

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

7:30 P.M. 2009 ORGANIZATIONAL MEETING JANUARY 5TH 2009

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-

CLERK PRESIDES

RESOLUTION

09-01-01 TRUSTEE CHAIRPERSON NAMED

The Clerk entertained a motion for Chairperson.

Motion by: Shively to nominate John Fink for Chairperson 2009

Second: Akers

Vote: Akers-yes Fink-yes and Shively-yes

Mr. John Fink to serve as the **Chairperson for 2009.**

RESOLUTION

09-01-02 TRUSTEE VICE CHAIRPERSON NAMED

The Clerk entertained a motion for Vice Chairperson.

Motion by: Fink to nominate Bill Shively for Vice-Chair 2009

Second: Akers

Vote: Akers- yes Fink-yes Shively-yes

Mr. Bill Shively to serve as the **Vice Chairperson for 2009.**

RESOLUTION

09-01-03 EXECUTIVE MEMBER NAMED

Motion by: Shively to nominate Dewey Akers as Executive member for 2009

Second: Fink

Vote: Akers-yes Fink-yes Shively-yes

Mr. Dewey Akers to serve as **Executive Member for 2009**

Mr. John Fink ASSUMES DUTIES AS 2009 CHAIRPERSON

Chairperson Fink read a policy to be established for the conduct of the organizational meeting. It stated, in part, that the purpose of the meeting was to address the township's organization for the coming year and since there are many resolutions to consider, and in order to conduct business in an orderly, efficient, and timely manner, the public would have an opportunity to comment during the "Public Comment" portion of the agenda only.

Trustees discussed that **future meeting agenda items** would need to be submitted to the township clerk by **Saturday at 5:00 P.M. preceding the trustee meeting** in order for trustee action to be taken

Trustees determined that **requested purchases of \$1,000.00 or more must have three (3) competitive price quotes** submitted at the time of the purchase request. In case of emergency Moore to contact Chairperson Fink or Vice Chairperson-Shively

RESOLUTION

09-01-04

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

Motion: Akers

Second: Shively

Vote: Akers-yes Fink-yes and Shively-yes

NAME DEPARTMENT LIAISONS FOR 2009

DEPARTMENT LIAISON DISCUSSION-

RESOLUTION

09-01-05

NAME DEPARTMENT LIAISONS FOR 2009

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

Motion by: Fink to nominate Akers as representative to the Porter-Kingston Fire District Board for 2009.

Second: Shively

Vote: Fink-yes Shively- yes Akers-yes

DISCUSSION-LEGAL COUNSEL-

RESOLUTION

09-01-06

RENAME TOWNSHIP LEGAL COUNSEL

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

Motion by: Fink

Second: Akers

Vote: Fink-yes Shively-yes and Akers-yes

DISCUSSION-HIRING OUTSIDE LEGAL COUNSEL

RESOLUTION

09-01-07

**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: Fink-yes Shively-yes and Akers-yes

RESOLUTION

09-01-08

**NAME REPRESENTATIVE TO ATTEND
DELAWARE COUNTY HEALTH BOARD
MEETING**

DISTRICT ADVISORY

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: Akers

Vote: Fink-yes Shively-yes and Akers-yes

RESOLUTION

09-01-09

**NAME REPRESENTATIVE TO EMS ADVISORY
COMMITTEE**

Motion by:

Second:

Not Applicable

Vote:

RESOLUTION

09-01-10

**NAME REPRESENTATIVE TO RAILROAD TASK
FORCE COMMITTEE**

Motion:

Second:

Not Applicable

Vote:

RESOLUTION

09-01-11

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

Not Applicable

RESOLUTION

09-01-15

APPROVE TEMPORARY APPROPRIATIONS

Approve Temporary Appropriations of \$112,000.00 based on the 2009 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 2009 actual expense and 2009 projected needs:

| | |
|---|----------------------|
| General Fund | \$ 75,000.00 |
| Motor Vehicle License Tax Fund | \$ 10,000.00 |
| Gasoline Tax Fund | \$ 15,000.00 |
| Cemetery Fund | \$ 2,000.00 |
| Zoning Fund | \$ 5,000.00 |
| Permissive Motor Vehicle License Tax Fund | \$ 5,000.00 |
| Unclaimed Moneys Fund | \$ |
| Note Payable-OPWC CQ15F | \$ |
| Note Payable-OPWC CQ16F | \$ |
| Rosecrans Rd. | \$ |
| TOTAL | \$ 112,000.00 |

