

**LIBERTY TOWNSHIP TRUSTEES
REGULAR SESSION – JANUARY 6, 2026 @ 6:00 P.M.
AGENDA**

CALL TO ORDER:

Chairman to call meeting to order and recognize guests attending.

OFFICIALS ATTENDING:

Ken Clark, Evan Stump, Gene Stump, Shawn McFarland, and Gene Cole

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

Motion to accept minutes of the December 10, 2025 meeting.

CHRIS KELLER/MATT GILROY-FINDLAY/HANCOCK CO. ECONOMIC DEVELOPMENT

GUESTS ATTENDING

Acknowledge any other guests present.

ZONING INSPECTOR'S REPORT:

Gene Cole to give his monthly report on activities.

Minutes of Zoning Commission or Board of Zoning Appeals to be circulated (if any)

Zoning Amendments, etc., other zoning business

FIRE CHIEF'S REPORT:

Fire Chief to give monthly report.

COMMITTEE REPORTS:

Report on any Committee's and their actions.

ORAL COMMUNICATIONS:

Anyone present wishing to address the Trustees

WRITTEN COMMUNICATIONS:

OLD BUSINESS:

Resolution #1-2026: Location Of And Damage To Mailboxes In Liberty Township

Any additional unfinished business discussed at previous meetings.

NEW BUSINESS:

Any new business before the Trustees

FINANCIAL BUSINESS:

Schedule meeting to adopt the 2026 Annual Appropriations Resolution

ADJOURNMENT:

With no other business to come before the Trustees, Vice Chairman to call for motion to adjourn meeting.

**LIBERTY TOWNSHIP TRUSTEES
REGULAR SESSION – JANUARY 6, 2026 @ 5:45 P.M.
MINUTES**

CALL TO ORDER:

Chairman Ken Clark called the meeting to order.

OFFICIALS ATTENDING:

Ken Clark, Evan Stump, Gene Stump, Shawn McFarland and Gene Cole.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES:

Mr. Gene Stump moved to accept the minutes of the December 10, 2025 Meeting. Mr. Ken Clark seconded the motion. Vote: Ken Clark – yes, Evan Stump - abstain, Gene Stump – yes. Motion carried.

GUEST ATTENDING:

Chris Keller and Matt Gilroy from Findlay-Hancock Economic Development were present and introduced themselves and the Trustees, Fiscal Officer, Assistant Fiscal Officer, Zoning Inspector also introduced themselves. Brief discussion was had about how to bring business to the township without the city of Findlay annexing. All parties agreed to work towards a plan for development that would be beneficial.

ZONING INSPECTOR'S REPORT:

Gene Cole presented the Trustees with his monthly report (see attached).

Mr. Clark asked about putting something up on Facebook and/or the township website reminding residents that pools, fences, etc. require permits. Also, do we need to update zoning laws and zoning fees? Some additional discussion was had, and Fiscal Officer McFarland made the decision to set aside \$5,000 in the budget for a Zoning Book update if needed.

Mr. Evan Stump brought up AI Data Centers, and there was brief discussion.

FIRE CHIEFS REPORT:

Chief Morton emailed his report to the Trustees prior to the meeting for discussion at this meeting.

Chief Morton asked the Trustees to send Jaxon Hill to the EMT-B class in Bradner through Apollo. Mr. Evan Stump made a motion to send Jaxon Hill to the EMT-B class via the training cost line item in the pending Fire Department Budget under the normal contract guidelines. Mr. Clark seconded the motion. Vote: Ken Clark – yes, Evan Stump - yes, Gene Stump – yes. Motion carried.

Chief Morton asked the Trustees if they would pay for him to attend Apollo's upcoming FESI I & II certification class. Mr. Gene Stump made a motion to send Chief Morton to the FESI I & II class via the training cost line item in the pending Fire Department Budget under the normal contract guidelines. Mr. Evan Stump seconded the motion. Vote: Ken Clark – yes, Evan Stump - yes, Gene Stump – yes. Motion carried.

Chief Morton asked for discussion on the storage building or shipping container for the storage of fire training props. Chief Morton stated that the association has raised some funds and could help reduce the cost. There was some discussion about location and painting of the container to avoid it being an eyesore. The decision was made to gather additional information to add to the building as well as prices to add to existing Morton building and add to FD building. Discussion also led to obtaining quotes to refurb the

township building to a usable space for Hanco. Mr. Cole will begin conversation with contractors.

Chief Morton brought up the accident that we responded mutual aid with SWHJFD. An attorney's office reached out to him. Mr. Gene Stump recommended that Chief Morton contact the County Prosecutor's office for guidance on how to proceed. Fiscal Officer McFarland provided Chief Morton with the email address for Justin Kahle. Trustees authorized Chief Morton to reach out to Mr. Kahle at the Prosecutor's Office for direction.

