

RECORD OF PROCEEDINGS
MINUTES OF THE KINGSTON TOWNSHIP BOARD
OF TRUSTEES MEETING
Monthly Board Meeting
March 5, 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;
A. Willyerd-yea;
B. Shively-yea;
D. Willyerd-yea;
B. Cattrell-yea; and
D. Stites-yea;

SPECIAL GUEST: Kelli Kincaid-Delaware General Health District
Doug Riedel-Delaware County Engineers Office
Chris Rinehart-Rinehart Legal Services, Ltd.

Public Bid Opening-Farm Ground Lease. Shively proceeded to open the bids that were submitted for the farm ground lease that was advertised. 7 bidders submitted bids. The highest bidder was to Todd and Dylan Etgen for an amount of \$278.00 per acre for a three-year period.

MINUTES: The Minutes of the February 6, 2024 meeting were reviewed by the trustees.

A Motion to accept the Minutes as presented was made by Shively, with a second by A. Willyerd. Vote: A. Willyerd-yea; B. Shively-yea; and M. Roy-yea.

FINANCE: Bank Reconciliations- December 2023-balanced
January 2024-balanced
February 2024-balanced

The 2023 financial reports are balanced, and the 2023-year end has been closed out. All required reports have been filed with the Auditor of State.

Board reports distributed prior to meeting:

Cash Flow Summary by Fund
Monthly Payment Summary for February 2024

BUSINESS: (3) Three estimates for picnic tables and benches have been obtained.

1. Uline \$14,124.90
2. Global \$ 8,834.19 (quality not the same as Uline)
3. Belson \$20,386.00

A motion by Shively was made to purchase the picnic tables, benches and trash cans from Uline for a purchase price of \$ 14,124.90. Funds from the CARES ACT will be used for this purchase. Second by M. Roy. Vote: M. Roy-yea; Shively-yea; and A. Willyerd-yea.

Kingston Township has applied for a grant with the Delaware General Health District to help with the cost of the picnic tables for the new picnic pavilion.

Mail Box Repair or Replacement policy. A motion by M. Roy was made to adopt the Kingston Township- Mail Box replacement with one correction. The incident must be reported to the trustees within 3 days of the damage. Second by Shively. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.

Kitchenette- A motion by Shively was made to authorize trustee A. Willyerd to spend up to \$10,000 for materials/labor/ improvements/new kitchenette in the current conference room at the township building. Second by M. Roy. Vote: A. Willyerd-yea; Shively-yea; and M. Roy-yea.

A revised Township Hall and Picnic Pavilion Fee form has been completed by trustee A. Willyerd. This draft will be sent to prosecutor for final review before adopting.

NEW BUSINESS: The Kingston Township Strategic Planning Committee (KTSPC) Has been formally formed and will consist of the zoning department staff, the chairman of the Kingston Township Zoning Commission, the chairman of Kingston Township Zoning Appeals, Kingston Township trustee, Fiscal Officer and Chris Rinehart of Rinehart Legal Services. The purpose of this committee is to review the current township zoning policies, and to look forward in the development of the township zoning codes and policies for the future. The committee will meet monthly, with the meeting times and dates posted. Motion by M. Roy was made to form this committee. Second by A. Willyerd. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.

Trustee A. Willyerd presented the trustees proposals from two (2) web-design companies. ipanda designs and Revize. After reviewing and discussing the options, a motion by A. Willyerd was made to approve the Revize proposal for an amount of \$3,160.00 for a period of 5 years. This will replace the Delaware County who has been hosting the website. Second was made by M. Roy. Vote: Shively-yea; M. Roy-yea; and A. Willyerd-yea.

Trustee A. Willyerd presented the trustees with a cleaning checklist for the current township building and the new picnic pavilion. Also, a request to publish and add for a part-time cleaning staff to clean the township building and picnic pavilion.

PORTER-KINGSTON FIRE DISTRICT: Report given by Shively.

PUBLIC INPUT-

ROADS:

Report given by M. Roy

Projects outstanding:

Township road berming

Truck repair for Ford F-450- At Performance Diesel in Mount Vernon.

A motion by Shively was made to approve the bid from Electric Connection in the amount of \$3,350.00 for the purpose of repairing the electric breaker box at the township maintenance building. Second by M. Roy. Vote: A. Willyerd-yea; M. Roy-yea; and Shively-yea.

A motion by Shively was made to set aside \$5,000.00 for the purpose of purchasing 4" field tile for the township farm ground. This will be installed by Todd and Dylan Etgen. Second by M. Roy. Vote: M. Roy-yea; Shively-yea; and A. Willyerd-yea.

Neace will begin a monthly training program with e-courses held by the Bureau of Workers Compensation. Participating in this program reduces work related injuries, and helps with a reduced rate in the premiums from Bureau of Workers Compensation.

Approved the request to purchase a hedge trimmer and chainsaw from Voss bros.

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

ZONING UPDATE: Report given by Zoning department:

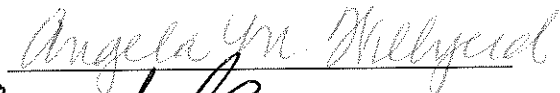
Cattrell/Stites gave the zoning report on the activity in February.

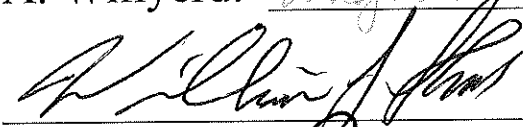
OTHER BUSINESS: Discussed some options for landscaping ideas around the new picnic pavilion and around the township building.

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

Minutes approved this 9th day of April 2024.

Chairman M. Roy 

Vice-Chairperson A. Willyerd: 

Trustee Shively: 

Fiscal Officer Roy 