Motion by: Shively
 Second : Akers
 Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-16

ESTABLISH MEETING SCHEDULE FOR 2009

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

Motion by **Akers** to adopt the following meeting schedule:

| | |
|-------------------------|--|
| Regular Meetings | 1st <u>Tuesday</u> 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 | 7:30 P.M. |

***This has changed from previous years which was the first Monday of the month.**

Second: Fink
 Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-17

ANNUAL JOINT ROAD MEETING

It was suggested the annual joint road meeting be held in February 2009 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: Akers
 Second: Fink
 Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-18

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: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-19

SET MILEAGE REIMBURSEMENT RATE

Set mileage reimbursement rate at 53.0. cents per mile, with mileage to be approved by trustees.

Motion by: Akers

Second: Fink

Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-20

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: Shively

Second: Akers

Vote: Fink-yes Shively-yes Akers-yes

DISCUSSION- ALTERNATES TO ZONING BOARDS-

RESOLUTION**09-01-21 RENAME Kingston Township Board of Zoning
Commission BOARD-BZC**

Rename BZC members as follows:

BZC

| | | |
|---------------------------|----------------------|----------------|
| Doug Harsney | Term expires | 8-31-09 |
| Maribeth Deavers | Term expires | 8-31-10 |
| James Grove | Term expires | 8-31-11 |
| Jeanna Burrell | Term expires | 8-31-12 |
| William Steinhoff- | Term expires | 8-31-13 |
| Tom Filbert-Alt | No expiration | |

Motion by: Fink

Second: Shively

Vote: Fink=yes Shively=yes Akers=yes

RESOLUTION**09-01-22 RENAME Kingston Township Board of Zoning
Appeals Board-BZA**

Rename members to the BZA board as follows:

| | | | |
|------------|----------------------|---------------------|----------------------|
| BZA | 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 |
| | James Martin | Term expires | 12-31-13 |
| | Rick Giffin | Term expires | No expiration |

Motion by: Shively

Second: Akers

Vote: Fink=yes Shively=yes Akers=yes

RESOLUTION**09-01-23 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 (amended 10-6-2008)*

Motion: Fink

Second: Shively

Vote: Fink=yes Shively=yes Akers=yes

RESOLUTION

09-01-24

**NAME DELAWARE COUNTY REGIONAL
PLANNING COMMISSION TOWNSHIP
REPRESENTATIVE AND ALTERNATE**

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

Motion by: Fink

Second: Akers

Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-25

**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.** Zoning Board members may opt out.

Second: Akers

Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-26

APPROVE WAGE RATES FOR ZONING STAFF

Zoning Inspector and Zoning Secretary salaries to remain the same as the 2008 hourly rate of pay.

Motion by Akers to adopt the following pay scale for 2009.

| | 2007 | 2008 | 2009 |
|---|------------------------|----------------|----------------|
| Zoning inspector salary | \$25.75 per hr. | \$26.47 | \$26.47 |
| Zoning assistant inspector/ Zoning secretary | \$16.39 per hr. | \$22.00 | \$22.00 |
| Zoning office clerk/assistant | \$ n/a per hr. | | |

Second: Fink

Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-27

**NAME OFFICE HOURS FOR
ZONING DEPARTMENT**

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

Motion: Akers

Second: Shively

Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION**09-01-28****APPROVE ZONING FEE SCHEDULE**

Fink moved that trustees **Approve the 2009 zoning fee schedule** which is the same as the fees for 2008 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: Fink-yes

Shively-yes

Akers-yes

RESOLUTION**09-01-29****RENAME CEMETERY SEXTON**

Rename Ed Moore as Kingston Township Cemetery sexton. Cemetery Sexton will assume all duties and responsibilities required for the Blue Church Cemetery. Records shall be maintained for all burials and selling of cemetery plots. Duplicate copies shall be given to the clerk for the permanent records.

