

THE WASHINGTON TOWNSHIP BOARD OF TRUSTEES

January 12, 2021

The Washington Township Board of Trustees met this date in regular session for the purpose of transacting business of the Township, and for the purpose of holding their organizational meeting. Fiscal Officer Phillip M. Shaw called the meeting to order. Present were Mr. Stevenson, Mr. Smith, Mr. Coad, Phil Shaw and Branden McDaniel. The Pledge of Allegiance was recited.

1. The Fiscal Officer asked for nominations for President of the Board of Trustees of Washington Township. Mr. Smith nominated Mr. Stevenson; seconded by Mr. Coad. Vote: Mr. Smith, yes; Mr. Coad, yes; Mr. Stevenson, abstain. Motion carried. The Fiscal Officer declared Mr. Stevenson President and turned the meeting over to him.
2. Mr. Stevenson asked for nominations for Vice-president of the Board of Trustees of Washington Township. Mr. Coad nominated Mr. Smith; seconded by Mr. Stevenson. Vote: Mr. Coad, yes; Mr. Stevenson, yes; Mr. Smith, yes. Motion carried.
3. Mr. Stevenson asked for nominations for the representative from Washington Township to the Utica EMS Board. Mr. Coad nominated Mr. Stevenson; seconded by Mr. Smith. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carried.
4. Mr. Stevenson asked for nominations for the representative from Washington Township to the Utica Fire Department Board. Mr. Smith nominated Mr. Coad; seconded by Mr. Stevenson. Vote: Mr. Smith, yes; Mr. Stevenson, yes; Mr. Coad, yes. Motion carried.
5. Mr. Stevenson asked for nominations for the representative from Washington Township to the Licking County Board of Health. Mr. Stevenson nominated Mr. Smith; seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Coad, yes; Mr. Smith, yes. Motion carried.
6. Mr. Stevenson asked that Utica Fire Chief Craig Fisher, or his replacement, be the Fire Prevention Officer for Washington Township. Motion made by Mr. Coad; seconded by Mr. Smith. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carried.
7. Resolution 21-01 - **HIRING THE ROAD SUPERINTENDENT AND SETTING OF WAGES:** Mr. Smith moved to retain Branden McDaniel as Road Superintendent for the year 2021, and that the rate of pay be set at \$23.50 (\$22.00 in 2020) 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 .1 hours per hour worked, to a maximum of 120 hours (\$2820.00). Phone allowance will be \$41/month (\$41 in 2020). 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. Mr. Coad seconded. Vote: Mr. Smith, yes; Mr. Coad, yes; Mr. Stevenson, yes. Motion carried.
8. Resolution 21-02 – **ASSISTANT ROAD SUPERINTENDENT AND SETTING OF WAGES:** Mr. Coad moved to retain the position of Assistant Road Superintendent for the year 2021, and that the rate of pay be set at \$16 (\$16.00 in 2020) 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 \$13.50 (\$13.50 in 2020) per hour for time worked, not including time for lunch break. Mr. Smith seconded. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carried.

Resolution 21-03 - **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

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Township be allowed at cost and that mileage be allowed at 56 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, James L. Dickson, be retained and that his monthly salary be set at \$300.00 per month (\$300.00 in 2020) and that he be allowed mail expenses, telephone expenses and mileage at 56 cents per mile for travel while on Township business. Also that the prior resolution passed by the Trustees apply for meeting reimbursement.

### Item 5

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

Mr. Coad moved for the adoption of the five-part resolution, seconded by Mr. Stevenson. Vote: Mr. Coad, yes; Mr. Stevenson, yes; Mr. Smith, yes. Motion carried.

10. Resolution 21-04 – Mr. Smith moved that the Board retain Dean Ogle on the Township's Zoning Commission, and H. Mack Buckenberger on the Township's Zoning Board of Appeals for the years 2021, 2022, 2023, 2024, and 2025 (until January 2026). Additionally, the Board appoints Frank Hall as an alternate on the Zoning Commission and Ben Posey 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 \$30.00 **per meeting** (\$30 in 2020) for costs incurred in performing duties and the Chairman of the Zoning Commission be reimbursed \$60 (\$60 in 2020) **per meeting**. The Township will reimburse the Chairman of the Zoning Board of Appeals \$60 **per case** (\$60 in 2020) and \$30 **per case** (\$30 in 2020) to each member for costs incurred while performing their duties. Seconded by Mr. Coad. Vote: Mr. Smith, yes; Mr. Coad, yes; Mr. Stevenson, yes. Motion carried.
11. Resolution 21-05 – Mr. Coad moved that all elected officials of Washington Township be paid for services rendered in accordance with ORC.505.24 and 507.09. Seconded by Mr. Smith. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carried.
12. Resolution 21-06 – WASHINGTON TOWNSHIP CREDIT CARD ACCOUNT POLICY: Ohio Revised Code Section 505.64 permits the Board of Trustees of Washington Township to authorize an officer, employee, or appointee of Washington Township to use a credit card account held by the Board. This Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by any and all people authorized by the Board to use a credit card account held by the Board of Trustees. The complete policy, adopted on January 8, 2019, is attached. Further, the Board designates Mr. Smith as compliance officer for credit card usage, in accordance with Ohio HB 312. Motion made by Mr. Coad, seconded by Mr. Stevenson. Vote: Mr. Coad, yes; Mr. Stevenson, yes; Mr. Smith, yes. Motion carried.
13. Resolution 21-07 - DATE AND TIME OF MEETING: Mr. Coad moved that the regular meetings for 2021 be held on the second and fourth Tuesdays of each month at 7:30 PM in the office of the Trustees at 10905 Mt. Vernon Road, Utica, Ohio. Seconded by Mr. Smith. The pledge of allegiance will be included prior to each meeting. Special meetings will be posted on

