Vacation time to be earned at 0.1 hours per hour worked, to a maximum of 80 hours (\$ 2000 ), and shall be allowed to roll over to the following year, pending that at no time in the calendar year it exceeds 80 hours.** This position will include the duties of attending Trustee meetings (and will receive one hour, per wage cost, to attend in the absence of the Road Superintendent), create and maintain all vehicle maintenance records, update inventory of property including culverts, and assisting the Road Superintendent with day-to-day tasks to maintain the Township roads. In addition, when called out [or notified of an event by the Sheriff's Office, other phone call, text, notification/request from a Trustee, or on his/her own initiative] for:

- A. Tree/limb removal
- B. Trash/refuse removal
- C. Other emergency measure approved by at least one Trustee within 24 hours

between the hours of 7:00 PM and 7:00 AM, The Assistant Road Supervisor will receive "time-and-one-half compensation at their pay rate per hour for a minimum of two hours." This is intended for emergency actions other than snow/ice removal.

Subsection: The pay rate for road employees will be \$ 20.00 , (\$20.00 in 2025), per hour for time worked, not including time for lunch break.

- A. MOTION Mr. Parsons
- B. SECOND Mr. Smith
- C. VOTE Mr. Parson, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carries.

8. Resolution 26-03– Allowing Expenses and Authority and Retaining Zoning Inspector:

Item 1 – That the necessary expenses incurred by the Township Officials while in attendance at National, State, and County Association meetings and in the performance of official business of the Township be allowed at cost and that mileage be allowed at \$ .71 cents per mile (\$.70 in 2025) ; and garage and telephone expenses be allowed at cost.

Item 2 – That each Trustee be given authority to take care of any emergency as deemed necessary and that each Trustee be allowed to instruct the Road Superintendent and/or Assistant Road Superintendent in handling emergencies.

Item 3 – That the Fiscal Officer be allowed to purchase ordinary and necessary office supplies as needed. Also, that the Fiscal Officer be allowed to demand advances from the County Auditor when needed or available.

Item 4 – That the Zoning Inspector, Justin Doup, be retained and that his monthly salary be set at \$ 550 (\$550.00 in 2025) per month and that he/she be allowed mail expenses, telephone expenses (\$ 45 per month), and mileage at \$ .71 cents per mile (\$.70 in 2025) for travel while on Township business. The Zoning Inspector will be responsible for initiating changes to the Zoning Handbook, scheduling meetings of the Zoning Commission and Zoning Board of Appeals, oversee compliance with prescribed deadlines, procure Prosecutor input, oversee necessary publication deadline requirements, and arrange for proper meeting transcriptions when necessary. Also, that the prior resolution passed by the Trustees apply for meeting requirement.

Item 5 – That the State and Local dues for the Township Associations be paid by the Township.

For the five-part resolution:

A. MOTION Mr. Smith

B. SECOND Mr. Parsons

C. VOTE Mr. Smith, yes; Mr. Parsons, yes; Mr. Stevenson, yes. Motion carries.

9. Resolution 26-04 – It is recommended that the Board retain:

Kody McInturff on the Township’s Zoning Commission and H. Mack Buckenberger on the Township’s Zoning Board of Appeals for the years 2026, 2027, 2028, 2029, and 2030 (until January 2031). Additionally, the Board appoints Nancy Coad as an alternate on the Zoning Commission and David Williams as an alternate on the Zoning Board of Appeals (alternates will serve a one-year term). The Township will reimburse each member of the Zoning Commission \$ 35 (\$35 in 2025) per meeting for costs incurred in performing duties and the chairman of the Zoning Commission be reimbursed \$ 65 ( \$65 in 2025) per meeting. The Township will reimburse each member of the Zoning Board of Appeals \$ 35 per meeting (\$35 in 2025) and \$ 65 (\$65 in 2025) per meeting to the chairman for costs incurred while performing his/her duties.

A. MOTION Mr. Stevenson

B. SECOND Mr. Parsons

C. VOTE Mr. Stevenson, yes; Mr. Parsons, yes; Mr. Smith, yes. Motion carries.

10. Resolution 26-05- All elected officials of the Township be paid for services rendered in accordance with ORC 505.24 and 507.09.

A. MOTION Mr. Smith

B. SECOND Mr. Parsons

C. VOTE Mr. Smith, yes; Mr. Parsons, yes; Mr. Stevenson, yes. Motion carries.

11. Resolution 26-06 – The credit card policy, adopted on January 8, 2019, be re-approved for the year 2026.

Further, the Board designates Mr. Smith as compliance officer, for credit card usage, in accordance with Ohio HB 312.

