

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

7:00 P.M. 2023 ORGANIZATIONAL MEETING January 3, 2023

HELD AT: Kingston Township Hall, 4063 Carters Corner Road, Sunbury, Ohio.

ROLL CALL: Dewey Akers, Matt Roy, William Shively

ATTENDANCE: Zoning Inspector-Dave Willyerd; Zoning Secretary-Dave Stites, Road Superintendent and Cemetery Sexton-Fred Neace.

CLERK PRESIDES

RESOLUTION

23-01-01

TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Akers to nominate Shively as Chairperson for 2023

Second: M. Roy

Vote: Akers – yea M Roy- yea Shively- yea

Mr. Shively to serve as the **Chairperson for 2023.**

RESOLUTION

23-01-02

TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate Akers as Vice-Chair 2023

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

Mr. Akers to serve as the **Vice Chairperson for 2023.**

RESOLUTION

23-01-03

EXECUTIVE MEMBER NAMED

Motion by: Shively to nominate M. Roy as Executive Member for 2023

Second: Akers

Vote: -Akers- yea M. Roy- yea Shively- yea

Mr. M. Roy to serve as **Executive Member for 2023**

**Mr. Shively
RESOLUTION**

ASSUMES DUTIES AS 2023 CHAIRPERSON

23-01-04

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

Motion: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

NAME DEPARTMENT LIAISONS FOR 2023

**DEPARTMENT LIAISON DISCUSSION-
RESOLUTION**

23-01-05

NAME DEPARTMENT LIAISONS FOR 2023

Roads
Cemetery
Fire Department

M. Roy
Shively
Akers-Porter-Kingston Fire District

Motion by: Akers to appoint the above-named Liaisons as outlined above.

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

23-01-06

RENAME TOWNSHIP LEGAL COUNSEL

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

Motion by: M. Roy

Second: Akers

Vote: Akers- yea M. Roy- yea Shively- yea

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

23-01-07

**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

Phone (614) 221-1244 Fax (614) 343-1549 Email crinehart@rinehartlegal.com

Motion by: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION

23-01-08

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: Akers

Second by: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-09

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: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-10

APPROVAL TO AMEND 2023 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Fiscal Officer reported that the 2023 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: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-11****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$1,043,016.16 based on the 2023 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 2022 actual expense and 2023 projected needs:

General Fund	\$ 831,993.16
Motor Vehicle License Tax Fund	\$ 18,000.00
Gasoline Tax Fund	\$ 83,500.00
Cemetery Fund	\$ 5,023.00
Zoning Fund	\$ 90,000.00
Permissive Motor Vehicle License Tax Fund	\$ 14,500.00

TOTAL **\$ 1,043,016.16**

Motion by: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea.

RESOLUTION**23-01-12****ESTABLISH MEETING SCHEDULE FOR 2023**

Motion by Akers to adopt the following meeting schedule:

Regular Meetings

1st Tuesday of each month beginning February 2023 EXCEPTIONS: July 4th meeting will be held Wednesday July 5th

(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: M. Roy

Vote: Akers- yea M. Roy- yea Shively- 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: Akers Second by M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2023 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. Fred Neace to be the liaison between Kingston Township and the adjoining townships to discuss any maintenance issues. Chairman to serve as second contact.

Motion by: Akers

Second: M. Roy

Vote Akers- yea M. Roy- yea Shively-yea

RESOLUTION**23-01-14 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: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION**23-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set mileage reimbursement rate as outlined by the IRS Code for 2023 with mileage to be approved by trustees. For the year 2023 the amount will be \$.65.5

Motion by: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION**23-01-16 RENAME ZONING INSPECTOR, ZONING OFFICE CLERK, AND ZONING BOARD CLERK**

Kingston Township zoning inspector-Dave Willyerd; Assistant Zoning Inspector and zoning office secretary-Dave Stites; and clerk to the zoning boards. The zoning board Secretary will file with the township fiscal officer a quarterly report of the zoning board members' meeting attendance.

Motion by: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION**23-01-17 RENAME Kingston Township Board of Zoning****Commission Board-BZC**

Rename BZC members as follows:

BZC

Rick Giffin	Term expires	8-31-23
Dick Strohm	Term expires	8-31-24
Adam White	Term expires	8-31-25
James Grove	Term expires	8-31-26
Tom Filbert	Term expires	8-31-27
Alternate-Position Bashel Smith	Term Expires	8-31-27

Motion by: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION**23-01-18 RENAME Kingston Township Board of Zoning****Appeals Board-BZA**

Rename members to the BZA board as follows:

BZA

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
Craig McCord	Term expires	12-31-26

Alternate Position- Bob Leone

Term expires 12-31-2027

Motion by: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-19 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: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-20 NAME DELAWARE COUNTY REGIONAL PLANNING****COMMISSION TOWNSHIP REPRESENTATIVE AND ALTERNATE**

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

Motion by: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

OTION

RESOLUTION

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

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

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-22

APPROVE WAGE RATES FOR ZONING STAFF

Motion by Akers

to adopt the following pay scale for 2023.

	2019	2020	2021	2022	2023
	3%	3%	2%	4%	4%
Zoning inspector salary	\$32.08	\$33.04	\$33.20	\$20.00	\$20.80
Zoning assistant inspector/ Zoning secretary	\$26.68	\$27.48	\$28.03	\$29.15	\$30.32
Zoning office clerk/assistant					

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-23

NAME OFFICE HOURS FOR ZONING DEPARTMENT

Establish regular office hours of Thursday 8:00 A.M. to12:00 Noon each week.

