

**KINGSTON TOWNSHIP BOARD OF TRUSTEES
DELAWARE COUNTY, OHIO**

7:00 P.M. 2021 ORGANIZATIONAL MEETING January 5, 2021

HELD AT: Kingston Township Hall, 9899 State Route 521, Sunbury, Ohio.

ROLL CALL: Dewey Akers, William Shively, Steve Volpe

ATTENDANCE: Robert Talbott Zoning Inspector, Dave Stites Zoning Secretary, Doug Crowl Road Maintenance and Cemetery Sexton

CLERK PRESIDES

RESOLUTION

21-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Shively to nominate Akers as Chairperson for 2021

Second: Volpe

Vote: Akers -yea; Shively-yea; and Volpe-yea

Mr. Akers to serve as the **Chairperson for 2021.**

RESOLUTION

21-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate Volpe as Vice-Chair 2021

Second: Akers

Vote: Akers-yea Shively-yea and Volpe-yea.

Mr. Volpe to serve as the **Vice Chairperson for 2021.**

RESOLUTION

21-01-03 EXECUTIVE MEMBER NAMED

Motion by: Volpe to nominate Shively as Executive Member for 2021

Second: Akers

Vote: -Akers -yea; Shively-yea; and Volpe-yea.

Mr. Shively to serve as **Executive Member for 2021**

**Mr. Akers
RESOLUTION
21-01-04**

**ASSUMES DUTIES AS 2021 CHAIRPERSON
APPROVE MEETING AGENDA SUBMISSION
PROCEDURE AND REQUIRE THREE
COMPETITIVE PRICE QUOTES SUBMITTED FOR
ANY PURCHASE OVER \$2,000.00**

Motion: Shively
Second: Volpe
Vote: Akers- yea Shively- yea and Volpe-.yea

NAME DEPARTMENT LIAISONS FOR 2021

**DEPARTMENT LIAISON DISCUSSION-
RESOLUTION**

21-01-05 NAME DEPARTMENT LIAISONS FOR 2021

Road n/a
Cemetery n/a
Fire Porter-Kingston Fire District
Zoning n/a

Motion by: Volpe to appoint Mr. Akers to serve as the representative to the Porter-Kingston Fire District Board for 2021.

Second: Shively
Vote: Akers- yea; Shively- yea; and Volpe- yea.

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

21-01-06 RENAME TOWNSHIP LEGAL COUNSEL

Retain the **Delaware County Prosecutor** as the township's legal counsel.

Motion by: Shively
Second: Volpe
Vote: Akers-yea; Shively-yea; and Volpe-yea.

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

**21-01-07 RENAME OUTSIDE ZONING LEGAL COUNSEL AS
NEEDED**

Approve hiring of outside Zoning Legal Counsel as needed. The specific law firm will be Christopher A. Rinehart of **Rinehart Legal Services, Ltd.** P.O. Box 16308, Columbus, OH 43216-6308

(614) 221-1244 (614) 343-1549

With the recommendation of the Kingston Township Zoning Department Robert Talbott, Zoning Inspector

Motion by: Shively
Second: Volpe
Vote: Akers-yea; Shively- yea; and Volpe-.

RESOLUTION

**21-01-08 NAME REPRESENTATIVE TO ATTEND DELAWARE
COUNTY HEALTH DISTRICT ADVISORY BOARD MEETING**

By statute the **Chairperson** shall attend the annual county health board meeting. If chairperson is unable to attend, Vice Chairman or Executive member shall attend.

Motion by: Shively
Second by: Volpe
Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

**21-01-09 ESTABLISH POLICY FOR INVESTMENT OF FUNDS,
INTRA FUND TRANSFERS AND APPLICATION FOR ADVANCE
PAYMENT OF TAX SETTLEMENTS FROM COUNTY AUDITOR**

The fiscal officer may need to periodically make intra-fund transfers of money in order to maintain daily operations.

Authorize **TOWNSHIP Fiscal Officer** to invest township funds, make intra fund transfers and apply for advance payments of tax settlements from the Delaware County Auditor.

Motion by: Shively
Second: Volpe
Vote: Akers-yea; Shively-yea; and Volpe- yea.

