

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

**7:00 P.M. 2016 ORGANIZATIONAL MEETING JANUARY 5th 2016**

**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**

**16-01-01 TRUSTEE CHAIRPERSON NAMED**

The Clerk entertained a motion for Chairperson.

Motion by: Akers to nominate Volpe as Chairperson for 2016

Second: Shively

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

Mr. Volpe to serve as the **Chairperson for 2016.**

**RESOLUTION**

**16-01-02 TRUSTEE VICE CHAIRPERSON NAMED**

The Clerk entertained a motion for Vice Chairperson.

Motion by: Volpe to nominate Shively as Vice-Chair 2016

Second: Akers

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

Mr. Shively to serve as the **Vice Chairperson for 2016.**

**RESOLUTION**

**16-01-03 EXECUTIVE MEMBER NAMED**

Motion by: Shively to nominate Akers as Executive Member for 2016

Second: Volpe

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

Mr. Akers to serve as **Executive Member for 2016**

**Mr. Volpe ASSUMES DUTIES AS 2016 CHAIRPERSON**

**RESOLUTION**

**16-01-04 APPROVE MEETING AGENDA SUBMISSION PROCEDURE AND REQUIRE THREE COMPETITIVE PRICE QUOTES SUBMITTED FOR ANY PURCHASE OVER \$1,000.00**

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

**NAME DEPARTMENT LIAISONS FOR 2016**

**DEPARTMENT LIAISON DISCUSSION- RESOLUTION**

**16-01-05 NAME DEPARTMENT LIAISONS FOR 2016**

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

Motion by: Volpe to appoint Mr. Akers to serve as the representative to the Porter-Kingston Fire District Board for 2016.

Second: Shively

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

**DISCUSSION-LEGAL COUNSEL-**

**RESOLUTION**

**16-01-06 RENAME TOWNSHIP LEGAL COUNSEL**

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

Motion by: Akers

Second: Shively

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

**DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL**

**RESOLUTION**

**16-01-07 RENAME OUTSIDE ZONING LEGAL COUNSEL AS NEEDED**

Approve re-hiring of outside Zoning Legal Counsel O'Reilly Law Office, 115 North Center Street, Pickerington, OH 43147 at \$150.00 per hour

Motion by: Akers

Second: Volpe

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

**RESOLUTION****16-01-08****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: Shively

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

**RESOLUTION****16-01-09****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: Akers

Second: Shively

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

**RESOLUTION****16-01-10****APPROVAL TO AMEND 2016 OFFICIAL  
CERTIFICATE OF ESTIMATED RESOURCES**

The Fiscal Officer reported that the 2016 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: Akers

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

**RESOLUTION****16-01-11****APPROVE TEMPORARY APPROPRIATIONS**

**Approve Temporary Appropriations of \$135,000.00** based on the **2016 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 2015 actual expense and 2016 projected needs:

<b>General Fund</b>	<b>\$ 86,000.00</b>
<b>Motor Vehicle License Tax Fund</b>	<b>\$ 26,000.00</b>
<b>Gasoline Tax Fund</b>	<b>\$ 76,000.00</b>
<b>Cemetery Fund</b>	<b>\$ 2,500.00</b>
<b>Zoning Fund</b>	<b>\$ 16,000.00</b>
<b>Permissive Motor Vehicle License Tax Fund</b>	<b>\$ 19,500.00</b>

<b>TOTAL</b>	<b>\$ 226,000.00</b>
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Motion by: Akers

Second: Shively

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

**RESOLUTION****16-01-12****ESTABLISH MEETING SCHEDULE FOR 2016**

It was determined if meeting dates changed they would be advertised.

Motion by Shively 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****to be determined****Meeting Times****7:00 P.M.**

Second: Volpe

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

**RESOLUTION****16-01-13****ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2016 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: Akers

Second: Shively

Vote Akers-yea Volpe-yea and Shively-yea

**RESOLUTION****16-01-14 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: Volpe

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

**RESOLUTION****16-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set mileage reimbursement rate **as outlined by the IRS Code for 2016, with mileage to be approved by trustees.** For the year 2016 the amount will be \$0.54 (This is down 3.5 cents from 2015 rates)

Motion by: Akers

Second: Shively

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

**RESOLUTION****16-01-16 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 be responsible to file with the township fiscal officer, by the last day of April, June, September and December, a quarterly report of zoning board members' meeting attendance.

