

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****January 6, 2016****Page 1 of 7**

The meeting was opened in proper form at 6:30 PM

Roll Call: John H. Oberle Present
Phillip W. Smith Present

Pledge of Allegiance was conducted

Guest Speaker: None

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

Guests: Don Dale, Robert Shough, Barb Shepard, Mary Sue & Dennis Williams, Linda Krikos, Richard Fowler, Dan & Kathy Walters, Ross Brown, Pat Kelly, Debra & Tony Knapke, Lindsay S. Duffey

Approval of Agenda

The Road Superintendent asked to include resident Henry Belszek's complaint about erosion of the Olentangy River bank along properties owned by the ODOT. John Oberle added the Board Issues List to the agenda.

Swearing in of new Trustee

Newly elected Trustee Lindsay S. Duffey was recognized and the Fiscal Officer administered her oath of office. Trustee Duffey took her place on the Board.

Organizational Motions and Resolutions

John Oberle opened the meeting to the Motions and Resolutions phase to appoint meeting leaders, liaison duties and approve ongoing resolutions.

Board Chair Appointment

Phil Smith made a motion to appoint himself as Chair, the motion failed for the lack of a Second. Lindsay Duffey made a motion to appoint John Oberle as Chair; the motion was seconded by Phil Smith. All voted "Aye".

2016 Board of Trustees Chair John Oberle took over to conduct the meeting.

Board Vice Chair Appointment

John Oberle made a motion to appoint Lindsay Duffey as the 2016 Board Vice Chair; the motion was seconded by Lindsay Duffey. John Oberle and Lindsay Duffey voted "Aye" and Phil Smith voted "Nay".

2016 Township Liaison to Police Department

Phil Smith made a motion to appoint Lindsay Duffey as the liaison to the Police Department, the motion failed for a lack of a Second.

Lindsay Duffey made a motion to appoint John Oberle as the 2016 Township Liaison to the Police Department. The motion was seconded by John Oberle. All voted "Aye."

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John Oberle made a motion to appoint Lindsay Duffey as the 2016 Township Liaison to the Road Department. The motion was seconded by Phil Smith. All voted "Aye."

2016 Township Liaison to STAR Board

Lindsay Duffey made a motion to appoint Phil Smith as the 2016 Sharon Township Liaison to the STAR Board. The motion was seconded by John Oberle. All voted "Aye."

2016 Township Liaison to Administrative Offices

Phil Smith made a motion to appoint Phil Smith as the 2016 Sharon Township Liaison to the Administrative Offices. The motion was seconded by John Oberle. All voted "Aye."

2016 Township Liaison to Property Maintenance Code Department

John Oberle made a motion to appoint Lindsay Duffey as the 2016 Sharon Township Liaison to the Property Maintenance Code Department. The motion was seconded by Phil Smith. All voted "Aye."

2016 Township Liaison to Sharon Memorial Board

Phil Smith made a motion to appoint John Oberle as the 2016 Sharon Township Liaison to the Sharon Memorial Board. The motion was seconded by Lindsay Duffey. All voted "Aye."

2016 Township Liaison to Walnut Grove / Flint Road Cemetery Board

There was a brief discussion as to whether a liaison should be appointed to the Walnut Grove / Flint Road Cemetery Board. Mr. Oberle serves on the Board and his 3-year appointment ends on December 31, 2016. No need for a motion to appoint.

Chair Oberle thanked the Board for its actions and spoke about the Board having a good year where all departments meet their goals and that future meeting could be held throughout the township.

Trustee Smith questioned why Trustee Duffey was appointed Vice Chair, when she was new to the Board. Chair Oberle indicated the appointment had passed, that he appreciated Phil Smith's leadership and if changes were necessary, the Board could reconsider the Vice Chair appointment.

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Chair Oberle asked the Fiscal Officer to present the various resolutions to the Board. The Fiscal Officer gave a brief summary for each Resolution and the Board members acted upon them.

Resolution 01062016A – Appointments/Designations

Police Chief Schwind indicated the Police Mutual Aid list needed to be revised.

John Oberle made a motion to approve Resolution 01062016A entitled "Appointments/Designations" as amended. The motion was seconded by Phil Smith. All voted "Aye."

Resolution 01062016B – Elected Official Compensation

Phil Smith made a motion to approve Resolution 01062016B entitled "Elected Official Compensation". The motion was seconded by Lindsay Duffey. All voted "Aye."

