

KINGSTON TOWNSHIP TRUSTEES

7:30 P.M.

2007 ORGANIZATIONAL

JANUARY 3rd

2007

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

ROLL CALL: W. Dan Basham, John Fink, and William Shively.

ATTENDANCE: Talbott zoning inspector, Nawland zoning secretary, Moore road maintenance.

CLERK PRESIDES

RESOLUTION

RESOLUTION

07-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Fink to nominate William Shively as Chairman
Second: Basham
Vote: Fink-yea; Basham-yea; and Shively-yea

Mr. William Shively to serve as the **Chairperson for 2007**.

RESOLUTION

07-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate Basham as Vice Chairperson
Second: Fink
Vote: Fink-yea; Basham-yea; and Shively-yea

Mr. Dan Basham to serve as the **Vice Chairperson for 2007**.

RESOLUTION

07-01-03 EXECUTIVE MEMBER NAMED

Motion by: Shively to nominate Fink as Executive Member
Second: Basham
Vote: Shively-yea; Basham-yea; and Fink-yea.

Mr. John Fink to serve as **Executive Member**

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

07-01-07

**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: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea.

RESOLUTION

07-01-08

**NAME REPRESENTATIVE TO ATTEND
DELAWARE COUNTY HEALTH 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: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-09

**NAME REPRESENTATIVE TO EMS ADVISORY
COMMITTEE**

Motion by:

Second:

Vote: **NO VOTE**

RESOLUTION

07-01-10

**NAME REPRESENTATIVE TO RAILROAD TASK
FORCE COMMITTEE**

NOT APPLICABLE

Motion:

Second:

Vote: **NO VOTE**

RESOLUTION

07-01-11

FULL-TIME/PART-TIME EMPLOYEE-ELIGIBILITY FOR BENEFITS

NOT APPLICABLE

RESOLUTION

07-01-12

APPROVE CLERICAL ASSISTANCE FOR FISCAL OFFICERS OFFICE

Fiscal Officer shall have the authority to approve on an as needed basis clerical assistance. The rate of pay shall be based on the experience of the individual and shall not exceed \$25.00 per hour.

Motion by Not Applicable at this time

Second:

Vote:

RESOLUTION

07-01-13

ESTABLISH POLICY FOR INVESTMENT OF FUNDS, INTRA FUND TRANSFERS AND APPLICATION FOR ADVANCE PAYMENT OF TAX SETTLEMENTS FROM COUNTY AUDITOR

The fiscal officer explained the need to periodically make intra-fund transfers of money in order to maintain daily operations. It was also stated that township funds are invested at all times earning interest 24 hrs. a day every day throughout the year.

The fiscal officer gave an explanation of requests for advance payment of tax settlements. He said the township could request 75% of all tax collections at any time prior to payment by the county auditor. The fiscal officer said that advances are not always requested but he wanted the ability to request money if needed

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: Basham

Second: Fink

Vote: Shively-yea; Basham-yea; and Fink-yea

RESOLUTION

07-01-14

APPROVAL TO AMEND 2007 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

The Fiscal Officer reported that the 2007 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: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea

RESOLUTION**07-01-15****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$150,207.00 based on the **2007 Official Certificate of 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 2007 actual expense and 2007 projected needs:

General Fund	\$ 100,000.00
Motor Vehicle License Tax Fund	\$ 10,000.00
Gasoline Tax Fund	\$ 30,000.00 *amended
Cemetery Fund	\$ 200.00
Zoning Fund	\$ 5,000.00 *amended
Permissive Motor Vehicle License Tax Fund	\$ 5,000.00
Unclaimed Moneys Fund	\$ 7.00
Note Payable-OPWC CQ15F	\$
Note Payable-OPWC CQ16F	\$
Rosecrans Rd.	\$
TOTAL	\$ 150,207.00

Motion by: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea; *amended to minutes 1-3-2007

RESOLUTION**07-01-16****ESTABLISH MEETING SCHEDULE FOR 2007**

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

Motion by Fink to adopt the following meeting schedule:

Regular Meetings	1st Monday each month with EXCEPTIONS: September 3rd ^{Labor Day} 2007 to be held on September 5th 2007 (All meeting date changes will be advertised)
Special Meetings	Dates and times to be advertised
Year End Meeting	to be determined
Meeting Times	7:30 P.M.

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-17****ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2007 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 Brown Townships for Berkshire Road, and no written agreement between Porter and Kingston township for Beacon Road, and Stockwell Road. Ed Moore to be the liaison between Kingston Township and the adjoining townships to discuss any maintenance issues. Basham to serve as second contact.