Motion by: Akers

Second: Shively

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

**RESOLUTION****16-01-17 RENAME Kingston Township Board of Zoning Commission Board-BZC**

Rename BZC members as follows:

**BZC**

<b>James Grove</b>	<b>Term expires</b>	<b>8-31-16</b>
<b>Tom Filbert</b>	<b>Term expires</b>	<b>8-31-17</b>
<b>Rick Giffin</b>	<b>Term expires</b>	<b>8-31-18</b>
<b>Dick Strohm</b>	<b>Term expires</b>	<b>8-31-19</b>
<b>Joey Jerome</b>	<b>Term expires</b>	<b>8-31-20</b>

**Alternate-Position Adam White Term Expires 8-31-20**

Motion by: Shively

Second: Akers

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

**RESOLUTION****16-01-18****RENAME Kingston Township Board of Zoning Appeals Board-BZA**

Rename members to the BZA board as follows:

**BZA**

<b>Craig McCord</b>	<b>Term expires</b>	<b>12-31-16</b>
<b>Bill Hammond</b>	<b>Term expires</b>	<b>12-31-17</b>
<b>Nancy Gogle</b>	<b>Term expires</b>	<b>12-31-18</b>
<b>Open</b>	<b>Term expires</b>	<b>12-31-19</b>
<b>Steve Smith</b>	<b>Term expires</b>	<b>12-31-20</b>
<b>Alternate-Open Position</b>	<b>Term expires</b>	<b>12-31-XX</b>

Motion by: Akers

Second: Shively

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

**RESOLUTION****16-01-19****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: Shively

Second: Akers

Vote: Akers-; Volpe-; and Shively-.

**RESOLUTION****16-01-20****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 Volpe-yea and Shively-yea

**RESOLUTION****16-01-21****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 Volpe-yea and Shively-yea

**RESOLUTION**

**16-01-22**

**APPROVE WAGE RATES FOR ZONING STAFF**

Motion by Shively to adopt the following pay scale for 2015.

	2012	2013	2014	2015	2016
	3%	3%	1.50%	1.50%	1.50%
Zoning inspector salary	\$28.08	\$28.92	\$29.35	\$29.79	\$30.24
Zoning assistant inspector/ Zoning secretary	\$23.34	\$24.04	\$24.40	\$24.77	\$25.14
Zoning office clerk/assistant					

Second: Akers

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

**RESOLUTION**

**16-01-23**

**NAME OFFICE HOURS FOR ZONING DEPARTMENT**

Establish regular office hours of Thursday 8:00 A.M. to 12:00 Noon each week.

Motion: Akers

Second: Shively

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

**RESOLUTION**

**16-01-24**

**APPROVE ZONING FEE SCHEDULE**

Akers moved that trustees approve the 2016 zoning fee schedule which is the same as the fees that were adopted 7-5-2011 and submitted by the Zoning Board.

**Zoning fee schedule**

**\*Fees are posted on township website**

**Any fee refunds shall be approved by**

**The Board of Trustees**

Second: Volpe

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

**RESOLUTION**

**16-01-25**

**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: Akers

Second: Shively

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

**RESOLUTION****16-01-26 SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

	2012	2013	2014	2015	2016
Cemetery sexton	\$17.51	\$18.03	\$18.30	\$18.57	\$18.85
	hourly	hourly	hourly	hourly	hourly
Cemetery sexton assistant					

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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: Shively

Second: Volpe

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



**RESOLUTION**

**16-01-27**

**SET FEES FOR CEMETERY MARKER FOUNDATIONS**

**Adopt** the following dimensions and fees for cemetery marker foundations:

<b>Minimum charge</b>	<b>\$ 183.00</b>
<b>Excess of 1 ft. 3 in. x 2 ft. 3 in.</b>	<b>\$ .45</b>
	<b>per sq. inch</b>
	<b>(surface area)</b>
<b>Requests for additional depth</b>	<b>\$ .05</b>
	<b>per cu. inch</b>
<b>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</b>	
<b>Foundations to be poured to minimum depth of 30 inches below ground</b>	
<b>Exhumation of vault-adult grave</b>	<b>Amount to be determined at Time of service per vault</b>
<b>Exhumation of vault-infant grave</b>	<b>Amount to be determined at Time of Service per vault</b>
<b>Exhumation of cremations</b>	<b>Amount to be determined at Time of Service per removal</b>
<b>Removal of foundation-</b>	<b>Amount to be determined at time of requested removal</b>

\*If amount exceeds \$500.00 prior approval from trustees required.

Motion by: Shivley

Second: Akers

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

**RESOLUTION**

**16-01-28**

**APPROVE CEMETERY RULES**

Trustees discussed current cemetery rules. It was agreed to leave the decoration rules the same with winter decorations being allowed from November 1st to April 1st and spring cleanup to begin April 2nd so as to avoid problems with mowing and also not interfere with decorating for Easter.