Motion by: Shively

Second: Fink

Vote: Fink-yes

Shively-yes

Akers-yes

RESOLUTION**09-01-30****SET WAGES AND FEES FOR CEMETERY DEPARTMENT**

Approve the following wages and fees for the cemetery department:

| | | |
|---|------------------|--|
| Cemetery sexton | \$ 24.72 | per hour |
| Cemetery sexton assistant | \$ n/a | 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

* **Any Township resident who is a military veteran will receive a free**

cemetery plot *added in 2009

Motion by: Shively

Second: Akers

Vote: Fink-yes

Shively-yes

Akers-yes

RESOLUTION

09-01-31

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: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-32

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: Shively
 Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

LAWNCARE

09-01-33

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 2009 MEETING
Second:
Vote:

TO BE PUBLISHED IN March 2009 FOR BIDDING, WITH BIDS TO BE OPENED IN April 2009

RESOLUTION

09-01-34

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 | 2009 |
|---|-------------------|------------------|----------------|
| Road Superintendent Per Hour | \$23.34 | \$24.00 | \$24.72 |
| 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: Akers
Second: Fink
Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-35

APPROVE POLICIES FOR HOLIDAYS, VACATION AND SICK LEAVE

NOT APPLICABLE

Motion:
Second:
Vote:

RESOLUTION

09-01-36

TOWNSHIP STATISTICAL INFORMATION FOR 2009

| | |
|--------------------------------|----------------------|
| 2009 property valuation | \$ 65,774,410 |
| 2008 property valuation | \$ 63,179,930 |
| 2009 Township Budget | \$ 488,002.00 |
| 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 & agr | |
| (reduction factor _____ non-residential | |

Population-2000 census

| | |
|--------------------------|--------------|
| -current estimate | _____ |
| | 2113 |

| | |
|---|----------------------------|
| Trustee salary allowable (based on law change and budget in effect) | \$ 8,490.00 annual |
| Trustee salary (based on law change & budget in effect, accepted by Trustee Akers) | \$ 8,490.00 annual |
| Trustee salary (based on law change & budget in effect, accepted by Trustee Fink) | \$ 8,490.00 annual |
| Trustee salary (based on law change & budget Shively) | |
| Clerk salary (based on law change and budget in effect) | \$ 12,733.00 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, 2008. Total mileage certified was 17.93 miles

Motion: Fink

Second: Akers

Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-40

DECLARE June 2009 AS TOWNSHIP CLEANUP Day (exact date to be determined)

Not Applicable

Motion by:
Second:
Vote:

RESOLUTION

09-01-41

ESTABLISH DATE OF Saturday October 31, 2009 AS TOWNSHIP'S BEGGARS NIGHT

Motion by: Akers
Second: Shively
Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-42

Adopt "A Guide to Code of Ethics and Standards of Conduct for Members of Public Sector Boards and Councils for 2009.

Motion by: Fink
Second by: Shively
Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

09-01-43

Reimbursement of Un-reimbursed Health Care Cost

Motion by Fink 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: Fink
Second by: Akers
Vote: Fink-yes Shively-yes Akers-yes

RESOLUTION

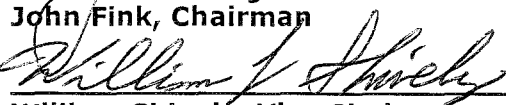
09-01-44

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

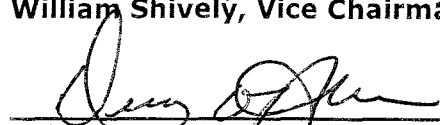
Motion by Shively to adopt the Public Records Policy for 2009 (as originally adopted in 2007) see attached exhibit
Second by: Akers
Vote: Fink-yes Shively-yes Akers-yes



John Fink, Chairman




William Shively, Vice Chairman



Dewey Akers, Trustee

ATTEST:



Greg Roy, Fiscal Officer