

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

7:00 P.M. 2019 ORGANIZATIONAL MEETING December 28, 2018

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

19-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Akers to nominate Volpe as Chairperson for 2019
Second: Shively
Vote: Akers-yea Shively- yea and Volpe-yea

Mr. Volpe to serve as the **Chairperson for 2019.**

RESOLUTION

19-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Volpe to nominate Shively as Vice-Chair 2019
Second: Akers
Vote: Akers- yea Shively-yea and Volpe- yea

Mr. Shively to serve as the **Vice Chairperson for 2019.**

RESOLUTION

19-01-03 EXECUTIVE MEMBER NAMED

Motion by: Shively to nominate Akers as Executive Member for 2019
Second: Volpe
Vote: Akers- yea Shively-yea and Volpe-yea

Mr. Akers to serve as **Executive Member for 2019**

Mr. Volpe ASSUMES DUTIES AS 2019 CHAIRPERSON

RESOLUTION

**19-01-04 APPROVE MEETING AGENDA SUBMISSION
PROCEDURE AND REQUIRE THREE
COMPETITIVE PRICE QUOTES SUBMITTED FOR
ANY PURCHASE OVER \$2,000.00**

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

NAME DEPARTMENT LIAISONS FOR 2019

**DEPARTMENT LIAISON DISCUSSION-
RESOLUTION**

19-01-05 NAME DEPARTMENT LIAISONS FOR 2019

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

Motion by: Shively to appoint Mr. Akers to serve as the representative to the Porter-Kingston Fire District Board for 2019.

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

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

19-01-06 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

**19-01-07 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
With the recommendation of the Kingston Township Zoning Department Robert Talbott, Zoning Inspector

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

RESOLUTION

19-01-08

**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: Volpe

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

RESOLUTION

19-01-09

**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: Akers

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

RESOLUTION

19-01-10

**APPROVAL TO AMEND 2019 OFFICIAL
CERTIFICATE OF ESTIMATED RESOURCES**

The Fiscal Officer reported that the 2019 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: Shively

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

RESOLUTION**19-01-11****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$250,219.00 based on the **2019 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 2018 actual expense and 2019 projected needs:

General Fund	\$ 90,000.00
Motor Vehicle License Tax Fund	\$ 30,000.00
Gasoline Tax Fund	\$ 78,000.00
Cemetery Fund	\$ 2,219.00
Zoning Fund	\$ 25,000.00
Permissive Motor Vehicle License Tax Fund	\$ 25,000.00

TOTAL**\$ 250,219.00**

Motion by: Akers

Second: Shively

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

RESOLUTION**19-01-12****ESTABLISH MEETING SCHEDULE FOR 2019**

Motion by Akers to adopt the following meeting schedule:

Regular Meetings**1st Tuesday of each month 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: Shively

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

RESOLUTION

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.

See Attached Exhibit "A"**Motion by: Akers Second by Shively.**

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

RESOLUTION**19-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2019 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: Akers

Vote Akers-yea Shively-yea and Volpe-yea

RESOLUTION**19-01-14 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: Shively

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

RESOLUTION**19-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set **mileage reimbursement rate as outlined by the IRS Code for 2019, with mileage to be approved by trustees.** For the year 2019 the amount will be \$.58

Motion by: Shively

Second: Akers

Vote: Akers- yea Shively- yea Volpe- yea

RESOLUTION**19-01-16 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: Akers

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

RESOLUTION

19-01-17

**RENAME Kingston Township Board of Zoning
Commission Board-BZC**

Rename BZC members as follows:

BZC

Dick Strohm	Term expires	8-31-19
Joey Jerome	Term expires	8-31-20
James Grove	Term expires	8-31-21
Tom Filbert	Term expires	8-31-22
Rick Giffin	Term expires	8-31-23

Alternate-Position OPEN Term Expires 8-31-20

Motion by: Akers

Second: Shively

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

RESOLUTION

19-01-18

**RENAME Kingston Township Board of Zoning
Appeals Board-BZA**

Rename members to the BZA board as follows:

BZA

Nancy Gogle	Term expires	12-31-18
John Blommel	Term expires	12-31-19
Steve Smith	Term expires	12-31-20
Craig McCord	Term expires	12-31-21
Maribeth Meluch-	Term expires	12-31-22
Brian Davidson-Alternate	Term expires	12-31-20

Motion by: Shively

Second: Akers

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

RESOLUTION

19-01-19

**APPROVE ADVERTISING ALL VACANT TOWNSHIP &
EMPLOYMENT AND APPOINTMENT POSITIONS**

*Employment to be advertised in Sunbury News and
Delaware Gazette*

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

Motion: Akers

Second: Shively

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

RESOLUTION

19-01-20 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: Akers

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

RESOLUTION

19-01-21 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: Shively

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

RESOLUTION

19-01-22 APPROVE WAGE RATES FOR ZONING STAFF

Motion by Akers

to adopt the following pay scale for 2019.

