

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

7:00 P.M. 2022 ORGANIZATIONAL MEETING January 4, 2022

HELD AT: Kingston Township Hall, 9899 State Route 521, Sunbury, Ohio.

ROLL CALL: Dewey Akers, Matt Roy, William Shively

ATTENDANCE: Open Position- Zoning Inspector, Dave Stites Zoning Secretary, Doug Crowl Road Maintenance and Cemetery Sexton

CLERK PRESIDES

RESOLUTION

22-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Shively to nominate Matt Roy as Chairperson for 2022

Second: Akers

Vote: Akers - yea M Roy- yea Shively- yea

Mr. Matt Roy to serve as the **Chairperson for 2022.**

RESOLUTION

22-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate Shively as Vice-Chair 2022

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively-yea

Mr. Bill Shively to serve as the **Vice Chairperson for 2022.**

RESOLUTION

22-01-03 EXECUTIVE MEMBER NAMED

Motion by: Shively to nominate Akers as Executive Member for 2022

Second: M. Roy

Vote: -Akers-yea M. Roy- yea Shively- yea

Mr. Akers to serve as **Executive Member for 2022**

Mr. Matt Roy

ASSUMES DUTIES AS 2022 CHAIRPERSON

RESOLUTION

22-01-04

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

Motion: Shively

Second: M. Roy

Vote: Akers- yea; M. Roy- yea; Shively- yea

NAME DEPARTMENT LIAISONS FOR 2022

DEPARTMENT LIAISON DISCUSSION-

RESOLUTION

22-01-05

NAME DEPARTMENT LIAISONS FOR 2022

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

Motion by: Shively to appoint Mr. Akers to serve as the representative to the Porter-Kingston Fire District Board for 2022.

Second: M. Roy

Vote: Akers- yea M. Roy- yea Shively- yea

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

22-01-06

RENAME TOWNSHIP LEGAL COUNSEL

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

Motion by: Akers

Second: Shively

Vote: Akers- yea; M. Roy-yea; Shively- yea

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

22-01-07

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

Motion by: Akers

Second: Shively

Vote: Akers- yea ; M. Roy-yea; Shively- yea

RESOLUTION

22-01-08 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: Shively

Second by: M. Roy

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION

22-01-09 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 M. Roy- yea Shively-yea

RESOLUTION

22-01-10 APPROVAL TO AMEND 2022 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Fiscal Officer reported that the 2022 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; M. Roy- yea; Shively- yea

RESOLUTION

22-01-11

APPROVE TEMPORARY APPROPRIATIONS

Approve Temporary Appropriations of \$252,022.00 based on the 2022 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 2021 actual expense and 2022 projected needs:

General Fund	\$ 91,000.00
Motor Vehicle License Tax Fund	\$ 30,000.00
Gasoline Tax Fund	\$ 78,000.00
Cemetery Fund	\$ 1,022.00
Zoning Fund	\$ 25,000.00
Permissive Motor Vehicle License Tax Fund	\$ 27,000.00

TOTAL	\$ 252,022.00
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Motion by: Akers

Second: Shively

Vote: Akers-yea; M. Roy- yea; Shively- yea;

RESOLUTION

22-01-12

ESTABLISH MEETING SCHEDULE FOR 2022

Motion by Akers to adopt the following meeting schedule:

Regular Meetings	1st <u>Tuesday</u> of each month beginning February 2022 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: Shively

Vote: Akers- yea; M. Roy- yea; Shively- 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.

Motion by: Shively Second by Akers

Vote: Akers-yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-13 ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2022 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; M. Roy- yea; Shively- yea

RESOLUTION**22-01-14 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; M. Roy- yea; Shively- yea -

RESOLUTION**22-01-15 SET MILEAGE REIMBURSEMENT RATE**

Set mileage reimbursement rate as outlined by the IRS Code for 2022 with mileage to be approved by trustees. For the year 2022 the amount will be \$.58.5

Motion by: Akers

Second: Shively

Vote: Akers-yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-16 RENAME ZONING INSPECTOR, ZONING OFFICE CLERK, AND ZONING BOARD CLERK**

Kingston Township zoning inspector-Open at this time, 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; M. Roy- yea; Shively- yea

RESOLUTION**22-01-17 RENAME Kingston Township Board of Zoning****Commission Board-BZC**

Rename BZC members as follows:

BZC

Tom Filbert	Term expires	8-31-22
Rick Giffin	Term expires	8-31-23
Dick Strohm	Term expires	8-31-24
Adam White	Term expires	8-31-25
James Grove	Term expires	8-31-26

Alternate-Position OPEN Term Expires

Motion by: Akers

Second: Shively

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-18 RENAME Kingston Township Board of Zoning****Appeals Board-BZA**

Rename members to the BZA board as follows:

BZA

Maribeth Meluch-	Term expires	12-31-22
Brian Davidson-	Term expires	12-31-23
John Blommel	Term expires	12-31-24
Steve Smith	Term expires	12-31-25
Craig McCord	Term expires	12-31-26

Motion by: Akers

Second: Shively

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-19 APPROVE ADVERTISING ALL VACANT TOWNSHIP & EMPLOYMENT AND APPOINTMENT POSITIONS**

Employment to be advertised in the local newspaper currently the Delaware Gazette

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

Motion: Shively

Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-20 NAME DELAWARE COUNTY REGIONAL PLANNING COMMISSION TOWNSHIP REPRESENTATIVE AND ALTERNATE**

Name Dave Stites as the township's representative, and zoning inspector (open position) as alternate representative on the Delaware County Regional Planning Commission.