Resolution 01062016C – Movement of Appropriations within the same Fund

John Oberle made a motion to approve Resolution 01062016C entitled "Movement of Appropriations within the same Fund". The motion was seconded by Phil Smith. All voted "Aye."

Resolution 01062016D – Per Diem Rate and Mileage Reimbursement

Phil Smith made a motion to approve Resolution 01062016D entitled "Per Diem Rate and Mileage Reimbursement". The motion was seconded by Lindsay Duffey. All voted "Aye."

Resolution 01062016E – Re-employment of Township Employees / Pay Rates

Phil Smith made a motion to approve Resolution 01062016E entitled "Reemployment of Township Employees / Pay Rates". The motion was seconded by Lindsay Duffey. All voted "Aye"

Resident Comments

Chair Oberle established the Resident Comments section for residents to ask questions rather than waiting to the end of the meeting. One resident asked whether the Trustee pay remains the same this year. The Fiscal Officer indicated yes and the Trustees gross monthly wage was in the neighborhood of \$943.00. Chair Oberle informed the resident that the salary is set by the Ohio law.

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TRUSTEES**Old Business****Boy Scout Shed Lease Agreement**

John Oberle raised the issue of the Boy Scout Troop 862 Shed Lease Agreement. The Fiscal Officer indicated there were two changes to the agreement: 1) it is a 5-year lease 2) Building Sale Clause.

The original agreement was for ten years and was reduced to five years to reflect market conditions and the building sale clause was added should the township not own the property in the future. The document was prepared by the Franklin County Prosecutor's Office.

Phil Smith made a motion to approve Boy Scout Troop 862 Shed Lease Agreement; the motion was seconded by Lindsay Duffey. All voted "Aye."

Local Waste Contract

John Oberle summarized the Local Waste contract under the Consortium 2 approach. The Fiscal Officer suggested the new Trustee Duffey would need some time to review the contract. Mr. Oberle suggested the Board approve the contract contingent upon Board review. If necessary, a Special Meeting would be held by the Board to consider any changes to the contract.

Phil Smith made a motion to approve the Local Waste contract with any Board contingency, the motion was seconded by John Oberle. All voted "Aye."

5411 Olentangy River Road

John Oberle gave an updated report on the property. The Davis Family has purchased the property and they are moving forward in cleaning it up. PMC Director Mark Higdon will monitor the progress and report to the Board.

1st Quarter Newsletter

Mr. Oberle asked if there any further additions to the newsletter, the Fiscal Officer said he is waiting on an advertiser. The consensus was to distribute the newsletter if there are no changes.

Extension of the Olentangy Trail

Mr. Oberle spoke about a recent notice given by the City of Columbus Department of Recreation and Parks related to a proposed extension of the Olentangy Trail. Mr. Kayati raised an issue about "Property Access" cited on the first page and questioned whether township property owners had to allow Columbus contractors access to their property. Mr. Oberle will reach out to Columbus for information. Resident Mary Sue Williams commented on the issue. Mr. Oberle will draft an article for the newsletter so township residents are aware of the issue.

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Sharon Memorial Board

Mr. Oberle indicated the Sharon Memorial Board President would be at the next meeting to speak about their activities and financial condition. It is possible there will be appointments to their Board.

Issue List

Mr. Oberle gave a summary of the Township Issues List and how it will help the Board track various issues that need to be acted upon by the Board. The document will be constantly updated.

FISCAL OFFICER:**Old Business****IT Support**

The Fiscal Officer had nothing to report.

UAN

The 2015 W-2s will be distributed on Friday January 29th to employees.

Park National Bank

A teleconference meeting with Park National Bank is scheduled for January 8th to discuss investment opportunities.

Audit - Update

Julian & Grube completed their work on the financial statements and expects to issue the 2013-2014 audit report before the end of January.

AT&T

The Fiscal Officer indicated there still open issues with AT&T, but had nothing to report.

Ohio Ethics Commission

In response to an offer of free OSU basketball tickets, the Fiscal Officer sent a request to the Ohio Ethics Commission asking for an advisory opinion on the issue.

Public Records Request

The Fiscal Officer's review of email related to a recent Ohio Public Records Act request is almost complete. Efforts will be coordinated with John Oberle prior to release.

Annual Inventory

The annual inventory required by Section 505.04, Ohio Revised Code was submitted to the Franklin County Engineer on January 5, 2016.

