

Minutes of the Board of Licking Township Trustees,  
Organizational & Regular Meeting held at Licking Township Fire  
Station #600 at 7:00 p.m. on January 5, 2026.

Mrs. Lynch called the meeting to order with the following  
members present: John Cormican, Dave Miller, Greg Smith, and  
Andrea Lynch.

Others Present: Kinsey Lynch; Edna Latham; Marieneth Babera;  
Kyle Weekly; Dave Moraine(\*)

The Pledge of Allegiance was recited. The meeting was recorded.

Mrs. Lynch welcomed newly seated Trustee Greg Smith.

Mrs. Lynch opened nominations for President/Chairperson of the  
Board of Trustees for the year 2026.

Mr. Miller nominated Mr. Cormican

Mr. Cormican seconded the nomination.

Roll Call: Cormican, yes; Smith, yes; Miller, yes.

Mrs. Lynch opened nominations for Vice President/Vice  
Chairperson of the Board of Trustees for the year 2026.

Mr. Cormican nominated Mr. Miller

Mr. Miller seconded the nomination.

Roll Call: Cormican, yes; Miller, yes; Smith, yes.

*Mrs. Lynch asked the board if there were any changes or  
corrections to the following motion. A discussion took place  
regarding time change for 2026 meetings.*

Mr. Miller made the following motion:

Be it resolved that the regular meetings of The Board of  
Licking Township Trustees for the fiscal year 2026 be held  
at Licking Township Fire Station #600 located at 9384  
Jacksontown Road, Jacksontown, Ohio. Township meetings  
will be held on the first and third Monday of each month,  
except when this falls on a legal holiday then it shall be  
held the following evening, unless otherwise published or  
posted on the township website and Fire Station LED sign.  
Regular meetings will be noted on the township website and  
Fire Station LED sign. Meeting times will be at 7:00 pm  
Mr. Cormican seconded the motion.

Roll call: Miller, yes; Cormican, yes; Smith, yes.

*Mrs. Lynch asked the board if there were any changes or  
corrections to the following motion. There were none.*

Mr. Miller moved the adoption of the following: To have  
the above listed resolution published in The Advocate.

Mr. Cormican seconded the motion.

Roll call: Miller, yes; Cormican, yes; Smith, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Cormican moved the adoption of the following: To pay all expenses for the Trustees, Fiscal Officer, and Zoning Inspector to attend township conventions including mileage at the current IRS allowance, also, to pay membership dues for the county and state association to be paid for the Trustees, Fiscal Officer, and the associate membership for the Zoning Inspector.

Mr. Miller seconded the motion.

Roll call: Cormican, yes; Miller, yes; Smith, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Cormican moved the adoption of the following: To reimburse the Zoning Inspector mileage at the current IRS allowance for zoning department related mileage (72.5 cents /mile).

Mr. Miller seconded the motion.

Roll call: Cormican, yes; Smith, yes; Miller, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Miller moved the adoption of the following: That the Licking Township road crew employees be caretakers of all Township property as directed by their supervisor.

Mr. Smith seconded the motion.

Roll call: Smith, yes; Miller, yes; Cormican, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Cormican moved the adoption of the following: To pay all bills incurred by the Township on an estimated appropriation until the Amended Official Certificate is received and approved.

Mr. Miller seconded the motion.

Roll call: Miller, yes; Cormican, yes; Smith, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Cormican moved the adoption of the following: To authorize the Fiscal Officer to request an advance, if needed, from the Licking County Auditor's Office.

Mr. Smith seconded the motion.

Roll call: Miller, yes; Smith, yes; Cormican, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Miller moved the adoption of the following: The Licking Township Trustees continue our current practice of offering health care insurance providing benefits for hospitalization, surgical care, medical care, and prescription drug coverage and pay a portion of the respective premiums for township officers and full-time township employees and their immediate dependents (unless waived by eligible employees/officers) as allowed by Section 505.60 of the Ohio Revised Code and as authorized in motions passed in 2026 as follows:

- Eligible Medicare qualified employees and their dependents will be responsible for paying their respective Medicare Part B premiums.
- Eligible non Medicare qualified employees will be subject to a 10% monthly premium cost share via payroll deduct.
- Eligible Medicare and Non-Medicare qualified employees may choose to submit for reimbursement of qualified medical out-of-pocket expenses, for up to one year from the date of medical service, through the HRA subject to a \$250 individual/\$500 aggregate township established deductible responsibility which must be met 1<sup>st</sup> prior to receiving HRA benefits.

Mr. Cormican seconded the motion.

Roll call: Miller, yes; Smith, yes; Cormican, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Miller moved the adoption of the following: That any department buying equipment or supplies over \$500 must have the approval of at least one Trustee; any Trustee may authorize expenditures up to \$2500. All expenditures over \$2500 must be approved at a regular or emergency meeting of The Board of Licking Township Trustees.

Mr. Miller seconded the motion.

Roll call: Smith, yes; Miller, yes; Cormican, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Smith moved the adoption of the following: That the Fire Chief in an emergency only, must have approval of two trustees for medical and emergency expenses over \$2500.00.

Mr. Miller seconded.

Roll call: Miller, yes; Cormican, yes; Smith, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Smith moved the adoption of the following: That the Board of Trustees authorize the Fiscal Officer to make reasonable decisions to expend up to \$1000.00 if necessary with the understanding that the Fiscal Officer will report these expenditures at the following board meeting.

Mr. Miller seconded the motion.

Roll call: Cormican, yes; Smith, yes; Miller yes.

