

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

7:00 P.M. 2020 ORGANIZATIONAL MEETING January 6, 2020

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 Crawl Road Maintenance and Cemetery Sexton

CLERK PRESIDES

RESOLUTION

20-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Volpe to nominate Shively as Chairperson for 2020

Second: Akers

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

Mr. Shively to serve as the **Chairperson for 2020.**

RESOLUTION

20-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Volpe to nominate Akers as Vice-Chair 2020

Second: Shively

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

Mr. Akers to serve as the **Vice Chairperson for 2020.**

RESOLUTION

20-01-03 EXECUTIVE MEMBER NAMED

Motion by: Shively to nominate Volpe as Executive Member for 2020

Second: Akers

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

Mr. Volpe to serve as **Executive Member for 2020**

Mr. Shively ASSUMES DUTIES AS 2020 CHAIRPERSON

RESOLUTION

**20-01-04 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 2020

DEPARTMENT LIAISON DISCUSSION-

RESOLUTION

20-01-05 NAME DEPARTMENT LIAISONS FOR 2020

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 2020.

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

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

20-01-06 RENAME TOWNSHIP LEGAL COUNSEL

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

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

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

**20-01-07 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: Volpe
Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION

20-01-08

**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

20-01-09

**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: Volpe

Second: Akers

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

RESOLUTION

20-01-10

**APPROVAL TO AMEND 2020 OFFICIAL
CERTIFICATE OF ESTIMATED RESOURCES**

The Fiscal Officer reported that the 2020 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: Volpe

Second: Akers

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

RESOLUTION**20-01-11****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$252,020.00 based on the **2020 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 2019 actual expense and 2020 projected needs:

General Fund	\$ 90,000.00
Motor Vehicle License Tax Fund	\$ 30,000.00
Gasoline Tax Fund	\$ 78,000.00
Cemetery Fund	\$ 2,020.00
Zoning Fund	\$ 25,000.00
Permissive Motor Vehicle License Tax Fund	\$ 27,000.00

TOTAL	\$ 252,020.00
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Motion by: Akers
 Second: Volpe
 Vote: Akers-yea; Shively-yea; and Volpe-yea.

RESOLUTION**20-01-12****ESTABLISH MEETING SCHEDULE FOR 2020**

Motion by	Volpe to adopt the following meeting schedule:
	Regular Meetings 1st <u>Tuesday</u> of each month beginning February 2020 with
	EXCEPTIONS:
	(All meeting date changes will be advertised) Special Meetings
	<u>Dates and times to be advertised</u>
Year End Meeting	to be determined
Meeting Times	7:00 P.M.

Second: Akers.

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

See Attached Exhibit "A"

Motion by: Volpe Second by Akers

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

RESOLUTION**20-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2020 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: Volpe

Vote Akers-yea; Shively-yea; and Volpe-yea

RESOLUTION**20-01-14 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: Volpe

Second: Akers

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

RESOLUTION**20-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set **mileage reimbursement rate as outlined by the IRS Code for 2020, with mileage to be approved by trustees.** For the year 2020 the amount will be \$.57.5

Motion by: Akers

Second: Volpe

Vote: Akers- yea; Shively-yea Volpe-yea

RESOLUTION**20-01-16 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: Akers

Second: Volpe

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

RESOLUTION

20-01-21

RESOLUTION

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

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

Second: Akers

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

RESOLUTION

20-01-22

APPROVE WAGE RATES FOR ZONING STAFF

Motion by _____ to adopt the following pay scale for 2020.

	2016	2017	2018	2019	2020
	1.50%	1.00%	2%	3%	3%
Zoning inspector salary	\$30.24	\$30.54	\$31.15	\$32.08	\$33.04
Zoning assistant inspector/ Zoning secretary	\$25.14	\$25.39	\$25.90	\$26.68	\$27.48
Zoning office clerk/assistant					

Second: Volpe

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

RESOLUTION

20-01-23

**NAME OFFICE HOURS FOR
ZONING DEPARTMENT**

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

Motion: Akers

Second: Volpe

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

RESOLUTION

20-01-24

APPROVE ZONING FEE SCHEDULE

Volpe moved that trustees **approve the 2020 zoning fee schedule** with no changes.

***Fees are posted on township website**

Any fee refunds shall be approved by The Board of Trustees

Second: Akers

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

RESOLUTION

20-01-25

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: Volpe

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

RESOLUTION

20-01-26 SET WAGES AND FEES FOR CEMETERY

DEPARTMENT

Approve the following wages and fees for the cemetery department:

	2016	2017	2018	2019	2020
Cemetery sexton	\$18.85	\$19.04	\$19.61	\$20.20	\$20.81
	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 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: Volpe

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

RESOLUTION

20-01-27

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

20-01-28

APPROVE CEMETERY RULES

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

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

RESOLUTION

20-01-29

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.

