

RECORD OF PROCEEDINGS
MINUTES OF THE KINGSTON TOWNSHIP BOARD
OF TRUSTEES MEETING
Monthly Board Meeting
September 5, 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-absent; Cattrell-yea; and Neace-yea.

SPECIAL GUEST: Kelli Kinncaid-Delaware General Health District
Vince Villio-Delaware County Prosecutors Officer
Chris Rinehart-Rinehart Legal Services

MINUTES: The Minutes from the July 5, 2023 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.

The Minutes from the August 1, 2023 meeting were reviewed by the trustees. A motion by M. Roy was made to accept the Minutes as presented. A second was made by Akers. Vote: M. Roy-yea; Shively-yea; and Akers-yea.

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

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

At 7:27 p.m. a motion by Akers was made to go into Executive Session under Ohio Revised Code 121.22 (G)(3) Pending or Imminent Court Action. Executive session will include Kingston Township legal Counsel Vince Villio, Zoning Inspector Dave Willyerd, Zoning Secretary Bernard Cattrell, Kingston Township Trustees, and Fiscal Officer Roy. Second was made by M. Roy. Vote: Akers-yea; Shively-yea; and M. Roy-yea.

At 8:07 p.m., a motion by Shively was made to exit the Executive Session and return to the regular monthly board of trustees meeting. Second by M. Roy. Vote: Shively-yea; Akers-yea; and M. Roy.

At 8:08 p.m., a motion by Akers was made to go into Executive Session under Ohio Revised Code 121.22 (G)(1) Personnel Matters specifically employment matters regarding the current part- time status of Kingston Township employee, to a full-time position, and the compensation. A second was made by Shively. Vote: M. Roy-yea; Shively-yea; and Akers-yea. .

At 8:42 p.m., a motion by Akers was made to go out of executive session and return to the monthly board of trustee meeting. Second by Shively. 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 is needing major repairs (even though a new roof was installed a few years ago). Estimate from We Dig It !! was submitted to remove the wood structure on the East side of the township building and make the necessary repairs on the brick structure to secure the brick building,

A motion by Akers was made to accept the estimate from We Dig It !! in the amount of \$6,300.00. Second was made by M. Roy. Vote: Shively-yea; M. Roy-yea; and Akers-yea.

*By removing this portion of the building, it will clear the easement that is of record with the adjoining property.

The propane tank will be relocated once the improvements are completed.

-With the present growth, and future growth of Kingston Township, the need for an employee handbook, and establishing an 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.

NEW BUSINESS: The contract for Local Waste Services will expire on 12-31-2023. The trustees are considering the option to renew the contract with Local Waste

Services for an additional 3 years. Legal Counsel will review the current contract and advise the trustees.

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

PUBLIC INPUT-None

ROADS: Report given by Neace:

The road repairs on Twigg-Hupp are near completion, and resurfacing should be completed soon.

GovDeals-a few more items are ready to be placed on the GovDeals website.

They are as follows:

- (4) tires
- York rake
- Spreader
- Dumpbox
- Steer tire
- Office furniture-desks

These items will be placed on GovDeals website for auction in October.

The (2) estimates received for repairs to the maintenance building were from MachOne Enterprises, and SRS Construction. A motion by Akers was made to accept the proposal from SRS Construction in the amount of \$3,900.00. Second by M. Roy. Vote: M. Roy-yea; Shively-yea; and Akers-yea. Mr. Neace will contact the representative from SRS Construction.

CEMETERY

ZONING UPDATE: Report given by Zoning department:

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

Mr. Stites currently serves as the Kingston Township representative for the Porter-Kingston Fire District Board. He will be resigning from that position on September 11, 2023. A new representative will need to be appointed by the Kingston Township trustees.

Mr. Brian Davidson currently serves on the Kingston Township Board of Zoning Appeals. His term will be up on December 31, 2023. Mr. Davidson has expressed an interest to continue to serve on the Board of Zoning Appeals for another 5-year term. A motion by Akers was made to re-appoint Brian Davidson to the Kingston Township

Board of Zoning Appeals board for an additional 5 years. The new term shall expire December 2028. Second was made by M. Roy. Vote: Shively-yea; Akers-yea; and M. Roy-yea.

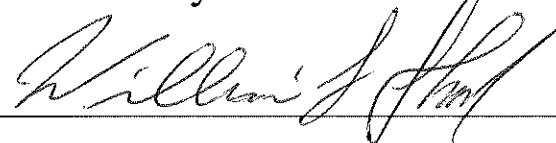
A motion by M. Roy was made to proceed with applying for a grant with the Delaware County Regional Planning commission to assist with a master plan for Kingston Township. The amount of the grant will be for \$20,000, with Kingston townships contribution page numbers of \$7,000. Tony Schorr with Schorr Architects will be working on the plan. Mr. Schorr has done work with Kingston Township in the past. A second was made by Akers. Vote: Shively-yea; M. Roy-yea; and Akers-yea.


OTHER BUSINESS:

With no further business, a motion by M. Roy was made to pay the current bills, and to Adjourn the meeting until October 3, 2023. Second by Shively.

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

Minutes approved this 3rd day of October 2023.

Chairman Shively 

Vice-Chairperson Akers: 

Trustee M. Roy: 

Fiscal Officer Roy 