Motion by: Basham

Second: Fink

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-18****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: Fink

Second: Shively

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-19****SET MILEAGE REIMBURSEMENT RATE**

Set **mileage reimbursement rate at 48.5 cents per mile, with mileage to be approved by trustees.** This rate to coincide with the 2007 Internal Revenue rate. This will be paid for outside of the township boundaries.

Motion by: Fink

Second: Shively

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-20****RENAME ZONING INSPECTOR, ZONING OFFICE
CLERK, AND ZONING BOARD CLERK**

Rename Robert Talbott as Kingston Township zoning inspector, Bonnie Newland as zoning office clerk, and clerk to the zoning boards. It is noted that the zoning board clerk will be responsible to file with the township clerk, by the last day of April, June, September and December, a quarterly report of zoning board members' meeting attendance.

Motion by: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

DISCUSSION-ALTERNATES TO ZONING BOARDS-**RESOLUTION****07-01-21****RENAME Kingston Township Board of Zoning
Commission BOARD**

Rename BZC members as follows:

BZC	Dewey Akers	Term expires	8-31-10
	Jeanna Burrell	Term expires	8-31-07
	Craig Cope	Term expires	8-31-08
	Jim Grove	Term expires	8-31-06
			*expired
	Doug Marsany	Term expires	8-31-09
	Maribeth Deavers-Ait	No expiration	

Motion by: Basham

Second: Fink

Vote: Shively-yea; Basham-yea; and Fink-yea; *The oper. position for Jim Grove
Will be published and filed at the February
2007 meeting

RESOLUTION

07-01-22

RENAME Kingston Township Board of Zoning Appeals BOARD

Rename members to the BZA board as follows:

BZA	Tom Dando	Term expires	12-31-07
	Jim Kistner	Term expires	12-31-09
	Jim Martin	Term expires	12-31-08
	Tracy Trout	Term expires	12-31-06
		*expired	
	Steve Smith	Term expires	12-31-10
		Alternate-No expiration	

Motion by: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

*expired position will be filled at the February 2007 meeting

RESOLUTION

07-01-23

APPROVE ADVERTISING ALL VACANT TOWNSHIP & EMPLOYMENT AND APPOINTMENT POSITIONS

Motion: Basham

Second: Fink

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-24

NAME DELAWARE COUNTY REGIONAL PLANNING COMMISSION TOWNSHIP REPRESENTATIVE AND ALTERNATE

Name Robert Talbott as the township's representative and zoning inspector Basham as alternate representative on the Delaware County Regional Planning Commission.

Motion by: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-25

SET PER MEETING REIMBURSEMENT RATE- BZC & BZA BOARD MEMBERS AT \$ 25.00

Motion by Fink to set **BZC and BZA** meeting expense reimbursement at \$25.00 per meeting to be paid quarterly.

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-29****RENAME CEMETERY SEXTON**

Rename Ed Moore as Kingston Township Cemetery sexton.

Motion by: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-30****SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

Cemetery sexton	\$ 23.34	per month
Cemetery sexton assistant	\$	per hour
Cemetery labor	\$	per hour
Grave lot sale-township resident at time of sale	\$ 75.00	per lot
Grave lot sale-non-resident	\$ 500.00	per lot
Open & close-adult grave	\$ 150.00	per opening Mon.-Fri.
Open & close-adult grave	\$ 200.00	per opening Sat., Sun. & Holidays
Open & close-infant grave (hand dig) (limit 2 burials per grave lot)	\$ 100.00	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)	\$ 175.00	per opening
Cemetery deed transfer	\$ 25.00	per transfer
Any fee waivers will be approved by the Board of Trustees		

Motion by: Basham

Second: Fink

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-31

SET FEES FOR CEMETERY MARKER FOUNDATIONS

Adopt the following dimensions and fees for cemetery marker foundations:

Minimum charge (1 ft. 3 in. x 2 ft. 3 in.)	\$ 105.00
Excess of 1 ft. 3 in. x 2 ft. 3 in.	\$.25 per sq. inch
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 cremation	Amount to be determined at Time of Service per removal
Removal of foundation-	Amount to be determined at time of requested removal

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

Motion by: Basham

Second: Fink

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-32

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 March 15th and spring cleanup to begin March 15th so as to avoid problems with mowing and also not interfere with decorating for Easter.

Motion by: Fink

Second: Basham

Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

LAWNCARE

07-01-33

ACCEPT MOWING CONTRACT FEES FOR Blue Church AND State Rout 656 CEMETERIES, AND KINGSTON Township property SITE AT CORNER OF SR 521 & BLUE CHURCH ROADS-

Accept _____ mowing proposal of \$ _____ per cut for the _____ Cemetery and \$ _____ per cut for the _____ Cemetery and \$ _____ Per cut for the Kingston Berlin sites.