A. MOTION Mr. Stevenson

B. SECOND Mr. Parsons

C. VOTE Mr. Stevenson, yes; Mr. Parsons, yes; Mr. Smith, abstain. Motion carries.

12. Resolution 26-07 – Date and Time of Meeting: the regular meetings for 2026 be held on the second and fourth Mondays of each month at **6:00 PM** in the office of the Trustees at 10905 Mt. Vernon Road, Utica, Ohio. The Pledge of Allegiance will be included prior to each meeting. Hearing of the Public will be a part of each agenda. Special meetings will be posted on the Township office door and the township's website. (In 2026, the second meeting for May will be held on Tuesday, May 26.)

A. MOTION Mr. Parsons

B. SECOND Mr. Smith

C. VOTE Mr. Parsons, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carries.

13. Resolution 26-08 - The Board appoints Mr. Smith as the township's representative to the Licking County Tax Incentive Review Council (TIRC). The Board further appoints Mr. Stevenson as an alternate representative. **(The fiscal officer shall provide a true copy of this resolution to the Licking County TIRC.)**

A. MOTION Mr. Stevenson

B. SECOND Mr. Parsons

C. VOTE Mr. Stevenson, yes; Mr. Parsons, yes; Mr. Smith, yes. Motion carries.

14. Resolution 26-09 – Whereas, the Board of Washington Township Trustees may have, in 2026, personal property including motor vehicles, road machinery, equipment, and tools that it finds is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, and, Whereas, the Board intends to sell said property by Internet auction in accordance with Ohio Revised Code Section 505.10 (D). Now, therefore, be it resolved that the Board of Washington Township Trustees, during the year 2026, may sell personal property not needed for public use, is obsolete, or is unfit for the use for which it was acquired by Internet auction, Be it further resolved that the Internet auctions will be conducted as follows: 1.) All items available at auction will be posted on the Township's website at: [WashingtonTwpLicking.com](http://WashingtonTwpLicking.com). 2) All items available at auction and posted on the website will include a written description with a minimum bid for each item. 3.) Property to be auctioned may be available for public inspection if practical. If an item is available for inspection, details will be published in the notice of auction. 4.) The number of days that bidding will be accepted on the property will be 30 days, but never less than ten (10) days which includes Saturdays, Sundays, and legal holidays. 5.) The Township will contact the successful bidder and arrange for payment and pick up. 6.) A 12.5 percent (12.5 %) Buyer's Premium may be added to each successful bid in order to pay the costs associated with the Internet auction. 7.) The successful bidder will submit the amount of the bid, plus the Buyer's

Premium, in the form of a cashier's check or money order to the Township within 72 hours of notification of their successful bid. Be it further resolved that the Township's Internet auction will be conducted through [govdeals.com](http://govdeals.com), and general terms and conditions may include: 1.) All items will be sold "as is" and the Township makes no warranty as to condition of any item. 2.) Once payment has been submitted, the Township will wait for the cashier's check or money order is clear, and the Township will then make arrangements to have the item picked up by the successful bidder. 3.) Items will not be shipped, unless otherwise stated in the notice. 4.) If the successful bidder does not respond to the Township's attempts at contact or fails to make the deposit of funds (winning amount) within 72 hours of notification, the Township has the right to sell the property to the next highest bidder. 5.) All sales are final. No refunds will be given.

A. MOTION Mr. Parsons

B. SECOND Mr. Stevenson

C. VOTE Mr. Parsons, yes; Mr. Stevenson, yes; Mr. Smith; yes. Motion carries.

15. Resolution 26-10 – The Board approves the zoning fee schedule, for 2026, as recommended by the Zoning Inspector (as posted on the township's website).

A. MOTION Mr. Smith

B. SECOND Mr. Parsons

C. VOTE Mr. Smith, yes; Mr. Parsons, yes; Mr. Stevenson; yes. Motion carries.

16. Resolution 26-11 – The Board approves the Cybersecurity Policy (originally approved 9.22.25) to be in effect for 2026.

A. MOTION Mr. Parsons

B. SECOND Mr. Stevenson

C. VOTE Mr. Parsons, yes; Mr. Stevenson, yes; Mr. Smith; yes. Motion carries.

Hearing of the public:

Adjournment:

A. MOTION Mr. Smith

B. SECOND Mr. Stevenson

C. VOTE Mr. Smith, yes; Mr. Stevenson, yes; Mr. Parsons; yes. Motion carries.

REX STEVENSON;

NELSON SMITH;

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SAM PARSONS;

ABBY SHIPLEY; FISCAL OFFICER

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