

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

7:00 P.M. 2024 ORGANIZATIONAL MEETING January 2, 2024

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

Swear In New Trustee Angela Willyerd

ROLL CALL: Matt Roy, William Shively, Angela Willyerd

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

CLERK PRESIDES

RESOLUTION

24-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Angela Willyerd to nominate M. Roy as Chairperson for 2024

Second: Shively

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

M. Roy to serve as the **Chairperson for 2024.**

RESOLUTION

24-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate A. Willyerd as Vice-Chair 2024

Second: M. Roy

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

Angela Willyerd to serve as the **Vice Chairperson for 2024.**

RESOLUTION

24-01-03 EXECUTIVE MEMBER NAMED

Motion by: A. Willyerd to nominate Bill Shively as Executive Member for 2024

Second: M. Roy

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

Bill Shively To serve as **Executive Member for 2024**

ASSUMES DUTIES AS 2024 CHAIRPERSON

RESOLUTION

24-01-04

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

Motion: Shively

Second: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

NAME DEPARTMENT LIAISONS FOR 2024

DEPARTMENT LIAISON DISCUSSION-

RESOLUTION

24-01-05

NAME DEPARTMENT LIAISONS FOR 2024

- Roads M. Roy -
- Cemetery Shively -
- Fire Department-Porter-Kingston Fire District- Shively
- Fire Department-Porter Kingston Fire District-Citizen appointment-Dewey Akers
- Kingston Township Community Connection –A. Willyerd
- Kingston Township Strategic Planning Committee-(KTSPC) A. Willyerd

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

Second: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

24-01-06

RENAME TOWNSHIP LEGAL COUNSEL

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

Motion by: Shively

Second: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

24-01-07

**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: Shively

Second: A. Willyerd

Vote: M. Roy- yea Shively- yea A.Willyerd- yea

RESOLUTION

24-01-08 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: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

RESOLUTION

24-01-09 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: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

RESOLUTION

24-01-10 APPROVAL TO AMEND 2024 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Fiscal Officer reported that the 2024 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: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

RESOLUTION**24-01-11****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$1,068,400.00 based on the 2024 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 2023 actual expense and 2024 projected needs:

General Fund	\$ 825,000.00
Motor Vehicle License Tax Fund	\$ 13,900.00
Gasoline Tax Fund	\$ 125,000.00
Cemetery Fund	\$ 4,000.00
Zoning Fund	\$ 86,500.00
Permissive Motor Vehicle License Tax Fund	\$ 14,000.00

TOTAL **\$ 1,068,400.00**

Motion by: A. Willyerd

Second: Shively

Vote: M. Roy- yea Shively- yea A. Willyerd -yea

RESOLUTION**24-01-12****ESTABLISH MEETING SCHEDULE FOR 2024**

Motion by Shively to adopt the following meeting schedule:

Regular Meetings

1st Tuesday of each month beginning February 2024 (All meeting date changes will be advertised) Special Meeting dates and times to be advertised.

Year End Meeting

to be determined

Meeting Times

7:00 P.M.

***May need to change the November 7th meeting due to the General Election.**

Second: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd-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: A. Willyerd Second by Shively

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

RESOLUTION**24-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2024 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: Shively

Second: A. Willyerd

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION**24-01-14 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: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

RESOLUTION**24-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set **mileage reimbursement rate as outlined by the IRS Code for 2024 with mileage to be approved by trustees.** For the year 2024 the amount will be \$.67

Motion by: A. Willyerd

Second: Shively

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

RESOLUTION**24-01-16 RENAME ZONING INSPECTOR, ZONING OFFICE CLERK, AND ZONING BOARD CLERK**

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

Motion by: Shively

Second: M. Roy

Vote: M. Roy- yea Shively- yea A. Willyerd- Abstain

RESOLUTION**24-01-17 RENAME Kingston Township Board of Zoning****Commission Board-BZC**

Rename BZC members as follows:

BZC

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
Rick Giffin	Term expires	8-31-28
Alternate-Position Bashel Smith	Term Expires	8-31-27