1.00% 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
3.00% Increase for 2020	\$ 20.81 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: Volpe

Second: Akers

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

RESOLUTION

20-01-30

TOWNSHIP STATISTICAL INFORMATION FOR 2020

2019 property valuation	\$89,271,460
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

-2019 Population Estimate	2431
-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.

**Trustee Volpe, Shivley,
Akers** **\$ 11,342 annual (re-elected 11-5-2017)**
 \$11,742 annual (re-elected 11-5-2019)

Clerk Roy salary **\$ 19,378 annual (re-elected 11-5-2019)**

**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, 2019 Total mileage certified was 18.70 miles

Motion: Volpe

Second: Akers

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

RESOLUTION

20-01-31

APPROVE \$1,163.09

2020 EMERGENCY SERVICES FEE ASSESSMENT

(2431 x \$.4784)

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee was \$.4784 per capita based on a population estimate of 2431

Motion: Akers

Second: Volpe

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

RESOLUTION

20-01-32

APPROVE \$1,823.00 -2020 MEMBERSHIP DUES

DELAWARE COUNTY REGIONAL PLANNING

COMMISSION

Fiscal Officer presented information that the 2020 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$1,823.00 Fiscal Officer reported the dues are calculated based on a \$1.04 per capita charge for the 2020 estimated population of 2431. There is a credit of \$705.00 for 2019

Motion: Volpe

Second: Akers

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

RESOLUTION

20-01-37 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: Volpe
Second: Akers
Vote: Akers- yea; Shively-yea; and Volpe-yea.

RESOLUTION

20-01-38 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; Shively-yea; and Volpe-yea.

RESOLUTION

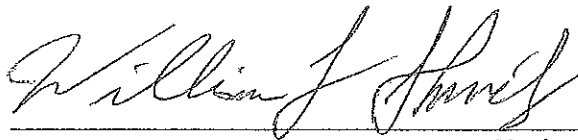
20-01-39 Adopt to Form the Kingston Township Records Commission (KTRC)

The Kingston Township Records Commission (KTRC) shall establish a committee comprised of the Chairman, Fiscal Officer, and a Representative from Kingston Township Zoning Department and the Kingston Township Roads Department. The commission shall meet each quarter (March, June, September, and December) and report to the Kingston Township Board of Trustees after each meeting.

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

RESOLUTION Abandon Code of Ethics and Standards of Conduct
20-01-40 for Members of Public Sector Boards and Councils
Code of Ethics

Motion by Volpe was made to abandon this policy from Kingston Township Policy as previously approved in prior years. This



Chairman

Vice Chairman



Trustee

ATTEST:



Greg Roy, Fiscal Officer

RECORD OF PROCEEDINGS
MINUTES OF THE KINGSTON TOWNSHIP BOARD
OF TRUSTEES MEETING
Monthly Board Meeting
January 6, 2020 7:00 p.m.

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

ROLL CALL: Volpe-yea; Shively-yea; Akers-yea; Talbott-yea; Stites-yea; and Crowl-yea.

SPECIAL GUEST:

MINUTES: The Minutes for the December 3, 2019 and the December 10, 2019 meetings were reviewed by the trustees. A motion to approve the minutes as submitted was made Volpe. A second was made by Akers. Vote: Volpe-yea; Shively-yea; and Akers-yea.

The Minutes for the December 30, 2019 “Year End Meeting” were reviewed by the trustees. A motion to approve the minutes as submitted was made by Volpe. Second by Shively. Vote: Shively-yea; Volpe-yea; and Akers-yea.

FINANCE: Nothing to report. In the process of closing out 2019 financial reports, and moving into 2020.

OLD BUSINESS: The trustees discussed the transition of residential waste companies from Waste Management to Local Waste Services. Overall the transition went very well, with few complaints.

NEW BUSINESS-

PORTER-KINGSTON FIRE DISTRICT –report given by Akers.

Dave Stites will continue as the Kingston Township resident representative for the Porter-Kingston Fire Board for 2020.

PUBLIC INPUT:

ROADS- Road Superintendent Doug Crowl gave a report on the activity for the month.

CEMETERY –

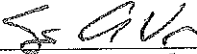
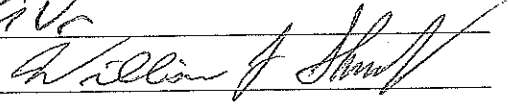
January 6, 2020

ZONING UPDATE: Talbott/Stites gave the report for the Zoning Department.
A detailed report may be viewed on the township website.

OTHER BUSINESS:

A motion to adjourn the meeting until February 4, 2020 was made by Akers, with a
Second by Volpe. Vote: Volpe-yea; Shively-yea; Akers-yea.

Minutes approved this 4th day of February 2020.

Chairman Volpe: 
Vice-Chairperson Shively: 
Trustee Akers: _____
Fiscal Officer Roy 