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the Township office door. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carried.

14. Resolution 21-08 – 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.) Motion made by Mr. Coad; seconded by Mr. Smith. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. Motion carried.

Mr. Smith moved to adjourn from the organizational meeting; seconded by Mr. Coad. Vote: Mr. Smith, yes; Mr. Coad, yes; Mr. Stevenson, yes. Motion carried.

Mr. Stevenson called the regular meeting to order. Present were Mr. Stevenson, Mr. Coad, Mr. Smith, Phil Shaw and Branden McDaniel.

Mr. Coad moved to waive the reading and approve the minutes from the December 22, 2020 meeting, and the special meeting held on 12/29/2020; seconded by Mr. Smith. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

The following bills were examined by the Board:

6250	Skipped Warrants 6250 to 6250 Series 2	0.00
6251	Branden L. McDaniel	41.00
6252	Stephanie J. Green	100.00
6253	Evolution Ag, LLC	71.31
6254	Kokosing Materials, Inc.	405.00
6255	Utica Feed & Hardware	91.01
6256	Co-Alliance, LLP	1,313.97
6257	Speedy’s Towing	275.00
6258	Dexter Co.	653.05
6259	Knox Co. Media, LLC	87.31
6260	AEP Ohio	138.70
6261	PNB Visa	241.21
6262	The Olen Corp.	134.17
6263	Franklin G. Coad	799.14
6264	Branden L. McDaniel	1,772.26
6265	Rex J. Stevenson	657.36
6266	Nelson A. Smith	301.90
6267	Phillip M. Shaw	1,014.95
6268	James L. Dickson	<u>258.00</u>
	TOTAL	\$8,355.34

Mr. Smith moved to approve the obligations and amounts as presented; seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried. I certify there are sufficient funds in the depository and checks have been issued in payment of the same.

Phillip M. Shaw, Fiscal Officer

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Mr. Coad moved to approve the bank statement and related reports; seconded by Mr. Stevenson. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

### Credit Card Compliance Officer Report:

1. Mr. Smith reported that he looked over all charges and everything is in order.

### Public Concerns and Comments:

No concerns or comments.

### Reports of Employees & Appointees:

1. Road Superintendent Branden McDaniel reported: the Township received the salt order; he washed the Township's trucks, serviced the mower, cleaned up the tree from Weaver Road, put gravel on Yost Road, cleaned the catch basin on Stickle Road, and is waiting on a new headlight for the Louisville truck.
2. Mr. Coad reported that Branden and he repaired the back wall of the salt barn.
3. Mr. Shaw presented the Board with the permanent appropriations for the year 2021.
4. Resolution 21-09 - Mr. Coad moved to approve the permanent appropriations for Washington Township for the year 2021 as follows: General - \$263,822.98; MVL - \$19,507.99; Gas Tax - \$214,926.75; Road & Bridge - \$308,592.52; EMS Services -\$196,196.93; Fire Services - \$105,050.27. Total all funds - \$1,108,097.44. Seconded by Mr. Smith. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

### Reports:

None.

### Old Business:

1. The Board discussed the 1.5 mil Fire and .8 mil EMS levies. Mr. Shaw reported that they received the official amounts generated from the Licking County Auditor.
2. Resolution 21-10 - Mr. Smith moved to accept the tax rate estimated by the Licking County Auditor for the 1.5 mil replacement levy for fire protection services for the residents of Washington Township, and to proceed to the May ballot with the 1.5 mil replacement levy. Seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

### Old Business (cont'd):

3. Resolution 21-11 - Mr. Coad moved to accept the tax rate estimated by the Licking County Auditor for the .8 mil replacement levy for emergency medical services for the residents of Washington Township, and to proceed to the May ballot with the .8 mil replacement levy. Seconded by Mr. Smith. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

### New Business:

1. The Board discussed the possibility that the owners of the property that requested the zoning change from AG to B-1 might submit another request to change zoning.

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Mr. Smith moved to adjourn, seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

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Rex J. Stevenson, President

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Nelson A. Smith, Vice President

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Frank G. Coad, Board Member

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Phillip M. Shaw, Fiscal Officer