Motion by: Shively

Second: M. Roy

Vote: M. Roy- yea Shively- yea A. Willyerd- yea

RESOLUTION**24-01-18 RENAME Kingston Township Board of Zoning****Appeals Board-BZA**

Rename members to the BZA board as follows:

BZA

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
Maribeth Meluch	Term expires	12-31-27

Alternate Position- Bob Leone**Term expires 12-31-2027**

Motion by: Shively

Second: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

RESOLUTION**24-01-19 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: A. Willyerd

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

RESOLUTION**24-01-20 NAME DELAWARE COUNTY REGIONAL PLANNING COMMISSION TOWNSHIP REPRESENTATIVE AND ALTERNATE**

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

Motion by: Shively

Second: M. Roy

Vote: M. Roy- yea Shively-yea A. Willyerd-abstain

RESOLUTION

24-01-21

RESOLUTION

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

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

Second: Shively

Vote: M. Roy- yea Shively- yea A. Willyerd-yea

RESOLUTION

24-01-22

APPROVE WAGE RATES FOR ZONING STAFF

Motion by Shively to adopt the following pay scale for 2024.

	2021	2022	2023	2024
	3%	2%	4%	4%
Zoning inspector salary D. Willyerd	\$33.20	\$20.00	\$20.80	21.63
Zoning assistant inspector/ Cattrell			\$17.00	\$17.68
Zoning secretary				
Zoning office clerk/assistant-Stites	\$28.03	\$29.15	\$30.32	\$31.53

Second: M. Roy

Vote: M. Roy- yea Shively- yea A. Willyerd- abstain

RESOLUTION

24-01-23

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: M. Roy

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-24

APPROVE ZONING FEE SCHEDULE

Shively moved that trustees **approve the 2024 zoning fee schedule** with no changes.

***Fees are posted on township website**

Any fee refunds shall be approved by The Board of Trustees

Second: A. Willyerd

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-25

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: A. Willyerd

Second: Shively

Vote: M. Roy- yea Shively-yea A. Willyerd- yea

RESOLUTION

24-01-26 SET WAGES AND FEES FOR CEMETERY DEPARTMENT

Approve the following wages and fees for the cemetery department:

	2022	2023	2024
Cemetery sexton	\$23.00	\$23.92	\$24.88
	hourly	hourly	hourly
Cemetery sexton assistant		(4%)	(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 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: A. Willyerd

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-27

SET FEES FOR CEMETERY MARKER FOUNDATIONS

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: A. Willyerd
Vote: M. Roy- yea

Shively- yea

A. Willyerd-yea

RESOLUTION

24-01-28

APPROVE CEMETERY RULES

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

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

Shively- yea

A. Willyerd- yea

RESOLUTION

24-01-29

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 name Fred Neace as the **full- time** road superintendent.

Starting 2022	\$23.00 per hour
Increase for 2023	\$23.92 per hour
2024 4% increase	\$24.88 per hour

*plus full time benefits as outlined in Kingston Township employee handbook

Road Superintendent (2024-----4% increase)
Road dept. spending limits \$1,000.00 per Month for materials (outside labor to be excluded)
Work hours to be Full time. A Monthly summary report to be submitted to the trustees on all work performed. Any overtime is to be pre-approved by the trustees

Motion: Shively

Second: A. Willyerd

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION Adopt Kingston Township Employee Policy and Procedures Manual (For Full- time employees and Part-time employees) (See Exhibit attached)

Motion by: Shively

Second by: M. Roy

Vote: M. Roy-yea; Shively-yea; and A. Willyerd-yea.