Motion by: Shively

Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-21****RESOLUTION****SET PER MEETING REIMBURSEMENT RATE-
BZC & BZA BOARD MEMBERS AT \$ 40.00**

Motion by Shively 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; M. Roy- yea; Shively- yea

RESOLUTION**22-01-22****APPROVE WAGE RATES FOR ZONING STAFF**

Motion by Shively

to adopt the following pay scale for 2022.

	2018	2019	2020	2021	2022
	2%	3%	3%	2%	4%
Zoning inspector salary	\$31.15	\$32.08	\$33.04	\$33.20	open
Zoning assistant inspector/ Zoning secretary	\$25.90	\$26.68	\$27.48	\$28.03	\$29.15
Zoning office clerk/assistant					

Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-23****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; M. Roy- yea; Shively- yea

RESOLUTION**22-01-24****APPROVE ZONING FEE SCHEDULE**

Akers moved that trustees **approve the 2022 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; M. Roy- yea; Shively- yea

RESOLUTION**22-01-25****RENAME CEMETERY SEXTON**

Rename Doug Cowl 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; M. Roy- yea; Shively- yea

RESOLUTION**22-01-26 SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

	2018	2019	2020	2021	2022
Cemetery sexton	\$19.61	\$20.20	\$20.81	\$21.23	\$22.08
	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: Shively

Second: M. Roy

Vote: Akers- abstain M. Roy- yea; Shively- yea;

RESOLUTION

22-01-27

SET FEES FOR CEMETERY MARKER FOUNDATIONS

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: Shively

Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively-yea

RESOLUTION

22-01-28

APPROVE CEMETERY RULES

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

Motion by: Shively

Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

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, 2021 Total mileage certified was 18.70 miles

Motion: Shively
Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION

**22-01-31 APPROVE \$1,260.19
2022 EMERGENCY SERVICES FEE ASSESSMENT
(1.25% x \$100,566.67)**

Fiscal Officer reported receiving the annual fee assessment letter from the Delaware County Emergency Services. Fiscal Officer said the fee is based on the percentage of population for the county by the local funding share of \$100,566.67.

Motion: Akers
Second: Shively
Vote: Akers- yea M. Roy- yea Shively- yea

RESOLUTION

**22-01-32 APPROVE \$ 1,409.00 -2022 MEMBERSHIP
DUES DELAWARE COUNTY REGIONAL PLANNING
COMMISSION**

Fiscal Officer presented information that the 2022 Membership Dues fee to the Delaware County Regional Planning Commission will be in the amount of \$1,409.00 using a 2021 estimated population of 2,438.

Motion: Akers
Second: Shively
Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION

**22-01-33 APPROVE \$3,022.85
-2022 HEALTH DISTRICT APPORTIONMENT**

Fiscal Officer reported the 2022 Health District Apportionment fee for the township had been calculated at \$3,022.85

Motion: Shively
Second: Akers
Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-34 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 in 2019)

Motion by: Akers

Second by: Shively

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-35 Adopt Public Records Policy of Kingston Township, Delaware County, Ohio**

Motion by: Shively to adopt the Public Records Policy for 2022 as recommended by the Delaware County Prosecutor.

Second by: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-36 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.

Motion: Shively

Second: Akers

Vote: Akers- yea; M. Roy- yea; Shively- yea

RESOLUTION**22-01-37 Adopt Resolution for Insurance Deductible**

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

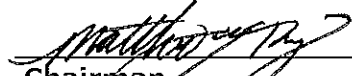
Vote: Akers- yea; M. Roy- yea; Shively- yea;

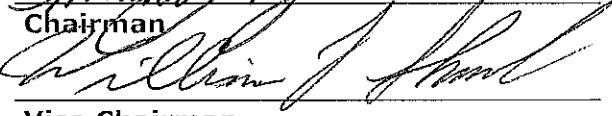
RESOLUTION

22-01-38

Kingston Township to use Third Party Payroll Company

Kingston Township will use Payroll Services Inc. for their payroll processing in 2022. Motion by Shively was made to continue using Payroll Services, Inc. for the payroll processor for Kingston Township. Second by Akers. Vote: Akers-yea; M. Roy-yea; and Shivley-yea



 Chairman


 Vice Chairman

ATTEST: 

 Greg Roy, Fiscal Officer

 Trustee