Mr. Evan Stump made a motion to enter Executive Session for certain personal matters pertaining to appointment, employment, dismissal, discipline, promotion. Mr. Gene Stump seconded the motion. ROLL CALL VOTE: Ken Clark – yes, Evan Stump – yes, Gene Stump – yes. Motion carried and the Trustees entered Executive Session at 1850.

Mr. Clark made a motion to come out of Executive Session at 1905. Mr. Evan Stump seconded the motion. ROLL CALL VOTE: Ken Clark – yes, Evan Stump - yes, Gene Stump – yes. Motion carried and the Trustees came out of Executive Session.

Mr. Evan Stump made a motion to enter Executive Session for certain personal matters pertaining to appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official including Chief Morton, Mike Jett, and Braeden Johnson. Mr. Gene Stump seconded the motion. ROLL CALL VOTE: Ken Clark – yes, Evan Stump - yes, Gene Stump – yes. Motion carried and the Trustees entered Executive Session at 1905.

Mr. Clark made a motion to come out of Executive Session at 1942. Mr. Evan Stump seconded the motion. ROLL CALL VOTE: Ken Clark – yes, Evan Stump - yes, Gene Stump – yes. Motion carried and the Trustees came out of Executive Session.

Chief Morton presented the Trustees with a draft of SOP's regarding firefighters being on inactive status. SOP's will be posted for 30 days for review.

Mr. Evan Stump made a motion to reappoint Gene Stump to full-time active status on the fire department, waiving all probationary requirements and/or new hire requirements. Mr. Clark seconded the motion. Vote: Ken Clark – yes, Evan Stump - yes, Gene Stump – abstain. Motion carried.

Gene Stump made a motion to cap spending at \$8,000 per year per fire apparatus for maintenance and repair in 2026. Anything over \$8,000 per apparatus must require Trustee approval before repairs are done. Mr. Evan Stump second the motion. Vote: Ken Clark – yes, Evan Stump - yes, Gene Stump – yes. Motion carried.

COMMITTEE REPORTS

None

COMMUNICATIONS:

Oral Communications:

Mr. Cole stated that he received a call from a citizen who said that a plow truck had almost backed into her. There was no collision. The individual did not leave a name or phone number. Mr. Cole spoke to the plow driver and the driver stated that he did not see her and that all the truck's lights were on, including emergency lighting.

Written Communications:

Mr. McFarland passed around the annual SERB report. He completed it and sent it back on January 5.

Mr. McFarland advised the board that he emailed the notice to The Courier that the township has submitted their annual financial report to the state of Ohio.

OLD BUSINESS:

Mr. McFarland drafted the revised Damaged Mailbox Policy and passed it around for review. Mr. Gene Stump made a motion to adopt Resolution 1-2026 RE: Location of and Damage To Mailboxes In Liberty Township presented today and rescind all prior resolutions in regard to the location of and damage to mailboxes in Liberty Township. Mr. Evan Stump seconded the motion. ROLL CALL VOTE: Ken Clark – yes, Evan Stump – yes, Gene Stump – yes. Motion carried.

NEW BUSINESS:

Mr. Gene Stump brought up that Chief Morton has a draft for revisions to SOP 1-30 and SOP 1-30. Mr. Gene Stump is going to have those posted tonight.

Mr. Gene Stump also stated that fire department officer positions will be posted tonight and applications for those positions will be accepted starting tonight and will close at the Trustees meeting in February. The posting will also include specific instructions on how interested candidates are to submit their application.

Mr. Gene Stump reminded attendees that February 1 is Ohio Township Day.

FINANCIAL BUSINESS:

Mr. McFarland passed around the financial reports to the Trustees.

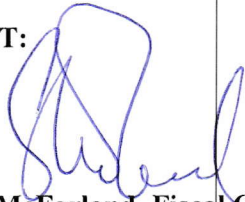
Mr. McFarland advised the Trustees that the County has not yet returned the Official Certificate of Estimated Resources. A Special Meeting was scheduled for Monday January 12th at 8:30am to review the Certificate if received.

Fiscal Officer Assistant Brown brought up the authorization of fire department purchases. Mr. Gene Stump stated that the Fire Chief is authorized to make fire department purchases only (re-visit in April). Zoning Inspector can make purchases for maintenance and the fire department, and Maintenance employee is able to make purchases for township maintenance items. Documents will be drafted to be signed at the next meeting. Motion is not needed for these items.

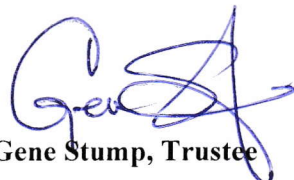
ADJOURNMENT:

With no further business before the Trustees, Mr. Clark moved to adjourn. Mr. Gene Stump seconded the motion. Vote: Ken Clark – yes, Evan Stump – yes, Gene Stump – yes. Motion carried. Meeting adjourned.

