

THE WASHINGTON TOWNSHIP BOARD OF TRUSTEES

January 8, 2019

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 and asked everyone to stand for the pledge of allegiance.

1. The Fiscal Officer asked for nominations for President of the Board of Trustees of Washington Township. Mr. Coad nominated Mr. Stevenson; seconded by Mr. Smith. Vote: Mr. Coad, yes; Mr. Smith, yes; Mr. Stevenson, yes. 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. Stevenson, yes; Mr. Smith, yes; Mr. Coad, 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. Stevenson, yes; Mr. Smith, yes; Mr. Coad, 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. Stevenson, yes; Mr. Smith, 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. Coad nominated Mr. Smith; seconded by Mr. Stevenson. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, 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. Smith; seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.
7. Resolution 19-01 - HIRING THE ROAD SUPERINTENDENT AND SETTING OF WAGES: Mr. Smith moved to retain Branden McDaniel as Road Superintendent for the year 2019, and that the rate of pay be set at \$21.00 (\$20.00 in 2018) per hour and that he 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 (\$2520.00). Phone allowance will be \$41/month. 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. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.
8. Resolution 19-02 – ASSISTANT ROAD SUPERINTENDENT AND SETTING OF WAGES: A motion is requested to retain the position of Assistant Road Superintendent and Setting of Wages: for the year 2019 the rate of pay be set at \$16 (\$18.00 in 2018) 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. The pay rate for road employees will be \$13.50 (\$13.50 in 2018) per hour for time worked, not including time for lunch break. Mr. Coad seconded. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.
9. Resolution 19-03 - 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 58 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; and, 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 (\$280.50) and that he be allowed mail expenses, telephone expenses and mileage at 58 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. Smith. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

10. Resolution 19-04 – Mr. Smith moved that the Board retain Virgil Hatch on the Township’s Zoning Commission, and Joel Riley on the Township’s Zoning Board of Appeals for the years 2019, 2020, 2021, 2022, and 2023 (until January 2024). Additionally, the Board appoints Frank Hall as an alternate on the Zoning Commission and Jeff Esty 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** (\$25 in 2018) for costs incurred in performing duties and the Chairman of the Zoning Commission be reimbursed \$60 (\$50 in 2018) **per meeting**. The Township will reimburse the Chairman of the Zoning Board of Appeals \$60 **per case** (\$50 in 2018) and \$30 **per case** (\$25 in 2018) to each member for costs incurred while performing their duties. Seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.
11. Resolution 19-05 – Mr. Stevenson 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. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.
12. Resolution 19-06 – 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 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. Smith, seconded by Mr. Stevenson. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

13. Resolution 19-07 - DATE AND TIME OF MEETING: Mr. Smith moved that the regular meetings for 2019 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 (**In 2019, the second meeting in December will be held at 7:30 PM on Monday, December 23**). Seconded by Mr. Coad. The pledge of allegiance will be included prior to each meeting. Special meetings will be posted on the Township office door. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

14. Resolution 19-08 – The Board appoints Mr. Stevenson as the Township's representative to the Licking County Tax Incentive Review Council (TIRC). The Board further appoints Mr. Coad as an alternate representative. (The Fiscal Officer shall provide a true copy of this resolution to the Licking County TIRC.) Motion made by Mr. Smith; seconded by Mr. Stevenson. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

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

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

Mr. Smith moved to waive the reading and approve the minutes from the December 26, 2018 meeting; seconded by Mr. Coad. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

The following bills were examined by the Board:

5709	Branden L. McDaniel	41.00
5710	1 <sup>st</sup> Response Lawncare LLC	480.00
5711	Progressive Communications Corp.	27.75
5712	AEP Ohio	35.79
5713	PNB Visa	185.57
5714	Franklin G. Coad	799.14
5715	Rex J. Stevenson	657.36
5716	Nelson A. Smith	260.87
5717	Phillip M. Shaw	991.15
5718	Utica Feed & Hardware	47.86
5719	Stephanie J. Green	100.00
5720	Branden L. McDaniel	564.40
5721	James L. Dickson	<u>53.39</u>
	TOTAL	\$4,244.28

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

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

Credit Card Compliance Officer Report:

1. Mr. Smith reported that everything is clear and reviewed.

Public Concerns and Comments:

No concerns or comments.

Reports of Employees & Appointees:

1. Road Superintendent Branden McDaniel reported: mowing is done on Hull, Stout, Bell Church, Horns Hill, Stickle and Hunt Roads; and, all the Township's equipment is ready to go.
2. Trustees' instructions: check holes on Weaver Road and check ends of culverts.

Reports:

None.

Old Business:

1. The Board discussed the ditch at Evolution Ag. Mr. Coad reported that ODOT will not clean out the ditch, so the Trustees instructed the Road Superintendent to clean that ditch out.
2. The Trustees signed the proper Certificate of Mileage form, and the Fiscal Officer sent it to the County Engineer for his signature.

New Business:

1. The Fiscal Officer presented the Board the total amounts for expenditure for 2019 and the permanent appropriations for the year 2019. After discussion, the Board agreed to approve the appropriations for 2019.
2. Resolution 19-09 – Mr. Smith moved to accept the permanent appropriations to the year 2019 as follows: General Fund - \$216,959.99; MVL Fund - \$26,830.47; Gas Tax Fund- \$263,960.25; Road & Bridge Fund - \$270,608.10; EMS Fund - \$176,235.22; Fire Fund - \$96,403.52. Total for all funds = \$1,050,997.55. Seconded by Mr. Stevenson. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

With no public present, Mr. Coad motioned to adjourn, seconded by Mr. Smith. Vote: Mr. Stevenson, yes; Mr. Smith, yes; Mr. Coad, yes. Motion carried.

_____ Rex J. Stevenson, President	_____ Franklin G. Coad, Board Member
_____ Nelson A. Smith, Vice President	_____ Phillip M. Shaw, Fiscal Officer