

The Board of Liberty Township Trustees met in Regular Session at the township administration office on Monday, November 10, 2025 at 6:00 p.m. with the following members in attendance, Mr. Arnie Clebone and Mr. Gregory Cizmar presiding. Mr. Devon Stanley was absent.

Police Officer Robert Altier, who was promoted on 10/23/25 as Detective Sergeant, was sworn in by Law Director Cherry Poteet ...Congratulations!

Fiscal Officer Matthew Connelly presented his financial report. Matt reviewed the Cash Summary by Fund Report with the Board. He said the October bank reconciliation is finished but he is having some difficulty reconciling the September bank statement. Mr. Connelly has met with most of the department heads on the temporary budget usually passed in December, which covers the first 3 months of 2026. By March 2026 we will be passing the permanent budget. The new Town Square Suites is open, and he anticipates it will be bringing in similar revenue from the lodging tax as the Comfort Inn and Hampton Inn, especially now that Motor Inn Drive is paved and the abandoned Motel 30 has been leveled. He added, thanks to our law director, we have a garnishment in place for the Baymont/Wyndham Hotel. We should begin receiving approximately \$178,000 in local government funds since the revenue generated by the camera tickets has stopped. Finally, Matt wanted to thank Attorney Cherry Poteet for her service to the township as Law Director. "Cherry does so much for the township, and we appreciate her."

Reports:

Administrator Martha Weirick expressed her gratitude to all the Veterans in our community. She congratulated Sergeant Altier for his well-deserved promotion. Martha mentioned the Holiday Tree Lighting event will be Saturday, December 6th at the Township Administration Building. Santa arrives at 5:00 p.m., and she hopes everyone can attend the event. Last, she congratulated Trustee Clebone and Trustee Cizmar for a successful reelection.

Fire Captain Phil Lucarell presented his report. He said the calls are up 115 more from last year. The Lucas device is broken and received a loaner until it can be repaired or replaced. Because of flu season, Phil said, there's been an influx of transports to Mercy Health.

Police Department Acting Chief Ray Buhala presented his report and asked if there are any questions. He added there were 1,403 calls and 133 vehicle stops this past month. He thanked everyone who made this year's Halloween Open House a complete success. The children, dressed in their costumes, met with both Police and Firefighters and had a tour of the facility before everyone headed out to the neighborhoods.

Road Superintendent Mr. Wayne Hickman presented his report. Wayne noted the season has changed as evident from what's happening outside. We have put away fair weather equipment and street sweeping equipment and replaced them with snow and ice control equipment, he said. Both park bathrooms have been winterized and closed for the season, he reported. There are a few pothole and hot mix patching currently being addressed. However, that will soon come to an end. The Center Park Project is out for bids. Bid opening will take place November 24th at 11:00 a.m. The 2025 OPWC Road Program is complete, he is just waiting for the final invoice. The township was awarded \$150,000 towards the 2026 OPWC Road Program. Wayne was successful in obtaining a grant from ODOT for signs, hardware and posts, which will save the township significant funds, he added. Trustee Greg Cizmar and he discussed placing barrels or Jersey Barriers at the end of Motor Inn Drive.

Zoning Inspector Melissa Ritchie-Murphy was absent but had submitted her report for the Board.

New Business:

Motion to approve the minutes of the Thursday, October 23, 2025 Regular meeting.

Motion: Mr. Clebone. Second. Mr. Cizmar.

Roll Call: Mr. Clebone, Yes. Mr. Cizmar, Yes. Motion carried.

Motion to approve warrant/eft expenditures for the month of October 2025 in the amount of \$713,465.94 warrants #27226 through #27296 inclusive.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Motion carried.

Motion to approve the Purchase Order Listing and any Then and Now Certificates for the month of October 2025.

Motion: Mr. Clebone. Second. Mr. Cizmar.

Roll Call: Mr. Clebone, Yes. Mr. Cizmar, Yes. Motion carried.

25-135 Resolution to adopt a Revised emergency action plan for the use of automated external defibrillators at the Liberty Township baseball fields.

WHEREAS Ohio Revised Code requires political subdivisions to place an automated external defibrillator (AED) in each sports and recreation location, which is defined as indoor recreation centers and facilities, gymnasiums, swimming pools, and playing fields that are designated, operated, and maintained for those uses as authorized by sections 755.12 to 755.18 of the Revised Code; and

WHEREAS, Liberty Township has an AED installed at the Center Park Baseball fields during baseball season; and

WHEREAS, the Township adopted the Ohio Department of Health Emergency action plan for the use of automatic external defibrillators and the Department of Health modified the Model Emergency Action Plan in September 2025.

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of Liberty Township
Section 1: Liberty Township hereby adopts the Ohio Department of Health Model Emergency Action Plan for the use of an automated External Defibrillator (AED), as modified by the Ohio Department of Health in September 2025, and as it may be modified by the Ohio Department of Health in the future.

Motion: Mr. Clebone. Second. Mr. Cizmar.

Roll Call: Mr. Clebone, Yes. Mr. Cizmar, Yes. Motion carried.