Motion: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-24

APPROVE ZONING FEE SCHEDULE

Akers moved that trustees **approve the 2023 zoning fee schedule** with no changes.

***Fees are posted on township website**

Any fee refunds shall be approved by The Board of Trustees

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-25

RENAME CEMETERY SEXTON

Rename Fred Neace 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: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION

23-01-26 SET WAGES AND FEES FOR CEMETERY DEPARTMENT

Approve the following wages and fees for the cemetery department:

	2022	2023	
Cemetery sexton	\$23.00	\$23.92	
	hourly	hourly	
Cemetery sexton assistant		(4%)	

Cemetery labor		\$ 30.00	per hour
Grave lot sale-township resident at time of sale		\$ 150.00	per lot
		*changed 2023	
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 (Kingston Twp per transfer resident only)		\$ 50.00	
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: Akers

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-27****SET FEES FOR CEMETERY MARKER****FOUNDATIONS**

Adopt the following dimensions and fees for cemetery marker foundations:

Minimum charge	\$ 250.00
Excess of 1 ft. 3 in. x 2 ft. 3 in.	\$.70 per sq. inch (surface area)
Requests for additional depth	\$.15 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	*increased in 2023
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: M. Roy

Vote: Akers- yea M. Roy-yea Shively- yea

RESOLUTION**23-01-28****APPROVE CEMETERY RULES**

Approve the Blue Church Cemetery Rules and Regulations & Information posted on township website.

Motion by: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-29

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 Fred Neace as the road superintendent.

Starting 2022 \$23.00 per hour
 Increase for 2023 \$ 23.92 per hour

Road Superintendent (4% increase)
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: Akers
 Second: M. Roy
 Vote: Akers- yea M. Roy-yea Shively-yea

RESOLUTION

23-01-30

TOWNSHIP STATISTICAL INFORMATION FOR 2023

2023 property valuation	\$111,317,270
2022 property valuation	\$109,759,750
2021 property valuation	\$107,188,700
2020 property valuation	\$103,360,800
2019 property valuation	\$89,271,460
2018 property valuation	\$85,759,710
2017 property valuation	\$82,043,390

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-2020 census
Total population 2,359
Population 2010 census
Total population 2,156

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.

Trustees: M. Roy, Shivley,	\$13,608.00	annual salary
Akers	\$13,608.00	annual salary
Clerk Roy salary	\$ 23,816.00	annual salary

Township checking account-1st Commonwealth Bank fka Delaware County Bank
Township investment Account-Star Ohio
Road maintenance trucks in service: 2015 Western Star
2000 Ford F-450
2005 Chevrolet PU

ODOT CERTIFIED MILEAGE- ODOT certified mileage and reported to Delaware County Engineer's office on December 31, 2022 Total mileage certified was 18.70 miles

Motion: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-31 APPROVE \$1,355.91
2023 EMERGENCY SERVICES FEE ASSESSMENT
(1.24% x \$109,617.67)

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee is based on the percentage of population for the county by the local funding share of \$109,617.67.

Motion: Akers

Second: M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION

23-01-32 APPROVE \$ 1,491.00 -2023 MEMBERSHIP
DUES DELAWARE COUNTY REGIONAL PLANNING
COMMISSION

Fiscal Officer presented information that the 2023 Membership Dues fee to the Delaware County Regional Planning Commission will be in the amount of \$2,589.00 using a 2022 estimated population of 2,489 (2489 x \$1.04=\$2,589)
 Credit (2021 population x \$.45=1,097)

Motion: Akers

Second:M. Roy

Vote: Akers-yea M. Roy- yea Shively- yea

RESOLUTION

23-01-33 APPROVE \$3,022.85
-2023 HEALTH DISTRICT APPORTIONMENT

Fiscal Officer reported the 2023 Health District Apportionment fee for the township had been calculated at \$3,022.85

Motion: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-34 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: Akers

Second by: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-35**

**Adopt Public Records Policy of Kingston
Township, Delaware County, Ohio**

Motion by: Shively to adopt the Public Records Policy for 2023 (no changes from prior years) as recommended by the Delaware County Prosecutor.

Second by: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION**23-01-36****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.

**Cards Issued to: Administration-Greg Roy Fiscal Officer
Zoning Department-Dave Stites-Zoning Secretary
Roads Department-Fread Neace-Road
Superintendent**

Motion: Akers

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

23-01-37

Adopt Resolution for Insurance Deductible

Motion by Akers to authorize Kingston Township to pay any insurance deductible up to \$1,000.00. Second by M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

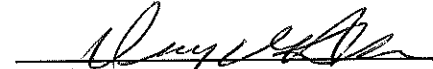
23-01-38

Kingston Township to use Third Party Payroll Company

Kingston Township will use Payroll Services Inc. for their payroll processing in 2023. Motion by Akers was made to continue using Payroll Services, Inc. for the payroll processor for Kingston Township. Second by M. Roy. Vote: Akers-yea; M. Roy- yea; and Shivley-yea.



Chairman

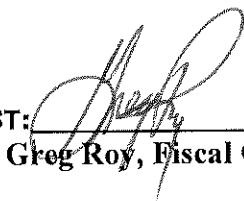


Vice Chairman



Trustee

ATTEST:



Greg Roy, Fiscal Officer