

WASHINGTON TOWNSHIP ORGANIZATIONAL MEETING FOR 2024

January 2, 2024

Call to order of meeting – MRS. ABBY SHIPLEY at 7:00PM

Pledge of Allegiance

PRESENT: Mr. Stevenson, Mr. Smith, Mr. Parsons also present were, Mrs. Shipley, Branden McDaniel, Justin Doup, Virgil Hatch

Hearing of the public:

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

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

A. MOTION Mr. Parsons

B. SECOND Mr. Stevenson

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

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. Stevenson

B. SECOND Mr. Smith

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

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, yes

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

A. MOTION Mr. Parsons

B. SECOND Mr. Smith

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

6. Resolution 24-01 – 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 2024, and that the rate of pay be set at \$32.50, (\$30.00 in 2023), 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 (\$3900), and phone allowance will be \$45/month (\$41 in 2023). He/she shall receive the rate of time and one-half for hours worked on 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. The Road Superintendent (**OR ASSISTANT ROAD SUPERINTENDENT**) will attend each Trustee meeting.

A. MOTION Mr. Smith moves to approve with adjustment of phone allowance to \$45/month

B. SECOND Mr. Parsons

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

D. Mr. Parsons amended the motion such that road superintendent shall be allowed to roll over vacation time to the following year, pending that at no time in the calendar year it exceeds 120 hours. Mr. Smith seconded. VOTE Mr. Parsons, yes; Mr. Smith, yes; Mr. Stevenson, yes.

7. Resolution 24-02 – A motion is requested to retain the position of Assistant Road Superintendent and Setting of Wages: for the year 2024 the rate of pay be set at \$22.50, (\$20.00 in 2023), per hour and that he/she be paid at the rate of time and one-half for overtime above 40 hours per week. This position will include the duties of attending Trustee meetings (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. Subsection: The pay rate for road employees will be \$20, (\$16.00 in 2023), per hour for time worked, not including time for lunch break.

A. MOTION Mr. Parsons

B. SECOND Mr. Smith

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

8. Resolution 24-03– 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 \$0.67 cents per mile; 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 \$525 per month (\$475.00 in 2023) per month and that he/she be allowed mail expenses, telephone expenses \$45 per month, and mileage at \$0.67 cents per mile 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 moves to approve with adjustment of phone allowance to \$45/month
- B. SECOND Mr. Parsons
- C. VOTE Mr. Smith, yes; Mr. Parsons, yes; Mr. Stevenson, yes

9. Resolution 24-04 – It is recommended that the Board retain:

Virgil Hatch on the Township’s Zoning Commission and Ben Posey on the Township’s Zoning Board of Appeals for the years 2024, 2025, 2026, 2027, and 2028 (until January 2029).

Additionally, the Board appoints Frank Hall as an alternate on the Zoning Commission and TBD 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 2023) **per meeting** for costs incurred in performing duties and the chairman of the Zoning Commission be reimbursed \$65 (\$65 in 2023) **per meeting**. The Township will reimburse each member of the Zoning Board of Appeals \$35 per meeting (\$35 in 2023) and \$65 (\$65 in 2023) **per meeting** to the chairman for costs incurred while performing his/her duties.

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

10. Resolution 24-05- 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

11. Resolution 24-06 – The credit card policy, adopted on January 8, 2019, be re-approved for the year 2024.

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

- A. MOTION Mr. Parsons moves to approve and appoint Mr. Smith as compliance officer
- B. SECOND Mr. Stevenson
- C. VOTE Mr. Parsons, yes; Mr. Stevenson, yes; Mr. Smith

12. Resolution 24-07 – Date and Time of Meeting: the regular meetings for 2024 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 second meeting in May will be held on Tuesday, May 28, 2024). 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.

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

13. Resolution 24-08 - 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. Parsons moves to appoint Mr. Smith as the representative and Mr. Stevenson as the alternate
- B. SECOND Mr. Smith
- C. VOTE Mr. Parsons, yes; Mr. Smith, yes; Mr. Stevenson, yes

14. Resolution 24-09 – The Board approves the zoning fee schedule, for 2024, as recommended by the Zoning Inspector (see attached).

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

Hearing of the public:

1. Mr. Virgil Hatch, member of the Zoning Commission, presented a discussion he would like to review with the commission to reduce the minimum lot requirement.
2. Mr. Stevenson reviewed a new house bill (HB315) recently introduced that allows public notices to be posted on the website and social media in lieu of print newspapers.

Adjournment:

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

REX STEVENSON;

NELSON SMITH;

SAM PARSONS;

ABBY SHIPLEY; FISCAL OFFICER

WASHINGTON TOWNSHIP

Licking County, Ohio
Resolution 24-09

Zoning Application/Permit Fees

Effective January 2nd, 2024

| | |
|--|---|
| Zoning Application Minimum Fee..... | \$45.00 |
| Dwellings, Garages, Accessory buildings, and Additions..... | \$.11 / sq. ft. |
| Commercial and Industrial structure..... | \$400 + \$.02/ sq ft |
| Commercial hard surfaces..... | \$250 + .01/ Sq ft |
| Signs | \$100 |
| Lot Split | \$100 |
| 6 Month Extension of Permit | \$ ½ of the original fee |
| Zoning Amendment, District Change, Planned Unit Development (PUD) | \$500 |
| Zoning Variance..... | \$500 |
| Conditional Use | \$500 |
| Zoning Appeal..... | \$500 |
| Zoning Book..... | Through Licking County Planning Commission |
| Zoning Violation (per day) | \$100 and up to 30 days in jail |

* All Costs Incurred over and above the fee for Variances, Zoning Appeals, Zoning Amendments, District Changes, and Conditional Use Permits shall be billed back to the applicant. Examples of fees to be billed back to an applicant are (but not limited to) transcript creation, additional meetings, and public notices.