ATTEST:


Shawn McFarland, Fiscal Officer


Ken Clark, Chairman


Gene Stump, Trustee


Evan Stump, Vice Chairman

Liberty Township Fire Department Report for January 2026

Fire Calls for December: 33

Total Calls to Date: 443

Medicals: 22

Fire Calls: 3

Accidents: 1

Gas Leaks/CO Calls: 6

Weather Related: 0

Other/Investigation: 1

Old Business

- I discussed last month the suggestion for adding a position to the command staff in 2026 to assist in the administration duties. Due to the department growth, call volume, and state mandates we have come to have to follow as a requirement. I have attached a rough draft to the end of the report to review tonight and put it in place at the January meeting.
- Firefighter Dunbar was involved in an incident while driving unit 534 on November 13, 2025 at approximately 7:30 pm. Dunbar and Firefighter Brown were performing an apparatus inspection on 534 when Capt. McFarland arrived in his personal vehicle and parked near 534 on the Northwest side of the station near the building. Dunbar acknowledged McFarland as he exited his personal vehicle with the knowledge he had parked near unit 534. When the inspection portion of equipment was done Dunbar got into the driver seat and put the unit in reverse and struck McFarland's Jeep on the front passenger side in between the door and fender portion of the vehicle. The strike created damage to the Jeep and unit 534. I took photos of the incident and notified a Board member of the incident. Dunbar was sent out to Well at Work the next morning for a drug and alcohol sample. We do not have a profile setup at Blanchard Valley Hospital currently. The result was negative for both specimens. I order Dunbar to not drive any township owned vehicles until further notice from the board of trustees. My recommendation is a 60 day driving suspension from all Liberty Township owned vehicles and the completion of an Emergency Vehicle Operation Course which every comes first. I recommend the course to be paid for by Dunbar or we can pay and withhold the run portion of course cost per signed letter by Dunbar.
- I would like to revisit the Banquet conversation from last month. I would like to open discussion about our 2026 Fire Department Appreciation Banquet. I had the opportunity to speak with Tom from Tony's restaurant and he stated that the cost would be around \$1,900 give or take \$30 dollars. I discussed we were very pleased with the meal last year and that we could keep it the same. I would like to ask that the township provides the meal, 10 recognition awards and annual department duty T-shirt as you have in the past. I believe this small event is a great way for the township to give

back for the time the members give to us responding to the calls, training, and keeping up with the state mandates for our community. Motion Passed.

- Firefighter Tennant has decided to go inactive with the fire department due to accepting a new position at his place of employment that has demanded more of his time.
- I turned in a set of Globe boots that was damaged. We have received the warranty replacements for that already.
- We have been awarded the MARCS grant from the department of Commerce in the sum of \$30,481.00.
- I purchased two batteries for Marcs radios that were dead due to battery failure. Still waiting on Rayle Comm to get them to us. The Pager that was sent out for repairs is fixable and they quoted us \$250 to fix it so I approved the repair because they cost \$850 to replace.
- I purchased a vector lift to support the boat from the rafters in the bays to create more floor space within the bay area.
- Firefighter Bryant and Johnson have passed their Apollo final and are eligible to take their national registry for the EMT-B .
- Asst. Chief Starcher and firefighter Hill are doing very well in the Fire One Transition Course; they are both scheduled to take the state final in mid January.
- Spoke with National first responder grants and Ryan advised me that we are able to apply for two apparatus for the 2025 year if that is something the trustees would like to do? I believe it would be beneficial to write for an engine rescue, Brush Truck, AED, and Cascade compressor if possible. The price will be different then previously discussed and approved if we decide to write on a brush apparatus. The cost would be \$2500.00. I have attached the contract at the bottom of this report to read over prior to the meeting. I will have hard copies for the board at the meeting. Motion Passed (Rewrite 515 and New writing for 533 approved for \$2000)
- I have two contracts from Asst. Starcher and firefighter Hill to be signed tonight.
- We will need to set up an account with Blanchard Valley Hospital in order to send members out after an incident where damage has occurred. Is that something the board would like me to do?
- During the first Practical we had one member who completed the practical and was experiencing some chest pains. I requested a squad to take him to the hospital to be evaluated to ensure he would be safe. They kept him for evaluation overnight and he was released the next day.