RESOLUTION

**21-01-10 APPROVAL TO AMEND 2021 OFFICIAL CERTIFICATE OF
ESTIMATED RESOURCES**

The Fiscal Officer reported that the 2021 Official Certificate of Estimated Resources would need to be amended using year-end balances and then submitted to the Delaware County Auditor for approval by the Delaware County Budget Commission.

Fiscal Officer will prepare an **Amended Certificate of Estimated Resources** and submit it to the county auditor for approval.

Motion by: Shively
Second: Volpe
Vote: Akers- yea; Shively-yea; and Volpe- yea.

RESOLUTION**21-01-11****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$252,021.00 based on the **2021 Official Certificate of Estimated Resources** as received by the Delaware County Budget Commission and authorize the same to be set as individual temporary appropriations within the funds named. Consideration for individual temporary appropriations to be made based on 2020 actual expense and 2021 projected needs:

General Fund	\$ 91,000.00
Motor Vehicle License Tax Fund	\$ 30,000.00
Gasoline Tax Fund	\$ 78,000.00
Cemetery Fund	\$ 1,021.00
Zoning Fund	\$ 25,000.00
Permissive Motor Vehicle License Tax Fund	\$ 27,000.00

TOTAL	\$ 252,021.00
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Motion by: Shively

Second: Volpe

Vote: Akers-yea Shively-yea and Volpe-yea

RESOLUTION**21-01-12****ESTABLISH MEETING SCHEDULE FOR 2021**

Motion by Shively to adopt the following meeting schedule:

Regular Meetings**1st Tuesday of each month beginning February 2021 with****EXCEPTIONS:****(All meeting date changes will be advertised) Special Meetings
Dates and times to be advertised****Year End Meeting
Meeting Times****to be determined
7:00 P.M.**

Second: Volpe

Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION (Re-adopted with no changes)

19-01-12-A In The Matter OF Establishing A Reasonable Method Whereby The Public May Determine The Time And Place Of All Regularly Scheduled Meetings Of The Board And The Time And Place, And Purpose Of All Special And Emergency Meetings Of The Board.

Motion by: Shively Second by Volpe

Vote: Akers- yea; Shively-yea; and Volpe- yea

RESOLUTION**21-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2021 so resurface planning would be complete before the deadline for participation in the county resurface contract bidding. Currently there were no written road agreements between Berkshire and Kingston Townships for Berkshire Road, and no written agreement between Porter and Kingston Township for Beacom Road, and Stockwell Road. Doug Crowl to be the liaison between Kingston Township and the adjoining townships to discuss any maintenance issues. Chairman to serve as second contact.

Motion by: Shively

Second: Volpe

Vote Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-14 ESTABLISH POLICY FOR PAYMENT OF CONVENTION, MEETING & WORKSHOP EXPENSES**

The township will reimburse township officials, zoning board members and township employees **100% of necessary, normal and customary expenses** for attending conventions, workshops and meetings when official, board member or employee has prior approval of the trustees.

Motion by: Shively

Second: Volpe

Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set **mileage reimbursement rate as outlined by the IRS Code for 2021, with mileage to be approved by trustees.** For the year 2021 the amount will be \$.56

Motion by: Shively

Second: Volpe

Vote: Akers- yea; Shively-yea; Volpe-yea.

RESOLUTION**21-01-16 RENAME ZONING INSPECTOR, ZONING OFFICE CLERK, AND ZONING BOARD CLERK**

Rename Robert Talbott as Kingston Township zoning inspector, Dave Stites as zoning office clerk, and clerk to the zoning boards. The zoning board clerk will file with the township fiscal officer a quarterly report of the zoning board members' meeting attendance.

Motion by: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe- yea.

