

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

7:30 P.M.

2008 ORGANIZATIONAL

JANUARY 8TH

2008

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

ROLL CALL: Dewey Akers, John Fink, and William Shively.

ATTENDANCE: Robert Talbott Zoning Inspector, Dave Stites Zoning Secretary, Charles "Ed" Moore Road Maintenance and Cemetery Sexton-absent

CLERK PRESIDES

RESOLUTION

08-01-01

TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Fink to nominate Dewey Akers as Chairperson

Second: Shively

Vote: Akers- yea Fink-yea and Shively-yea

Mr. Dewey Akers to serve as the **Chairperson for 2008.**

RESOLUTION

08-01-02

TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Shively to nominate Mr. John Fink to serve as Vice Chairperson

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

Mr. John Fink to serve as the **Vice Chairperson for 2008.**

RESOLUTION

08-01-03

EXECUTIVE MEMBER NAMED

Motion by: Fink to nominate Bill Shively as Executive Member

Second: Akers

Vote: Akers- yea Fink-yea Shively-yea

Mr. Bill Shively to serve as **Executive Member**

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL**RESOLUTION****08-01-07****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: Akers

Vote: Akers -yea Fink-yea Shively-yea

RESOLUTION**08-01-08****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: Akers

Vote: Akers-yea Fink- yea Shively-yea

RESOLUTION**08-01-09****NAME REPRESENTATIVE TO EMS ADVISORY
COMMITTEE**

Motion by:

Second:

Vote:

NO VOTE**RESOLUTION****08-01-10****NAME REPRESENTATIVE TO RAILROAD TASK
FORCE COMMITTEE**

Motion:

Second:

Vote: **NO VOTE****RESOLUTION****08-01-11****FULL-TIME/PART-TIME EMPLOYEE-ELIGIBILITY
FOR BENEFITS****NOT APPLICABLE**

RESOLUTION**08-01-12****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**08-01-13****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: Fink
 Second: Akers
 Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-14****APPROVAL TO AMEND 2008 OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES**

The Fiscal Officer reported that the 2008 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: Shively
 Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-15****APPROVE TEMPORARY APPROPRIATIONS**

Approve Temporary Appropriations of \$150,208.00 based on the **2008 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 2008 actual expense and 2008 projected needs:

General Fund	\$	67,990.14
Motor Vehicle License Tax Fund	\$	10,000.00
Gasoline Tax Fund	\$	15,000.00
Cemetery Fund	\$	2,500.00
Zoning Fund	\$	5,000.00
Permissive Motor Vehicle License Tax Fund	\$	5,000.00
Unclaimed Moneys Fund	\$	
Note Payable-OPWC CQ15F	\$	18,521.02
Note Payable-OPWC CQ16F	\$	26,196.84
Rosecrans Rd.	\$	
		<hr/>
TOTAL	\$	150,208.00

Motion by: Fink

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-16****ESTABLISH MEETING SCHEDULE FOR 2008**

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

Motion by Akers to adopt the following meeting schedule:

Regular Meetings

**1st Monday each month with
EXCEPTIONS:**

**September 1st^{Labor Day} 2008 to be held
on September 8th 2008 (All meeting
date changes will be advertised)**

**Special Meetings
Year End Meeting
Meeting Times**

**Dates and times to be advertised
to be determined
7:30 P.M.**

Second: Shively

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-17****ANNUAL JOINT ROAD MEETING**

It was suggested the annual joint road meeting be held in February 2008 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 Beacom Road, and Stockwell Road. Ed Moore to be the liaison between Kingston Township and the adjoining townships to discuss any maintenance issues. Fink to serve as second contact.

Motion by: Shively

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-18****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: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-19****SET MILEAGE REIMBURSEMENT RATE**

Set **mileage reimbursement** rate at 50.5. cents per mile, with mileage to be **approved by trustees**. This rate to coincide with the 2008 Internal Revenue rate.