Motion by: Akers

Second: Shively

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

**RESOLUTION**

**16-01-29**

**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.

3.00% increase for 2013	\$18.03 per hour
1.50% Increase for 2014	\$18.30 per hour
1.50% increase for 2015	\$18.57 per hour
1.50% increase for 2016	\$18.85 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: Volpe

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

**RESOLUTION**

**16-01-30**

**TOWNSHIP STATISTICAL INFORMATION FOR 2016**

<b>2016 property valuation</b>	<b>\$</b>
<b>2015 property valuation</b>	<b>\$74,144,180</b>
<b>2014 property valuation</b>	<b>\$66,089,550</b>
<b>2013 property valuation</b>	<b>\$65,795,510</b>
<b>2012 property valuation</b>	<b>\$ 65,998,540</b>
<b>2011 property valuation</b>	<b>\$ 66,503,150</b>

**Miles of township roads 17.93 MILES**

**\* This increased from 17.69 to 17.93 due to the Blue Church Road expansion.**

**Millage Rates-**

**General 2.3 inside millage**  
**(reduction factor \_\_\_\_\_ residential & agriculture**  
**(reduction factor \_\_\_\_\_ non-residential**

<b>Population-2010 census</b>	<b>2156</b>
<b>-2016 Population Estimate</b>	<b>2255</b>
<b>-2015 Population Estimate</b>	<b>2240</b>
<b>-2014 Population Estimate</b>	<b>2240</b>
<b>-2013 Population Estimate</b>	<b>2214</b>
<b>-2012 Population Estimate</b>	<b>2206</b>

**Trustee salary allowable (based on law change and \$ 10,288.00 annual budget in effect)**

<b>Trustee Volpe &amp; Shivley</b>	<b>(based on law change &amp; budget in effect, accepted by Trustee )</b>	<b>\$ 10,288.00 annual</b>
<b>Trustee Akers salary</b>	<b>(based on law change &amp; budget in effect, accepted by Trustee )</b>	<b>\$ 10,802.00 annual</b>
<b>Clerk salary</b>	<b>(based on law change and budget effective April 2016)</b>	<b>\$ 17,826.00 annual</b>

**Township checking account-Delaware County Bank**

**Township investment account-Star Ohio**

**Road maintenance trucks in service: 1990 International**

**1997 International Dump Truck**

**1994 Chevrolet PU**

**ODOT CERTIFIED MILEAGE-** ODOT certified mileage and reported to Delaware County Engineer's office on December 31, 2015 Total mileage certified was 17.93 miles

Motion: Akers

Second: Shively

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

## **RESOLUTION**

**16-01-31**

**APPROVE \$902.00**

**2015 EMERGENCY SERVICES FEE ASSESSMENT**

**(2255 x \$.40)**

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee was \$.40 per capita based on a population estimate of 2255

Motion: Akers

Second: Shively

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

## **RESOLUTION**

**16-01-32**

**APPROVE \$1,674.00 -2016 MEMBERSHIP DUES**

**DELAWARE COUNTY REGIONAL PLANNING**

**COMMISSION**

Fiscal Officer presented information that the 2016 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$2,346.00. Fiscal Officer reported the dues are calculated based on a \$1.04 per capita charge for the 2016 estimated population of 2255. There is a credit of \$672.00 for 2016

Motion: Shively

Second: Akers

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

**RESOLUTION****16-01-33****APPROVE \$3,108.07****-2016 HEALTH DISTRICT APPORTIONMENT**

Fiscal Officer reported the 2016 Health District Apportionment fee for the township had been calculated at \$3,108.07

Motion: Akers

Second: Shively

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

**RESOLUTION****ON HOLD UNTIL FURTHER NOTICE****16-01-34****Reimbursement of Un-reimbursed Health Insurance**

**Premium Cost To be suspended until resolved by Federal and State agencies.**

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 \$4,500.00 per year.

Motion by: Akers

Second by: Shively

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

**RESOLUTION****16-01-35**

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

Motion by Volpe to adopt the Public Records Policy for 2016 as recommended by the Delaware County Prosecutor.

Second by: Akers

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

**RESOLUTION****16-01-36**

**Adopt Kingston Township Personnel Policies (Originally adopted May 2009)**

Motion: Akers

Second: Shively

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

**RESOLUTION**

**16-01-37 Adopt Kingston Township Credit Card 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.**


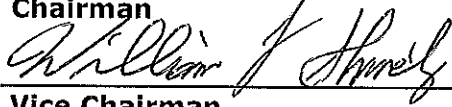
Motion: Shively  
Second: Akers  
Vote: Akers-yea Volpe-yea and Shively-yea.

**RESOLUTION**

**16-01-38 Adopt Resolution for Insurance Deductible**

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

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

  
 \_\_\_\_\_  
 Chairman  
  
 \_\_\_\_\_  
 Vice Chairman  
 \_\_\_\_\_  
 Trustee

ATTEST:   
 \_\_\_\_\_  
 Greg Roy, Fiscal Officer