Motion by: TABLED UNTIL THE MARCH 2007 MEETING
Second:
Vote:

TO BE PUBLISHED IN March 2007 FOR BIDDING, WITH BIDS TO BE OPENED IN April 2007

RESOLUTION

07-01-34

RENAME BUILDING CUSTODIAN

Rename Ed Moore as Kingston Township Building custodian and pay a fee of **\$75.00 per month (minimum 15 hrs. per month)**

Motion by: Fink
Second: Basham
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-35

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 Ed Moore as the road superintendent.

Road Superintendent \$23.54 per Hour
Road dept. spending limits \$1,000.00 per Month
Work hours to be Part-Time and as needed and will be compensated for the actual hours worked.

Motion: Basham
Second: Fink
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-36

APPROVE POLICIES FOR HOLIDAYS, VACATION AND SICK LEAVE

NOT APPLICABLE

Motion:
Second:
Vote:

RESOLUTION

07-01-37

TOWNSHIP STATISTICAL INFORMATION FOR 2006

2006 property valuation		\$ 61,941,786
2006 Township Budget		\$
Miles of township roads		17.69 MILES
Millage Rates-		
General		2.3 inside millage
(reduction factor _____ residential & agr		
(reduction factor _____ non-residential		
Population-2000 census		_____
-current estimate		2007
Trustee salary allowable (based on law change and budget in effect)		\$ 8,758.00 annual
Trustee salary (based on law change & budget in effect, accepted by Trustee Basham)		\$ 8,758.00 annual
Trustee salary (based on law change & budget in effect, accepted by Trustee Fink)		\$ 8,758.00 annual
Trustee salary (based on law change & budget Shively)		
Clerk salary (based on law change and budget in effect)		\$ 13,762.00 annual
Township checking account-Delaware County Bank		
Township investment account-Star Ohio		
Road maintenance trucks in service:	1990 International	
	1982 Chevrolet G-10 Not in Service	
	1994 Chevrolet PU	

ODOT CERTIFIED MILEAGE-Fiscal Officer said the ODOT certified mileage report required trustees signatures and was due to the county engineer's office by December 31, 2006. Total mileage certified was 17.69 miles

Motion: Basham
Second: Fink
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-38**

**APPROVE \$827.20 -2007 EMERGENCY
SERVICES FEE ASSESSMENT
(2068 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 2068.

Motion: Fink
Second: Basham
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-39**

**APPROVE \$1,903.00 -2007 MEMBERSHIP
DUES-DELAWARE COUNTY REGIONAL PLANNING
COMMISSION**

Fiscal Officer presented information that the 2007 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$1,903.00. Fiscal Officer said the dues were calculated based on a \$.92 per capita charge for the 2007 estimated population of 2069.

Motion: Basham
Second: Fink
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-40**

**APPROVE \$4,307.88 -2007 HEALTH DISTRICT
APPORTIONMENT**

Fiscal Officer reported the 2007 Health District Apportionment fee for the township had been calculated at \$4,307.88.

Motion: Basham **Amount has not been certified from the Health District yet.**
Second: Fink
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION**07-01-41**

**DECLARE a Saturday in June 2007 AS TOWNSHIP
CLEANUP DAY (exact date to be determined)**

Fiscal Officer suggested that the trustees establish the date for cleanup day as Saturday June , 2007 (exact date to be determined)

Motion by Basham to establish June 2007 as the township's cleanup day with hours being 8:00 A.M. to 3:00 P.M.

*2006 Received check for \$202.80
for scrap. Cost to Township for
Expense of dumpsters \$780.05. Net
Cost to Township \$577.25

RESOLUTION

07-01-42

**ESTABLISH DATE OF Wednesday October 31,
2007 AS TOWNSHIP'S BEGGARS NIGHT**

Motion by: Fink
Second: Basham
Vote: Shively-yea; Basham-yea; and Fink-yea

RESOLUTION

07-01-43

**Adopt "A Guide to Code of Ethics and Standards of
Conduct for Members of Public Sector Boards and Councils for 2007.**

Motion by: Basham
Second by: Fink
Vote: Shively-yea; Basham-yea; and Fink-yea;

RESOLUTION

07-01-44

Motion by Basham to increase the un-reimbursed health care cost from \$1,000.00 to \$1,500.00 per year.

Motion by: Basham
Second by: Fink
Vote: Shively-yea; and Basham-yea; and Fink-yea



W. Daniel Basham, Trustee



John Fink, Trustee



William Shively, Trustee

ATTEST:


Greg Roy, Fiscal Officer