	2015	2016	2017	2018	2019
	1.50%	1.50%	1.00%	2%	3%
Zoning inspector salary	\$29.79	\$30.24	\$30.54	\$31.15	\$32.08
Zoning assistant inspector/	\$24.77	\$25.14	\$25.39	\$25.90	\$26.68
Zoning secretary					
Zoning office clerk/assistant					

Second: Volpe

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

RESOLUTION

19-01-23 NAME OFFICE HOURS FOR ZONING DEPARTMENT

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

Motion: Volpe

Second: Shively

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

RESOLUTION

19-01-24 APPROVE ZONING FEE SCHEDULE

Akers moved that trustees **approve the 2019 zoning fee schedule** with no changes.

***Fees are posted on township website**

Any fee refunds shall be approved by The Board of Trustees

Second: Shively

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

RESOLUTION

19-01-25 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: Akers

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

RESOLUTION

19-01-26 SET WAGES AND FEES FOR CEMETERY DEPARTMENT

Approve the following wages and fees for the cemetery department:

	2015	2016	2017	2018	2019
Cemetery sexton	\$18.57	\$18.85	\$19.04	\$19.61	\$20.20
	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 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: Akers

Second: Shively

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

RESOLUTION

19-01-27

SET FEES FOR CEMETERY MARKER 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: Volpe
 Second: Akers
 Vote: Akers- yea Shively-yea and Volpe-yea

RESOLUTION

19-01-28

APPROVE CEMETERY RULES

Approve the Blue Church Cemetery Rules and Regulations & Information (see Attached Exhibit) posted on township website.

Motion by: Akers
 Second: Shively
 Vote: Akers- yea Shively- yea and Volpe-Yea

RESOLUTION

19-01-29

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 Crowl as the road superintendent.

1.50% increase for 2016	\$18.85 per hour
1.00% increase for 2017	\$19.04 per hour
3.00% increase for 2018	\$19.61 per hour
3.00% increase for 2019	\$20.20 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: Akers

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

RESOLUTION

19-01-30

TOWNSHIP STATISTICAL INFORMATION FOR 2019

2018 property valuation	\$85,759,710
2017 property valuation	\$82,043,390
2016 property valuation	\$76,096,660
2015 property valuation	\$74,144,180
2014 property valuation	\$66,089,550

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

-2018 Population Estimate	2299
-2017 Population Estimate	2281
-2016 Population Estimate	2255
-2015 Population Estimate	2240
-2014 Population Estimate	2240

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. The increase for 2017 Per HB 64 (131st GA) will be 5%. Only those township officials that are elected or appointed after September 29, 2015 are entitled to the increase in 2017, As current officials may not have an interim raise pursuant to the Ohio Constitution.

Trustee Volpe, Shivley, and Akers (based on law change & budget in effect, accepted by Trustee) **\$ 11,342.00 annual**

Clerk Roy salary (based on law change and budget effective April 2016) **\$ 18,717.00 annual**

Township checking account-1st Commonwealth Bank fka Delaware County Bank
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, 2018 Total mileage certified was 18.70 miles

Motion: Volpe

Second: Akers

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

RESOLUTION

19-01-31 APPROVE \$1,118.01
2019 EMERGENCY SERVICES FEE ASSESSMENT
(2299 x \$.4863)

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee was \$.4863 per capita based on a population estimate of 2299

Motion: Akers

Second: Shively

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

RESOLUTION

19-01-32 APPROVE \$1,707.00 -2019 MEMBERSHIP DUES
DELAWARE COUNTY REGIONAL PLANNING
COMMISSION

Fiscal Officer presented information that the 2018 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$1707.00 Fiscal Officer reported the dues are calculated based on a \$1.04 per capita charge for the 2019 estimated population of 2299. There is a credit of \$684.00 for 2019

Motion: Shively

Second: Akers

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

RESOLUTION**19-01-33****APPROVE \$ 2,876.86****-2019 HEALTH DISTRICT APPORTIONMENT**

Fiscal Officer reported the 2019 Health District Apportionment fee for the township had been calculated at \$2876.86,

Motion: Shively

Second: Akers

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

RESOLUTION**19-01-34****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)

Motion by: Shively

Second by: Volpe

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

RESOLUTION**19-01-35****Adopt Public Records Policy of Kingston Township, Delaware County, Ohio**

Motion by: Akers to adopt the Public Records Policy for 2019 as recommended by the Delaware County Prosecutor.

Second by: Shively

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

RESOLUTION**Adopt Kingston Township Personnel Policies****19-01-36**

Not Adopted at this time. Already adopted in prior years

Motion:

Second:

Vote: Akers- Shively- and Volpe-

RESOLUTION

19-01-37 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. This Resolution supersedes any previously issued credit card policies or resolutions. See Attached Exhibit.

Motion: Shively

Second: Akers

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

RESOLUTION

19-01-38 Adopt Resolution for Insurance Deductible


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


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

ATTEST:



Greg Roy, Fiscal Officer



Chairman


Vice Chairman

Trustee