RESOLUTION

21-01-17 RENAME Kingston Township Board of Zoning

Commission Board-BZC

Rename BZC members as follows:

BZC

James Grove	Term expires	8-31-21
Tom Filbert	Term expires	8-31-22
Rick Giffin	Term expires	8-31-23
Dick Strohm	Term expires	8-31-24
Adam White	Term expires	9-31-25

Alternate-Position OPEN Term Expires 8-31-20

Motion by: Shively

Second: Volpe

Vote: Akers- yea; Shively- yea; and Volpe-yea

RESOLUTION

21-01-18 RENAME Kingston Township Board of Zoning

Appeals Board-BZA

Rename members to the BZA board as follows:

BZA

Craig McCord	Term expires	12-31-21
Maribeth Meluch-	Term expires	12-31-22
Brian Davidson-	Term expires	12-31-23
John Blommel	Term expires	12-31-24
Steve Smith	Term expires	12-31-25

Motion by: Shively

Second: Volpe

Vote: Akers- yea; Shively- yea; and Volpe-yea. **ALTERNATE POSITION STILL OPEN**

RESOLUTION

21-01-19 APPROVE ADVERTISING ALL VACANT TOWNSHIP & EMPLOYMENT AND APPOINTMENT POSITIONS

Employment to be advertised in the local newspaper currently the Delaware Gazette

Appointments to be posted on Township website and posted in the Township Newsletter, and posted on Township Building

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

21-01-20 NAME DELAWARE COUNTY REGIONAL PLANNING COMMISSION TOWNSHIP REPRESENTATIVE AND ALTERNATE

Name Dave Stites as the township's representative, and zoning inspector Bob Talbott as alternate representative on the Delaware County Regional Planning Commission.

Motion by: Shively

Second: Volpe

Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-21****RESOLUTION****SET PER MEETING REIMBURSEMENT RATE-
BZC & BZA BOARD MEMBERS AT \$ 40.00**

Motion by Shively to set **BZC and BZA meeting expense reimbursement at \$40.00 per meeting to be paid quarterly.** Zoning Board members may opt out.

Second: Volpe

Vote: Akers-yea; Shively- yea; and Volpe-yea.

RESOLUTION**21-01-22****APPROVE WAGE RATES FOR ZONING STAFF**

Motion by Shively

to adopt the following pay scale for 2021.

	2017	2018	2019	2020	2021
	1.00%	2%	3%	3%	2%
Zoning inspector salary	\$30.54	\$31.15	\$32.08	\$33.04	\$33.20
Zoning assistant inspector/ Zoning secretary	\$25.39	\$25.90	\$26.68	\$27.48	\$ 28.03

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-23****NAME OFFICE HOURS FOR ZONING DEPARTMENT**

Establish regular office hours of Thursday 8:00 A.M. to 12:00 Noon each week.

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-24****APPROVE ZONING FEE SCHEDULE**

Shively moved that trustees **approve the 2021 zoning fee schedule** with no changes.

***Fees are posted on township website**

Any fee refunds shall be approved by The Board of Trustees

Second: Volpe

Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-25****RENAME CEMETERY SEXTON**

Rename Doug Crowl as Kingston Township Cemetery sexton. Cemetery Sexton will assume all duties and responsibilities required for the Blue Church Cemetery and Stark Cemetery (Kingston Township portion). Records shall be maintained for all burials and selling of cemetery plots. Duplicate copies shall be given to the fiscal officer for the permanent records.

Motion by: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-26 SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

	2017	2018	2019	2020	2021
Cemetery sexton	\$19.04	\$19.61	\$20.20	\$20.81	\$21.23
	hourly	hourly	hourly	hourly	hourly
Cemetery sexton assistant					

Cemetery labor			\$ 30.00		per hour
Grave lot sale-township resident at time of sale			\$ 100.00		per lot
Grave lot sale-Kingston Township employee (non-resident)			\$100.00		per lot
Grave lot sale-non-resident of Delaware County			\$ 1,200.00		per lot
Grave lot sale of non-resident of of Kingston Township			\$ 500.00		per lot
Open & close-adult grave			\$ 400.00		per opening Mon.-Fri.
Open & close-adult grave			\$ 400.00		per opening Sat., Sun. & Holidays
Open & close-infant grave (hand dig) (limit 2 burials per grave lot)			\$ 200.00		per opening Mon.-Fri.
Open & close-infant grave (hand dig) (limit 2 burials per grave lot)			\$ 200.00		per opening Sat., Sun. & Holidays
Open & close-cremation (hand dig) (Limit 2 burials per grave lot)			\$ 150.00		per opening
Cemetery deed transfer			\$ 25.00		per transfer
Any fee waivers will be approved by the Board of Trustees					