Motion by: Shively

Second: Fink

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-20****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. 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: Akers

Vote: Akers-yea Fink-yea Shively-yea

DISCUSSION- ALTERNATES TO ZONING BOARDS-

RESOLUTION**08-01-21****RENAME Kingston Township Board of Zoning
Commission BOARD-BZC**

Rename BZC members as follows:

BZC	Craig Cope	Term expires	8-31-08
	Doug Harsney	Term expires	8-31-09
Resigned----	Dewey Akers(Open Seat)	Term expires	8-31-10
	James Grove	Term expires	8-31-11
	Jeanna Burrell	Term expires	8-31-12
	Maribeth Deavers-Alt	No expiration	
	William Steinhoff-Alt	No expiration	

Motion by: Akers

Second: Shively

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-22****RENAME Kingston Township Board of Zoning
Appeals BOARD-BZA**

Rename members to the BZA board as follows:

BZA	James Martin	Term expires	12-31-08
	James Kistner	Term expires	12-31-09
	Steve Smith	Term expires	12-31-10
	Tracy Trout	Term expires	12-31-11
	Steve Volpe	Term Expires	12-31-12
	Rick Giffin	Term expires	No expiration

Motion by: Fink

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-23****APPROVE ADVERTISING ALL VACANT TOWNSHIP &
EMPLOYMENT AND APPOINTMENT POSITIONS***Employment to be advertised in Sunbury News and
Delaware Gazette**Appointments to be advertised in Sunbury News*

Motion: Fink

Second: Shively

Vote: Akers- yea Fink-yea and Shively-yea

RESOLUTION**08-01-24****NAME DELAWARE COUNTY REGIONAL
PLANNING COMMISSION TOWNSHIP
REPRESENTATIVE AND ALTERNATE**

Name Robert Talbott as the township's representative, and zoning secretary Dave Stites as alternate representative on the Delaware County Regional Planning Commission.

Motion by: Fink

Second: Shively

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-25****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: Shively

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-26****APPROVE WAGE RATES FOR ZONING STAFF**

Increase Zoning Inspector and zoning secretary by 2.8% above their current rates.

Motion by Akers to adopt the following pay scale for 2008.

	2007	2008
Zoning inspector salary	\$25.75 per hr.	\$26.47
Zoning assistant inspector/	\$16.39 per hr.	\$22.00
Zoning secretary		
Zoning office clerk/assistant	\$ n/a per hr.	

***Stites to be promoted to assistant zoning inspector and maintain duties as zoning secretary**

Second: Fink

Vote: Akers -yea Fink-yea Shively-yea

RESOLUTION**08-01-27****NAME OFFICE HOURS FOR
ZONING DEPARTMENT**

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

Motion: Fink

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-28****APPROVE ZONING FEE SCHEDULE**

Fink moved that trustees **Approve the 2008 zoning fee schedule** which is the same as the fees for 2007 that was submitted by the Zoning Board. Note that refunds of fees to applicants will be reduced by actual costs incurred by the township.

Zoning fee schedule**Exhibit #1 - at end of these proceedings****Any fee refunds shall be approved by the Board of Trustees**

Second: Shively

Vote: Akers-yea

Fink-yea

Shively-yea

RESOLUTION**08-01-29****RENAME CEMETERY SEXTON**

Rename Ed Moore as Kingston Township Cemetery sexton.

Motion by: Fink

Second: Akers

Vote: Akers -yea

Fink-yea

Shively-yea

RESOLUTION**08-01-30****SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

Cemetery sexton	\$ 24.00	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)	\$ 100.00	per opening
Cemetery deed transfer	\$ 25.00	per transfer
Any fee waivers will be approved by the Board of Trustees		

Motion by: Akers

Second: Fink

Vote: Akers-yea

Fink-yea

Shively-yea

RESOLUTION**08-01-31****SET FEES FOR CEMETERY MARKER FOUNDATIONS**

Adopt the following dimensions and fees for **cemetary 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 cremains	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: Fink

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-32****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: Akers

Second: Fink

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION

LAWNCARE

08-01-33

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 February 2008 MEETING
Second:
Vote:

TO BE PUBLISHED IN March 2008 FOR BIDDING, WITH BIDS TO BE OPENED IN April 2008

RESOLUTION

08-01-34

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.