New Business

- The Asst. Chiefs, Fiscal Officers, Township Supervisor, and I have completed and turned in the application for National First Responder Grants. We are set to write for an Engine and a Brush truck to replace 515 and 533. Thank you for the continued support in the vision of keeping our aging trucks as priority.
- Jaxon Hill has requested to attend the EMT-B course being held at Bradner Fire and EMS. I would like to ask the board to accept my recommendation of her being allowed to enroll and complete the course with payment coming out of the training budget. Motion
- I would like to request that the board grant me permission to enroll into the Tier 1 and 2 course to obtain my instructor certification. I ask that the funding come from the training budget. Motion
- I emailed Jerney at Atlantic Solutions and advised him of the issues with 595. He has since contacted me and asked when I can get the truck to him. I will coordinate with Cole on how and when we can get it dropped off.
- I have advised our members that the current SOP does not have inactive status communication in them and we are working to get this added into the current SOP's within the next few months. All past members will be adopted under the new SOP policies.
- I would like to know if the previous motion from the past board is still honored of us placing a conex storage container onto the property for storage is still in effect? We are out of room and would like to purchase training props for us to use throughout the year.
- Matt Bryant has pasted his National Registry for his EMT-B course.

Application For New Members

- Gene Stump, I would like to make a motion to hire Mr. Stump onto the Fire Department as a Firefighter without probationary status. Motion

Upcoming Training

- Fire Business Meeting: January 8, 2026 at 7:00 pm
- Truck Checks: January 15, 2026 at 7:00 pm
- Fire Training: January 22, 2026 at 7:00 pm (Air Conservation and Mask Drill)
- Officer Meeting: January 27, 2026 at 7:00 pm
- Medical Training: January 29, 2026 at 7:00 pm

Other events

- Apollo will be offering a Fire and Emergency Services Instructor 1 and 2 course in January if anyone is interested go to their website to enroll.
- Apollo is hosting an EMT-B course at Bradner EMS starting in January.
- 2026 Fire Department Appreciation Banquet is January 18, 2025 at 6:00 pm.

Chief Month

- 12/04/25 Fire Department Business Meeting
- 12/07/25 Department Chiefs Phone Conference
- 12/10/25 Meeting with Tim from all Hazmat
- 12/10/25 Township Trustee Meeting
- 12/11/25 Fire Department Equipment/ Truck Inspection
- 12/13/25 Unlock the station and stand by for a Fema Course
- 12/14/25 Second Practical Setup
- 12/14/25 Department Chiefs Phone Conference
- 12/15/25 McConkey 595 Training
- 12/15/25 Apollo Meeting for 2026 schedule with Long and Yingling
- 12/15/25 Department Chiefs in person meeting
- 12/15/25 National First Responder Grant application
- 12/18/25 Department in house training
- 12/21/25 Department Chiefs phone conference
- 12/23/25 Fire Department Officers Meeting
- 12/28/25 Third Practical Setup for members who were left.
- 12/29/25 National First Responder Grant application
- 12/30/25 National First Responder Grant application
- 12/31/25 National First Responder Grant application

Trustee Papers

- Trustee Agenda, (3) Contracts, National First Responder Grants draft letter.

Liberty Township - Gene Cole

FROM	1/1/2026
TO	1/31/2026

DATE	PERMIT NO.	NAME - ADDRESS		VALUE	FEE	NOTES
1/12/2026	26-12-1	Matchpoint LLC 326 Pheasantrun Ln	280001018682	N/A	250.00	Zoning Amendment
1/13/2026	26-7-1	Parly Anderson 1136 twp rd 67	280001032110	\$40,000.00	200.00	accessory building
1/22/2026	26-2-1	Seeberger J. 1912 Wyoming Trl	280001013553	45,000.00	50.00	Home Addition
TOTAL				\$85,000.00	\$500.00	

**LIBERTY TOWNSHIP TRUSTEES
SPECIAL SESSION – JANUARY 15, 2026 @ 8:30 A.M.
MINUTES**

CALL TO ORDER:

Chairman Ken Clark called the meeting to order.

OFFICIALS ATTENDING:

Ken Clark, Evan Stump, Shawn McFarland

PLEDGE OF ALLEGIANCE

RESOLUTION #2-2026: ANNUAL APPROPRIATIONS RESOLUTION

After review of the Amended Official Certificate of Estimated Resources for Liberty Township as approved and signed by the Hancock County Budget Commission, Evan Stump moved to accept and adopt Resolution #2-2026 – Annual Appropriations Resolution for Liberty Township. Ken Clark seconded the motion. Vote: K. Clark – yes, Evan Stump - yes. Motion carried.

ADJOURNMENT:

With no further business before the Trustees, Ken Clark moved to adjourn. Evan Stump seconded the motion. Vote: K. Clark – yes, Evan Stump - yes. Motion carried. Meeting adjourned.

ATTEST:

Shawn McFarland, Fiscal Officer

Ken Clark, Chairman

**ABSENT
Gene Stump, Trustee**

Evan Stump, Vice Chairman