

John Ervin turns meeting over to newly elected Chairman Melanie Bowen-Greenwald to preside.

#### **INTRODUCTION OF BOARD:**

**APPROVE MINUTES OF:** Trustee meeting of December 19, 2023 and Year End Meeting of December 28, 2023.

#### **CORRESPONDENCE:**

#### **FUTURE MEETING AND EVENTS:**

During the winter snow months, whenever snow fall exceeds two (2) inches a "NO Parking on Township Streets" rule shall apply. Also, Lake Township residents are strongly advised not to push driveway/sidewalk accumulated snowfall onto Township roads after said roads have been cleared.

Free woodchips are available at the Road Department on Ayers Road. Call 419-836-1143.

**NEW BUSINESS:** Starting Resolution will be: # 01-24

Trustee Bowen-Greenwald moved to Adopt **Resolution # 01-24**

Whereas, it is necessary to establish the time and days of the month for Township meetings, so

Therefore, be it resolved, that the first and third Tuesday at 5:30 p.m. be established as the day and time of Lake Township Trustee meetings for the year 2024, and that the third Wednesday at 7:00 p.m. be established as the day and time of the Lake Township Zoning Commission meetings for the year 2024 as needed, and that the third Thursday at 7:00 p.m. be established as the day and time of the Lake Township Board of Zoning Appeals meetings for the year 2024 as needed, and that the procedure for Regular, Special, and Emergency meetings held by the Board of Township Trustees shall be as follows: (See Attached)

Seconded By: Mr. Welling

Discussion: The procedure was not attached. Mr. Welling said that it was on the boards publicly displayed. He said our procedure for special meetings is in the office its available per public request.

Roll Call: Davis -Yes, Welling - Yes, Bowen-Greenwald - Yes

Trustee Davis moved to Adopt **Resolution # 02-24**

Whereas, the Lake Township Trustees and all other non-union employees are required

# Lake Township Trustees

27975 Cummings Rd.

Millbury, Ohio 43447

Ph. 419-838-6536 Fax 419-838-6732

The Board of Trustees of Lake Township, Wood County, Ohio, in compliance with the O.R.C. 121.22 (F), hereby establishes the method whereby any person may determine the date, time and place of regular meetings and the date, time, place and purposes of special meetings of the Board, and whereby the news media may be notified of the date, time, place and purposes of special and emergency meetings of the Board.

## 1. Regular Meetings

Regular meetings of the Board will be held the First and Third Tuesday, at 5:30 p.m. Unless otherwise provided, all meetings will be held at Lake Township Administration Building located at 27975 Cummings Road, Millbury, Ohio 43447.

The Clerk shall give notice of regular meetings by posting a copy of this resolution on the bulletin board at the Township Hall. If the date, time or location of a regular meeting is changed, notice of the change shall be posted as provided in this section at least Five (5) days prior to the meeting.

## 2. Special and Emergency Meetings

Special meetings of the Board will be held at the call of the Board of Township Trustees. The call for a special meeting shall specify the date, time, location and purposes of the meetings. Unless otherwise provided, special meetings will be held at the same location as regular meetings.

The Clerk shall give notice of the date, time, location and purposes of a special meeting other than an emergency meeting by posting in the same location as provided for posting notice of regular meetings. Notice shall be posted as far in advance of the meeting as practicable, but not less than twenty-four (24) hours prior to the meeting.

If there is sufficient time to provide twenty-four (24) hours' notice, the Clerk shall give notice of an emergency meeting in the same manner as notice of a nonemergency special meeting. Otherwise, notice of an emergency meeting is not required, except as provided in section 3.

3. Notice to news media of special and emergency meetings

News media who have requested notice of special meetings shall be individually notified by the Clerk of the date, time, location and purposes of any such meeting at least twenty-four (24) hours in advance of the meeting. If the meeting is an emergency meeting, the member or members calling it shall immediately notify the media who have requested notification of the date, time, location and purposes of the meeting.

4. Notice of meetings to discuss particular business

The Clerk shall give reasonable advance notice of any regular or special meeting at which a particular type of public business is to be discussed, to any person who has requested such notice, if time permits, such notice shall be by mail and may include a copy of the meeting agenda. Otherwise, telephone notice shall be given. A request for notice shall be in writing, shall state the requestor's name, address, telephone number, and the nature of the public business in which the requestor has a particular interest and desires notice, and shall be accompanied by payment of a fee of \$1.00. In addition, the requestor shall furnish the Clerk with a supply of stamped, self-addressed envelopes for mailing notice. Any such request shall remain in force for 12 months.

5. Special notice required by law

When a particular form or method of notice is required by statute for a public hearing or meeting of the Board, notice of the hearing or meeting shall be given in the form and manner prescribed by statute, in addition to notice otherwise required under this resolution.