

Jersey Township, Licking County

Board of Trustees

Regular Meeting Minutes

March 6, 2023 - 7:30 p.m.

Attendees:

Dan Wetzel, Chairman

Jeff Fry, Vice-Chairman

Ben Pieper, Trustee

Marko Jesenko, Fiscal Officer

Staff Present:

Bud Witney, Zoning Inspector

Rob Platte, Administrator

Visitors:

See Sign-In Sheet On File

Trustee Wetzel called the meeting to order at 7:30 p.m., and then led the Pledge of Allegiance. Mr. Platte called the roll and it was confirmed that Trustees Wetzel, Fry, and Pieper were in attendance.

Trustee Fry moved to approve the agenda without any changes. Trustee Pieper seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote.

Trustee Wetzel introduced the minutes from the January 10, 2023 Special Meeting and the February 6, 2023 Regular Meeting and asked if there were any requested changes. With no changes being requested, Trustee Wetzel moved to dispense of the reading of the minutes and approve the minutes as presented. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote.

Trustee Wetzel asked for Public Comments. No comments were offered.

Trustee Wetzel asked for the Finance Report. Fiscal Officer Jesenko reviewed the current fund balances and read the checks aloud. Fiscal Officer Jesenko asked the Board to consider approving the use of Blanket Certificates (BCs) in an amount not to exceed \$10,000.00 and add the approval to the annual Organizational Meeting. Trustee Wetzel moved to approve the Finance Report as presented, and the creation of the Blanket Certificate as requested. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Fiscal Officer Jesenko presented 3 cemetery deeds for signatures.

Trustee Wetzel asked for reports. Mr. Platte shared that the OPWC grant had been approved by the Integrating Committee on February 10, and was included on the slate of projects referred to the state. Mr. Platte also shared that the Comp Plan group had been via Zoom on February 14 and the Land Use Map effort is now moving to document creation. Mr. Platte said that he and Mr. Witney had met virtually with RobinTek, the website creation company recommended by the township's IT person. Mr. Platte had received a quote from RobinTek for a complete website update and three-year service agreement for \$10,470.00. The Board discussed the website needs with Mr. Witney, and asked Mr. Platte to seek a couple other quotes to make sure the cost is

appropriate and report back to the Board. Mr. Platte stated that the interior lighting project that serves as the pilot project for the PACE program is ready to move forward. Mr. Platte asked the Board to approve funds to replace the meeting room lights with LED fixtures. Trustee Wetzel moved to approve the replacement of the lights with the cost not to exceed \$2,000.00. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Mr. Witney reviewed the draft updated Zoning Map. The Board asked for the colors to be themed and assigned to specific uses to make the map easier to read. Mr. Witney stated that Interior Supply Co. may be seeking a sign variance in the near future. He also shared that the cell tower on Jug Street was being updated. He asked if the Board would like him to look into solar farm regulations. Trustee Wetzel asked him to research that and also discuss with the Zoning Commission the zoning of islands created by annexations such as Bermuda Drive.

Trustee Wetzel asked if there was any Unfinished Business for the board to consider. Mr. Platte stated that the cost associated with the trailer purchase authorized by Resolution No. 23-02-06-07 was actually going to be \$15,990.00, which is higher than the approved \$15,000.00. He asked the Board to consider rescinding Resolution No. 23-02-06-07 and then approve a resolution to authorize the trailed purchase at an amount not to exceed \$18,000.00 to allow for delivery charges if they would be applicable. Trustee Fry moved to approve Resolution No. 23-03-06-01, a Resolution To Rescind Resolution No. 23-02-06-07. Trustee Pieper seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Trustee Pieper moved to approve Resolution No. 23-03-06-02, a Resolution Authorizing An Expenditure From The American Rescue Plan Funds Under the Township's Standard Allowance. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote.

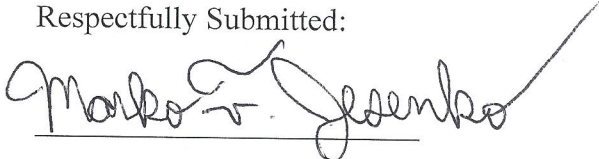
Trustee Wetzel asked if there was any New Business for the board to consider. Mr. Platte explained what the Community Reinvestment Creation Area program is and its importance when negotiating with developers and projects that the township wishes to have locate in the township. Although this program is administered by the County (when involving townships), the township leading the creation of a CRA program would help give the township a seat at the table when deciding whether abatements are authorized. Mr. Platte recommended the Board contract with The Montrose Group for the creation of a CRA program in the unincorporated portion of the township. Trustee Wetzel moved to approve Resolution No. 23-03-06-03, a Resolution To Enter Into A Services Agreement With Montrose Group, LLC For The Creation Of A Community Reinvestment Area (CRA), with the contract cost not to exceed \$7,500.00. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Mr. Platte discussed the need for additional cleaning services at the township based on the amount of meetings being held there. Mr. Platte also shared that the township does not have any type of contract with the individual currently providing cleaning services, and as such, no insurance is provided nor are any terms in place. Mr. Platte asked the Board to consider seeking bids to provide cleaning services on a more frequent basis. The Board asked Mr. Platte to gather three bids and report back. Mr. Platte presented both an Ethics Policy and a Safety Policy. These are two items that would be included in the Employee Policy Manual if adopted. Mr. Platte explained that these are somewhat model policies used by other townships and are recommended as best practices for the township. Trustee Wetzel moved to approve Resolution No. 23-03-06-04, a Resolution To Adopt An Ethics Policy. Trustee Pieper seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Trustee Wetzel moved to approve Resolution No. 23-03-06-05, a Resolution To Adopt A Safety Policy.

Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Mr. Platte shared that the updated Employee Policy Manual has been drafted and distributed for review. He stated that one change since the draft was distributed is that the Call-In Pay section sets the minimum amount at 4 hours, and the definition of an Employee was modified to address any persons employed by the Fiscal Officer, as permitted in ORC §507.012. Trustee Wetzel moved to approve Resolution No. 23-03-06-06, a Resolution To Adopt An Employee Policy Manual. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote. Mr. Platte shared that after posting for the Road Department Laborer position, interviews were held by a committee consisting of himself, Trustee Fry, Butch Wedertz, and Tyler Freese. He stated that the township was fortunate in that it was able to interview four good candidates. Ultimately, Jason Arnett is being recommended to the Board for employment. Trustee Pieper moved to approve Resolution No. 23-03-06-07, a Resolution To Employ Jason Arnett As A Road Department Laborer. Trustee Fry seconded the motion and with no further discussion, the motion was approved via unanimous roll call vote.

Trustee Wetzel asked for additional Public Comments or Trustee Comments. A resident asked for the township to look into the condition of the houses located at Mink and Morse Roads. Mr. Witney stated that the township has a nuisance complaint process. The resident did not wish to file a complaint. Trustee Wetzel gave an update on Intel's progress and status and asked Mr. Witney to look into AirBNB uses with the Zoning Commission. Trustee Wetzel also asked for a Mink Road corridor overlay zoning to be looked at as well.

Trustee Fry moved to adjourn the meeting. Trustee Pieper seconded the motion and the voice vote on the motion was unanimous. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted:



Marko F. Jesenko, Fiscal Officer

Attest:

Dan Wetzel, Chairperson

Jeff Fry, Vice-Chairperson

Ben Pieper, Trustee