RESOLUTION

24-01-30

TOWNSHIP STATISTICAL INFORMATION FOR 2023

2024 property valuation

2023 property valuation \$111,317,270

2022 property valuation \$109,759,750

2021 property valuation \$107,188,700

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,	\$13,846.00	annual salary
A. Willyerd	\$13,846.00	annual salary
 Clerk Roy salary	 \$ 24,233.00	 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, 2023 Total mileage certified was 18.70 miles

Motion: Shively
 Second: M. Roy
 Vote: M. Roy- abstain Shively-yea A.Willyerd-yea

RESOLUTION

24-01-31 APPROVE \$1,378.06
2024 EMERGENCY SERVICES FEE ASSESSMENT
(1.24% x \$111,133.87)

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 \$111,133.87.

Motion: Shively
 Second: M. Roy
 Vote: M. Roy- yea Shively-yea A.Willyerd-yea

RESOLUTION

24-01-32 APPROVE \$ 1,516.00 -2024 MEMBERSHIP
DUES DELAWARE COUNTY REGIONAL PLANNING
COMMISSION

Fiscal Officer presented information that the 2024 Membership Dues fee to the Delaware County Regional Planning Commission will be in the amount of \$1,516.00 2023 estimated population of 2,527 (2,527 x \$.60=\$1,516.00)

Motion: Shively
 Second: A. Willyerd
 Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-33

APPROVE \$2,990.69

-2024 HEALTH DISTRICT APPORTIONMENT

Fiscal Officer reported the 2024 Health District Apportionment fee for the township had been calculated at \$ 2,990.69 Motion by: Shively

Second: M.Roy

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-34

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: A. Willyerd

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-35

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

Motion by: Shively to adopt the Public Records Policy for 2024 (no changes from prior years) as recommended by the Delaware County Prosecutor.

Second by: A. Willyerd

Vote: M. Roy- yea Shively-yea A. Willyerd-yea

RESOLUTION

24-01-36

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-
Roads Department-Fread Neace-Road
Superintendent**

Motion: Shively

Second: A. Willyerd

Vote: M. Roy- yes Shively- yes A. Willyerd- yes

RESOLUTION

24-01-37 Adopt Resolution for Insurance Deductible

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

Vote: M. Roy-yea Shively- yea A. Willyerd-yea

RESOLUTION

24-01-38 Kingston Township to use Third Party Payroll Company

Kingston Township will use Payroll Services Inc. for their payroll processing in 2024. Motion by A. Willyerd was made to continue using Payroll Services, Inc. for the payroll processor for Kingston Township. Second by M. Roy Vote: M. Roy- yea Shivley-yea A. Willyerd-yea

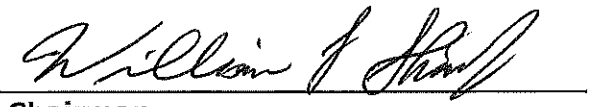
RESOLUTION OPEN PUBLIC MEETINGS ORC 121.22

24-01-39

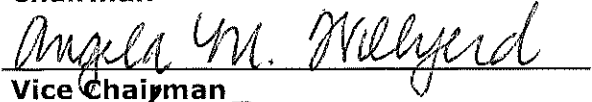
All meetings of any public body are declared to be public meetings open to the public at all times (except for executive sessions) A member of a public body shall be present in person at a meeting open to the public to be considered present, or to vote at the meeting and for purposes of determining whether a quorum is present at the meeting.

A person is guaranteed the right to attend a public meeting, not the right to be heard at that meeting. Any disruptive person waives the right to remain and observe the meeting. At the time of public comments, you will be limited to 3 minutes per person so that all public comments may be heard. Audio and video recording may not be prohibited; however the use of such equipment must be silent, unobtrusive, self-contained, and self-powered to limit interference with the ability of others to hear, see, and participate if needed.

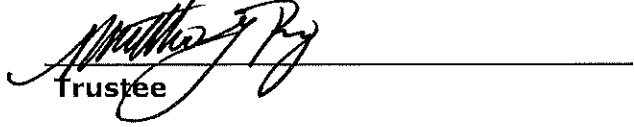
Motion By: M. Roy
Second By: Shively
Vote: M.Roy-yea; Shively-yea; A. Willyerd-yea



Chairman



Vice Chairman



Trustee

ATTEST:



Greg Roy, Fiscal Officer