* **Any Township resident who is a United States military honorably discharged veteran will receive a free cemetery plot (proof of service required)**

Motion by: Shively

Second: Volpe

Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION

21-01-27

SET FEES FOR CEMETERY MARKER FOUNDATIONS

FOUNDATIONS

Adopt the following dimensions and fees for cemetery marker foundations:

Minimum charge	\$ 183.00
Excess of 1 ft. 3 in. x 2 ft. 3 in.	\$.45
	per sq. inch
	(surface area)
Requests for additional depth	\$.05 per cu. inch
Foundations to be formed, so as to be level with finished edges 3 to 4 inches above the ground and minimum of 3 inch perimeter on base outside the marker size	
Foundations to be poured to minimum depth of 30 inches below ground	
Exhumation of vault-adult grave	Amount to be determined at Time of service per vault
Exhumation of vault-infant grave	Amount to be determined at Time of Service per vault
Exhumation of cremations	Amount to be determined at Time of Service per removal
Removal of foundation-	Amount to be determined at time of requested removal

Motion by: Shively
 Second: Volpe
 Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

21-01-28

APPROVE CEMETERY RULES

Approve the Blue Church Cemetery Rules and Regulations & Information (posted on township websit).

Motion by: Shively
 Second: Volpe
 Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

20-01-29

RENAME ROAD SUPERINTENDENT & SET WAGES AND FEES FOR ROAD DEPARTMENT

Trustees discussed work hours for the road department.
 Approve the following wages and fees for the **Road Department** and rename Doug Crawl as the road superintendent.

3.00% increase for 2018	\$19.61 per hour
3.00% increase for 2019	\$20.20 per hour
3.00% Increase for 2020	\$ 20.81 per hour
2.00% Increase for 2021	\$ 21.23 per hour

Road Superintendent

Road dept. spending limits \$1,000.00 per Month for materials (outside labor to be excluded)

Work hours to be Part-Time and as needed and will be compensated for the actual hours worked. A Monthly summary report to be submitted to the trustees on all work performed

Motion: Shively

Second: Volpe

Vote: Akers-yea Shively-yea; and Volpe-yea.

RESOLUTION

21-01-30

TOWNSHIP STATISTICAL INFORMATION FOR 2021

2020 property valuation	\$103,360,800
2019 property valuation	\$89,271,460
2018 property valuation	\$85,759,710
2017 property valuation	\$82,043,390
2016 property valuation	\$76,096,660

Miles of township roads 18.70 MILES

*** This increased from 17.93 to 18.70.**

Millage Rates-

General 2.3 inside millage
(reduction factor _____ residential & agriculture
(reduction factor _____ non-residential

Population-2010 census

-2020 Population Estimate	2504
-2019 Population Estimate	2431
-2018 Population Estimate	2299
-2017 Population Estimate	2281
-2016 Population Estimate	2255

Trustee salary allowable Per ORC Sections \$505.24 and \$507.09, township trustee and fiscal officer salaries are based on the annual budget of the township.

Trustee Volpe, Shivley,	\$ 11,342 annual (re-elected 11-5-2017)
Akers	\$11,948 annual (re-elected 11-5-2019)

Clerk Roy salary \$ 19,717 annual (re-elected 11-5-2019)

**Township checking account-1st Commonwealth Bank fka Delaware County Bank
and Richwood Banking Company**

Township investment Account-Star Ohio

**Road maintenance trucks in service: 2015 Western Star
1997 International Dump Truck
1994 Chevrolet PU
2005 Chevrolet PU**

ODOT CERTIFIED MILEAGE- ODOT certified mileage and reported to Delaware County Engineer's office on December 31, 2020 Total mileage certified was 18.70 miles

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

21-01-31

APPROVE \$1,217.95

2021 EMERGENCY SERVICES FEE ASSESSMENT

(2504 x \$.4864)

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee was \$.4864 per capita based on a population estimate of 2504

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

21-01-32

APPROVE \$ 1,510.00

-2021 MEMBERSHIP

**DUES DELAWARE COUNTY REGIONAL PLANNING
COMMISSION**

Fiscal Officer presented information that the 2021 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$1,510.00 Fiscal Officer reported the dues are calculated based on a \$1.04 per capita charge for the 2021 estimated population of 2504. There is a credit of \$.45 per capita for 2021

