

RECORD OF PROCEEDINGS
MINUTES OF THE KINGSTON TOWNSHIP BOARD
OF TRUSTEES MEETING
Monthly Board Meeting
October 3, 2023 7:00 p.m.

The Kingston Township Board of Trustees meeting was called to order by Chairman Shively.

ROLL CALL: Shively-yea; Akers-yea; M. Roy-yea; Stites-yea; Willyerd-yea; Cattrell-yea; and Neace-absent.

SPECIAL GUEST: Kelli Kincaid-Delaware General Health District
Doug Riedel-Delaware County Engineers Office

MINUTES: The Minutes from the September 5, 2023 regular Board of Trustees meeting were reviewed by the trustees.

A motion by Akers was made to approve the Minutes as submitted. A second was made by M. Roy. Vote: Shively-yea; M. Roy-yea; and Akers-yes.

FINANCE: Bank Statements for First Commonwealth and StarOhio for the month of **September 2023** were reviewed. The bank reconciliation for the month of September 2023 are in balance.

A motion by M. Roy was made to approve the finance report as submitted. Second by Akers. Vote: Akers-yea; Shively-yea; and M. Roy-yea.

There are still funds remaining for the CARES act. These funds must be allocated by 12-31-2023 and spent in year 2024. The trustees reviewed several items and will make a final determination by year end.

RESOLUTION #23-10-01 "Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor" was presented to the trustees for review and approval. A motion by Akers was made to adopt resolution #23-10-01 as presented. Second by M. Roy. Vote: Shively-yea; M. Roy-yea; and Akers-yea.

OLD BUSINESS:

9899 State Route 521 Building (Old Township Building)

The East side of the “old” township building has been demolished. It was determined that a solid wall to close in the east side of the building was the best choice to protect the remainder of the building. A motion by Akers was made to approve \$1,500.00 for materials to complete this project. A second was made by Shively. Vote: M. Roy-yea; Shively-yea; and Akers-yea.

-With the present growth, and future growth, of Kingston Township, the need for an employee handbook, and establishing employee policy and procedures is needed. A sample handbook has been obtained from the Ohio Township Association, as well as a copy from adjoining Berkshire Township. The trustees will review, and a draft copy will be submitted to legal counsel for final approval.

-The front entrance signs for Kingston Township has been made by Sure Signs and ready for pickup and installation.

Chris Rinehart from Rinehart Legal Services LLC presented a proposal to the Kingston Township trustees on guidance and advice for zoning strategic planning for Kingston Township. A motion to accept Chris Rinehart’s proposal was made by M. Roy, with a second by Akers. Vote: Shively-No. Akers-yea; and M Roy-yea.

An Engagement Letter will be sent to the trustees from Rinehart Legal Services, LLC. for services thru 12-31- 2023. The Kingston Township Strategic Planning Committee will be formed with the first meeting to be held 10-19-23. The Committee members will be Trustee Bill Shively; Zoning Inspector, Dave Willyerd; Zoning Secretary Bernie Catterll; Zoning department Dave Stites, Kingston Township Zoning Commission chair Tom Filbert; Kingston Township Zoning Appeals chair, Steven Smith; And Attorney Chris Rinehart. Fiscal Officer Roy will facilitate the meetings.

A motion by Akers was made to form the committee as presented, with a second by M. Roy. Vote: M. Roy-yea; Akers-yea; and Shively-yea.

Driveway paving project by Americoat Asphalt & concrete was completed 9-26-2023

A proposal to add a kitchenette was presented by Akers. A proposed cost could be in the neighborhood of \$86,300.00. Discussion may continue to proceed with the project but would required to be bid out.

NEW BUSINESS: The contract for Local Waste Services will expire on 12-31-2023. The trustees have reviewed the First Amendment to extend the contract with Local Waste Services with the option to renew the contract with Local Waste Services for an additional 3 years. Legal Counsel has reviewed the current contract and the first amendment to extend as well. A motion by Shively was made to enter into the 3- year extension and approve the First Amendment as proposed. Second by Akers. Vote: Akers-yea; M. Roy-yea; and Shively-yea.

PORTER-KINGSTON FIRE DISTRICT: Nothing to report at this time.

PUBLIC INPUT-Resident Jenna Burrell presented to the trustees an opportunity to receive some used playground equipment from the Village of Galena. Concerns from the trustees was the cost associated with moving the equipment and professional installation. Burrell will investigate further.

ROADS: Report given by Neace:

Doug Riedel with the Delaware County Engineers office presented several items for business.

1. Appoint M. Roy for Todd Street Legislation
2. Cooperative Project Agreement
3. Clark Road Estimate Cost \$1,794.96
4. N. Blue Church culvert repairs.

Motion to appoint M. Roy as presented, and approve the cost for Clark Road was made by Shively with a second by Akers. Vote: Shively-yea; Akers-yea; and M. Roy-yea.

Report by Neace: absent

CEMETERY

ZONING UPDATE: Report given by Zoning department:

Cattrell/Stites gave the zoning report on the activity in September.

Formal resignation from Dave Stites was submitted effective 10-31-2023 being last day of employment.

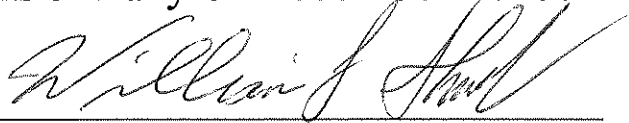
OTHER BUSINESS: Kingston Township community room rental fees

The fees for the rental of the community will be room re-evaluated in 2024. In the meantime, the trustees have agreed to waive the fees for anyone wishing to use the facilities for the remainder of the year. Motion to wave fees as discussed was made by Akers, with a second by Shively. Vote: Shively-yea; Akers-yea; and M. Roy-yea.

With no further business, a motion by M. Roy was made to pay the current bills, and to Adjourn the meeting until Wednesday November 8, 2023 (meeting date change due to the election on Tuesday November 7, 2023). Second by Shively.

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

Minutes approved this 5th day of December 2023.

Chairman Shively 

Vice-Chairperson Akers: 

Trustee M. Roy: 

Fiscal Officer Roy 