

**RECORD OF PROCEEDINGS
MINUTES OF THE KINGSTON TOWNSHIP BOARD
OF TRUSTEES MEETING
Monthly Board Meeting
June 4, 2024 7:00 p.m.**

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

ROLL CALL: M. Roy-yea D. Willyerd-yea
 A. Willyerd-yea B. Cattrell-absent
 B. Shively-yea D. Stites-yea;

SPECIAL GUEST: Kelli Kincaid-Delaware General Health District

MINUTES: The Minutes for the May 7, 2024 meeting was tabled
 The Minutes of the May 14th "Special Meeting" was tabled.

FINANCE: Bank Reconciliations- May 2024 balanced

Board reports distributed prior to meeting:

Cash Flow Summary by Fund

Monthly Payment Summary for May 2024

Motion to approve the finance report as presented by the Fiscal Officer was made by M. Roy with a second by Shively. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.

OLD BUSINESS: -

A. Willyerd

- Discussed and updated the trustees on the website initial design review
- Final corrections/additions made to employee handbook. Motion to accept the revisions made by A. Willyerd, with a second by M. Roy. Vote: M. Roy-yea; Shively-yea; and A. Willyerd-yea.
- Revisions/corrections made to Full-time Road Superintendent job description. Motion to accept as presented by Shively, with a second by M. Roy. Vote: A. Willyerd-yea; M. Roy-yea; and Shively-yea.
- Revised the proposal for the proposed gravel parking lot. 200' x 60' estimates to be obtained for project.
- Discussed Employee Review form from Rubric.

NEW BUSINESS: -

-Reviewed and discussed the Porter Township Mutual Aid Agreement. Motion to approve made by M. Roy. Second by A. Willyerd. Vote: M. Roy-yea; A. Willyerd-yea; and Shively-yea.

-Discussed the request from Porter Township Trustees to split the cost of driveway improvements at the Stark Cemetery.

-Trustee M. Roy indicated that a sheriff report was filed for an incident at the Kingston township Administration building that occurred on May Report#2024-10015520

COMMUNITY CONNECTIONS COMMITTEE:

-Presented minutes from the March 5, 2024 meeting.

-Louise Douce submitted resignation from the Community Connections Committee. Motion by M. Roy to accept the resignation from Louise Douce, with a second by A. Willyerd. Vote: Shively-abstain; M. Roy-yea; and A. Willyerd-yea.

KINGSTON TOWNSHIP STRATEGIC PLANNING COMMITTEE (KTSPC)

Meeting to be held on June 20, 2024 7:00 p.m.

PORTER-KINGSTON FIRE DISTRICT: Report given by Shively.

PUBLIC INPUT-

ROADS: Sections of Wilson road to be repaired and bermed on Thursday June 6, 2024. Assistance from Buds, Inc. will help the road superintendent with the project.

CEMETERY – Stark Cemetery project still on list to be completed.
Foundations need repaired

ZONING UPDATE: Report given D. Willyerd; and D. Stites.

OTHER BUSINESS:

With no further business, a motion by Shively was made to Adjourn the meeting until Tuesday July 2, 2024. Second by A. Willyerd. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.

Minutes approved this 2nd day of July 2024.

Chairman M. Roy 

Vice-Chairperson A. Willyerd: Angela M. Willyerd

Trustee Shively: _____

Fiscal Officer Roy 