25-136 Motion to adopt a Policy on Personal use of reward program points accrued while conducting public business.

For any Township paid travel, employees and officials must select the vendor or services (airline, hotel, car rental company, etc.) that offers the lowest reasonable rate (i.e. a hotel in the block reserved for the Ohio Township Association conference in Columbus).

There is almost never an occasion that township officials or employees need to fly for township business, however, occasionally, airline travel may be approved, such as travel to DC to meet with Federal officials. Township employees may add their personal reward number to their flight, hotel or vehicle reservations when travelling on township business, and use the reward points earned for personal travel, as such reward programs are generally applicable only to an individual and are not transferable to others.

Township employees and officials are prohibited from selecting a vendor for the purpose of earning reward points for their personal use.

The township has government fleet cards for gasoline that include a discount per gallon of gasoline. Any township gasoline rewards programs are solely for township vehicles, not personal use.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Motion carried.

25-137 Motion to Adopt an Exempt Employee Leave Time Policy

Applicability:

This policy applies to the following executive/administrative positions that are exempt from overtime under the Fair Labor Standards Act (FLSA):

- Township Administrator
- Police Chief
- Fire Chief
- Road Superintendent/Special Project Coordinator
- Zoning Inspector/Cemetery Clerk

These employees are salaried and not eligible for overtime or compensatory time under FLSA.

They are expected to work as needed to fulfill their responsibilities, which may include hours beyond the standard 40-hour workweek.

Recognition of Additional Work Hours:

Although exempt employees are not legally entitled to overtime pay, the township acknowledges that they frequently work beyond regular hours due to emergencies, meetings, or other township functions. To recognize this commitment, the township offers Exempt Employee Leave Time.

Leave Time Guidelines:

1. Recording Extra Hours Worked:

- When an exempt employee works more than 40 hours in a week they must complete an Exempt

Employee Leave Time Record.

- This record must include the number of hours worked beyond 40 and the reason.
- Department heads submit their records to the Township Administrator each pay period.
- The Township Administrator submits her own record to the Chair of the Board of Trustees.

2. Using Leave Time:

- Exempt employees may take time off on an hour-for-hour basis to offset extra hours worked.
- Example: If an employee attends a two-hour evening meeting, they may leave two hours early on another day.
- All time used must be documented on the Exempt Employee Leave Time record.

3. Accumulation Limits and Restrictions:

- A maximum of 20 hours of Exempt Employee Leave Time may be accumulated at any given time.
- Exempt Employee Leave Time cannot be cashed out and will not be paid upon separation from employment.

4. Policy Changes: This policy may be amended at any time by a vote of the Board of Trustees.

Motion: Mr. Clebone. Second. Mr. Cizmar.

Roll Call: Mr. Clebone, Yes. Mr. Cizmar, Yes. Motion carried.

Citizen remarks:

A citizen asked the Board to consider paving a section of Churchill Park roadway that is crumbling. He also requested no litter signage for those who throw trash way when a trash bin is a few feet away.

A citizen continued his dialogue with the Board regarding the Gas Station on Tibbetts-Wick Road. In his opinion it looks worse than before. He added, furniture was dumped on the property and someone is parking a truck on the property. Trustee Clebone said there are clear violations however we cannot tear the structure down. He will ask our new zoning inspector to investigate.

A citizen mentioned Belmont Avenue Beautification Project but asked to also make sure everything can be done to ensure the neighborhoods are maintained. He plans to sell his home in the coming year and would like to see a motorhome be removed from his neighbor's driveway. In his opinion, the motorhome diminishes his property value. He added, if they can afford a motor home they should be able to afford parking it in a storage lot.

Another citizen disagreed that a motor home in a driveway lowers property values unless the motor home is preventing line of sight or preventing him from safely using his own driveway.

Trustees' remarks.

Trustee Clebone responded to the citizens. He said our zoning inspector Melissa Murphy has been sending letters and visiting homes who are in violation of our property maintenance code. He added, "and when I call her with complaints I've personally witnessed or received, she responds immediately with letters or visits." Arnie feels the main purpose for property maintenance is keeping up with the owners of vacant homes, trailers, and rental/vacant properties registration. He spoke of the Build a Better Belmont Project and asked if everyone could go on our website to answer some questions on a survey. He would appreciate any public input and hopes that the next meeting will be scheduled soon for those interested parties.

Trustee Cizmar responded to all citizens in attendance, "zoning or property maintenance is not a one size fits all." He added, "in some cases, not everyone can get their campers, boats and trailers off their driveways or stored in winter facility."

Motion to adjourn at 6:35 p.m.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Motion carried.

Fiscal Officer Matthew Connelly

Trustee Greg Cizmar

Next business meeting: Thursday, November 20, 2025 at 8:00 a.m.

Holiday Tree Lighting

Date: Saturday, December 6th

Time: Santa arrives at 5:00 p.m.

Location: The event will begin on the front lawn of the township administration building, continuing afterward in the community hearing room. The Liberty High School Choir performs a variety of holiday tunes under the direction of Liberty High School Vocal Director Donna Popio.