Mr. Miller made a motion that the Licking Township Board of Trustees authorize the following employees/officials the use of township credit cards for township expenses as outlined in the Licking Township Credit Card Policy:

- Elected Officials - Trustees & Fiscal Officer
- Fire Chief & Assistant Fire Chief
- LTFC - Fuel credit card ONLY
- Road Dept
- Zoning Clerk & Zoning Inspector

Mr. Cormican seconded the motion.

Roll call: Cormican, yes; Miller, yes; Smith, yes.

Mr. Cormican made a motion that in agreement with Section A of the O.R.C. 5571.02 the Licking Township Trustees designate Mr. Miller to have charge of all maintenance and repair of the roads within the township and supervise all township road employees for 2026 and Mr. Miller made a motion that Mr. Cormican serve as the back-up.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Miller, yes; Smith, yes.

Mr. Miller made a motion designating Mr. Cormican to serve as Fire Co. coordinator for 2026 with Mr. Smith as backup.

Mr. Smith seconded the motion.

Roll call: Smith, yes; Miller, yes; Cormican, yes.

*Mrs. Lynch asked the board if there were any changes or corrections to the following motion. There were none.*

Mr. Miller moved that the Licking Township Trustees appoint Mr. Cormican to be responsible for various administrative responsibilities including but not limited to long-range planning and development; short and long-term budget recommendations.

There was no seconded. The motion died.

Mr. Smith moved that the Licking Township Trustees appoint Mr. Smith to be responsible for various administrative responsibilities including but not limited to long-range planning and development; short and long-term budget recommendations.

Mr. Miller seconded the motion.

Roll Call: Miller, yes; Cormican, yes; Smith, yes.

*The Fiscal Officer advised that the Annual Bridge and Culvert Inventory Reports is no longer required (as per Trustee Miller) and all financial reports will be forthcoming. Tax documents are required to be mailed to employees no later than 1/31/26.*

**The Organizational portion of the meeting being completed**  
**Mrs. Lynch turned the meeting over to Mr. Cormican @ 7:25 p.m.**

Mr. Cormican thanked Mrs. Lynch for conducting the Organizational Meeting and welcomed Greg Smith to the Board.

Minutes of the previous meeting were presented, approved, and signed by the Trustees.

Mr. Miller made a motion to approve the expenditures totaling \$77,453.04 for payroll/payroll expense and year-end checks for the period ending 12/31/25.

Mr. Cormican seconded the motion.

Roll Call: Cormican, yes; Miller, yes.

*(\*) Mr. Smith was not in office in 2025 therefore was not eligible to vote on approval of the 12/31/25 expenditures paid on the special check run dated 12/31/25.*

There are funds on hand or in the process of collection to pay the attached listed bills. \_\_\_\_\_, Fiscal Officer.

**CORRESPONDENCE:**

1. LTWP response to Michael O'Neill written Public Records Request of 12/01/25.
2. United Aggregate Pricing 2026
3. 4<sup>th</sup> quarter 2025 Collateral Sufficiency Report
4. 4<sup>th</sup> quarter 2025 Credit Card Report
5. Thank you card from John Holman re: Retirement
6. Email LC Engineer's Office re: Frost Law and LTWP approved weight reduction limits

Chief Weekly gave the Fire Report and LTFC updates. There were 137 runs in December which consisted of 52 Fire; 85 EMS (45 billable). Year to date totals = 1563 runs. Chief Weekly provided a detailed recap sheet of the 2025 runs; response times; mutual aid runs; etc.

Zoning Inspector Dave Moraine gave the Zoning Report. There were 2 permits issued as follows:

- Trey & Mariah Brenneman - Jacksontown Rd - new home - \$615.00
- Carl Waibel - Exeter Place - addition - \$275.00
- IAMAR LLC/Marple - Mt Vernon Ave- New Home- DENIED (variance needed)
- Michael & Ki Cunningham- Ridgely Tract Rd - DENIED (variance needed)

Mrs. Lynch provided Mr. Moraine with a variance application from IAMAR LLC/Marple.

Mr. Moraine provided updates on the following zoning violations:

- 1) Dove - 7023 Jacksontown Rd no updates have not received any recent correspondence
- 2) Davis - 10914 Columbus Ave - letter mailed. No contact. Refer to LCPO.
- 3) Freas - 10909 Columbus Ave - remediation complete. Case closed.
- 4) Haddox - 5556 Cristland Hill Rd - 1 camper moved 2 remain.
- 5) Covert - 20 Harbor View - pool permitted building construction halted

Mr. Moraine led a discussion regarding the Mixed Use Overlay District (MUOD) and need for fee structure and separate application once the document is officially adopted on 01/14/26. The topic was tabled for a future meeting.

Mr. Cormican led a discussion regarding the 2026 mowing contract. The topic was table for a future meeting.

Mr. Cormican gave an update on the backhoe repair needed.

Mr. Cormican led a brief discussion regarding Harbor Hills no off street parking signs. Harbor Hills Civic Association is meeting to discuss the matter on 01/05/26. Mr. Cormican requested a letter from HHCA outlining their position.

Mr. Miller gave the Road Dept updates including weight reduction limit signage; burial at Jacksontown Cemetery; and thanked the Road Dept for the snow removal over the holiday.

A discussion took place regarding 2 upcoming meetings that fall on a holiday (1/19/26 & 2/16/26). The 1/19/26 meeting will be held on 1/20/26 and the 2/16/26 meeting will be held on 2/17/26. Mr. Cormican said the 2026 Budget Meeting will need scheduled.

Mr. Smith inquired about the gutter and downspout at the Township Hall. A discussion took place. Mr. Smith will obtain an estimate.

There was no public comment.

Mr. Miller made a motion to adjourn the meeting @ 8:36 p.m.  
Mr. Cormican seconded the motion.  
Roll call: 3 ayes

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Attest

January 5, 2026