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION

21-01-33

APPROVE \$2,932.42

-2021 HEALTH DISTRICT APPORTIONMENT

Fiscal Officer reported the 2021 Health District Apportionment fee for the township had been calculated at \$2,932.42

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**21-01-34 Reimbursement of Un-Reimbursed Health Insurance****Premium Cost**

Ohio revised Code §505.601; If a Board of Trustees does not procure an insurance policy or group health care services as provided in section §505.60 of the Revised Code, the board of township trustees may reimburse any township officer or employee for each out-of-pocket premium that the officer or employee incurs for insurance policies described in division (A) of section §505.60 of the Revised Code that the officer or employee otherwise obtains.

Kingston Township has chosen not to procure a health care plan under section § 505.60 of the Revised Code and has chosen to reimburse its officers and employees (to include Trustees, Fiscal Officer, Zoning Inspector, Zoning Secretary, Road Superintendent and their spouses) for each out-of-pocket premium that they incur for insurance policies described in division (A) of section § 505.60 of the Revised Code that they otherwise obtain. The maximum yearly amount shall not exceed \$5,000.00 per year. (Increased from \$4,500 to \$5,000 in 2019)

Motion by: Shively

Second by: Volpe

Vote: Akers-yea Shively-yea; and Volpe-yea.

RESOLUTION**21-01-35 Adopt Public Records Policy of Kingston Township, Delaware County, Ohio**

Motion by: Shively to adopt the Public Records Policy for 2021 as recommended by the Delaware County Prosecutor.

Second by: Volpe

Vote: Akers- yea Shively-yea and Volpe-yea

RESOLUTION**21-01-36 Adopt Kingston Township Credit Card Use Policy**

The Kingston Township Credit Card Policy established guidelines for the use of credit cards issued by the Township. This policy provides internal controls to ensure that employees comply with all applicable laws.

Motion: Shively

Second: Volpe

Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**20-01-37 Adopt Resolution for Insurance Deductible**

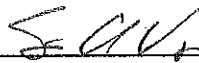
Motion by Shively to authorize Kingston Township to pay any insurance deductible up to \$1,000.00. Second by Volpe

Vote: Akers- yea; Shively-yea; and Volpe-yea.

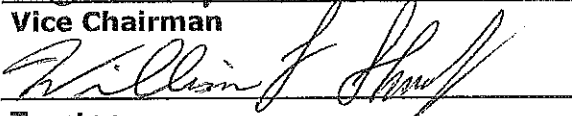
ATTEST:


Greg Roy, Fiscal Officer

Chairman



Vice Chairman



Trustee

2021 Board of Trustee Meeting

New Business

Old Business-Resident from Todd Street requested a "Special Meeting" to discuss the drainage issues on Todd Street. Trustees will hold a Special Meeting on January 19, 2021 at 7:00 p.m.. Trustees will ask representatives from the Delaware County Engineers office, and the Soil & Water to attend the meeting as well.

Todd Etgen from Etgen Farms currently has a lease agreement with Kingston Township to farm the land owned by Kingston Township. Mr. Etgen has requested to extend the lease for an additional 3 years. A motion by Shively was made to approve the 3year extension pending approval from legal counsel and a signed agreement extending the contract. A second was made by Akers. Vote: Shively-yea; Akers-yea; and Volpe-yea.

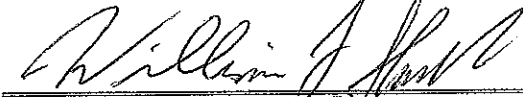
Kelly Kincaid from the Delaware County Health Department attended the meeting and gave an update on COVID-19 and other items of business from the health department.

With no further business, a motion by Shively was made to adjourn the meeting until February 2, 2021 which will be the regular monthly Board of Trustee Meeting. A second was made by Volpe. Vote: Akers-yea; Volpe-yea; and Shively-yea.

Minutes Approved this 2nd day of February, 2021

Chairman _____

Vice-Chairman 

Trustee 

Fiscal Officer 