	2007	2008
Road Superintendent Per Hour	\$23.34	\$24.00
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. A Monthly summary report to be submitted to the trustees on all work performed

Motion: Fink
Second: Akers
Vote: Akers -yea Fink-yea Shively-yea

RESOLUTION

08-01-35

APPROVE POLICIES FOR HOLIDAYS, VACATION AND SICK LEAVE

NOT APPLICABLE

Motion:
Second:
Vote:

RESOLUTION

08-01-36

TOWNSHIP STATISTICAL INFORMATION FOR 2008

2008 property valuation		\$ 63,179,930
2008 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		2099
Trustee salary allowable (based on law change and budget in effect)		\$ 9,004.00 annual
Trustee salary (based on law change & budget in effect, accepted by Trustee Akers)		\$ 9,004.00 annual
Trustee salary (based on law change & budget in effect, accepted by Trustee Fink)		\$ 9,004.00 annual
Trustee salary (based on law change & budget Shively)		
Clerk salary (based on law change and budget in effect)		\$ 14,147.00 annual
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-Fiscal Officer said the ODOT certified mileage report required trustees signatures and was due to the county engineer's office by December 31, 2007. Total mileage certified was 17.69 miles

Motion: Shively

Second: Fink

Vote: Akers-yea

Fink-yea

Shively-yea

RESOLUTION**08-01-37****APPROVE \$839.60 -2008 EMERGENCY
SERVICES FEE ASSESSMENT
(2099 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 2099.

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

RESOLUTION**08-01-38****APPROVE \$1,931.00 -2008 MEMBERSHIP
DUES-DELAWARE COUNTY REGIONAL PLANNING
COMMISSION**

Fiscal Officer presented information that the 2008 Membership Dues fee to the Delaware County Regional Planning Commission had been received in the amount of \$1,931.00. Fiscal Officer said the dues were calculated based on a \$.92 per capita charge for the 2008 estimated population of 2099.

Motion: Akers
Second: Fink
Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION**08-01-39****APPROVE \$4,307.88 -2008 HEALTH DISTRICT
APPORTIONMENT**

Fiscal Officer reported the 2008 Health District Apportionment fee for the township had been calculated at \$4,307.88.

Motion: Fink
Second: Akers
Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION

08-01-40

DECLARE June 2008 AS TOWNSHIP CLEANUP DAY (exact date to be determined)

Trustees will establish a specific date in June for Kingston Township CleanUp Day 2008

Motion by Fink to establish June 2008 as the township's cleanup day with a specific day and time to be determined.

Motion by: Fink

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION

08-01-41

ESTABLISH DATE OF Wednesday October 31, 2008 AS TOWNSHIP'S BEGGARS NIGHT

Motion by: Shively

Second: Akers

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION

08-01-42

Adopt "A Guide to Code of Ethics and Standards of Conduct for Members of Public Sector Boards and Councils for 2008.

Motion by: Fink

Second by: Shively

Vote: Akers -yea Fink-yea Shively-yea

RESOLUTION

08-01-43

Reimbursement of Un-reimbursed Health Care Cost

Motion by Shively to reimburse the Trustees, Fiscal Officer, Zoning Inspector, and Zoning Secretary for un-reimbursed Health Care Cost not to exceed \$2,000.00 per year.

Motion by: Shively

Second by: Fink

Vote: Akers-yea Fink-yea Shively-yea

RESOLUTION

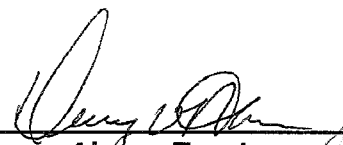
08-01-44

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

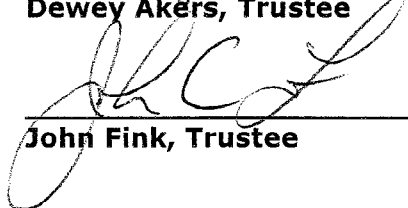
Motion by Shively to adopt the Public Records Policy for 2008 (as originally adopted in 2007) see attached exhibit

Second by: Fink

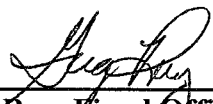
Vote: Akers -yea Fink-yea Shively-yea



Dewey Akers, Trustee



John Fink, Trustee

ATTEST: 

Greg Roy, Fiscal Officer

William Shively, Trustee