ROAD DEPARTMENT**Resident complaint about Olentangy River river bank**

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Held Tom Kayati spoke a complaint filed by resident Henry Belszek about the erosion of the Olentangy River bank on property owned by ODOT. The Franklin County

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Soil and Water Conservation District was contacted about the issue, they responded with a visit to the site and have issued a short report. Mr. Kayati distributed the report by Kurt Keljo, Watershed Coordinator, to the Trustees and indicated the bottom line is the property owner is responsible for maintaining the river bank. In this case, the State of Ohio is the property owner. The resident is concerned that the lack of river bank maintenance could result in damages to his property. Mr. Oberle indicated the township will work with the resident on this issue.

Resident complaint about Olentangy River river bank

Tom Kayati gave a summary of the Road Department 2012 to 2015 budgets that was distributed to the Board.

Road Department Pay Raises

Tom Kayati distributed his proposed Road Department pay raises which will be covered at the next regular meeting.

The Road Superintendent updated the Board on snow plowing equipment maintenance, the lack of snow so far into the season and that he has salt when the snow does come.

PROPERTY MAINTENANCE CODE (PMC)

Old Business

PMC Case Highlights

Mr. Higdon went through the PMC Case Highlights document that had been distributed to the Board. He mentioned the owner of 89 Rosslyn Avenue has asked for an extension of time to abate the identified problems. 412 Rosslyn has a January 11th court date. Mr. Oberle suggested Mr. Higdon worked with his liaison on the issues.

Additional sump pump discharges have been identified and information was emailed to the Road Superintendent. Mr. Kayati stated previous sump problems have been cleared and he will monitor the new locations for their impact.

New Business

Continuing Education

The PMC Director presented to the Board for consideration his attendance at a PMC seminar in Chicago. The seven-page document outlines the cost and benefits of attending the "Managing Property Maintenance Code Compliance Programs." The Board will review the document and make its decision at the next regular meeting.

POLICE DEPARTMENT

Old Business

KGT Maintenance Contract

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Chief Schwind passed out a document on the proposed KGT Maintenance Contract that he wishes to present at the next regular meeting for the Board's approval. KGT is a LEADS certified contractor.

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Personnel Issues

Chief Schwind asked the Board to go into Executive Session to discuss Personnel Issues.

Motion to go into Executive Session

John Oberle made a motion for the Board to go into Executive Session at 7:29 pm citing Personnel Issues, Phil Smith seconded. All voted "Aye."

Return to Public Meeting

At the completion of the executive session, John Oberle made a motion for the Board to return to a public meeting at 7.48 pm, seconded by John Oberle. All voted "Aye."

Constable Jennifer Hastings Status

There was a brief discussion of Constable Jennifer Hastings status and John Oberle made a motion that upon receipt on the following day of a signed resignation letter from Constable Jennifer Hastings, Sharon Township agrees with the stipulations in the Agreement of Termination, seconded by Phil Smith. All voted "Aye."

Approval of December 16, 2015 Regular Meeting Minutes

Phil Smith made a motion to approve the December 16, 2015 minutes, seconded by Phil Smith. All voted "Aye."

Approval of December 23, 2015 Special Meeting Minutes

John Oberle made a motion to approve the December 23, 2015 minutes, seconded by Phil Smith. All voted "Aye."

Approval of December 31, 2015 Special Meeting Minutes

Phil Smith made a motion to approve the December 31, 2015 minutes, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:52 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

1/20/16
Date

John H. Oberle
Chair

John J. Krupke
Fiscal Officer

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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

Pledge of Allegiance was conducted

Guest Speakers: Jeremy Herman – Sharon Memorial Board President, Susan Daniels – Lawhon & Associates – Extension of Olentangy Trail

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

Guests: Don Dale, Robert Shough, Barb Shepard, Mary Sue & Dennis Williams, Linda Jarrett, Richard Fowler, Dan & Kathy Walters, Pat Kelly, Helen Epps, Anthony Palleta

Approval of Agenda

Chair asked if there were any changes to the agenda, there were no additions, so the Chair stated the agenda stood as written.

Jeremy Herman – Sharon Memorial Board (SMB) President

Chair Oberle recognized the SMB President Jeremy Herman, who distributed the SMB 2015 End of Year Report to the Board and staff. The one-page report consisted of Current Board members, 2016 Meeting dates, Memorial Hall occupancy rate, Finances, Website and 2016 Projects. Mr. Herman gave an overview of the report elements and answered several questions. Mr. Oberle noted that two SMB appointments will be made by the Board in the near future.

Susan Daniels – Lawhon & Associates, Inc.

Susan Daniels of Lawhon & Associates, Inc. was asked to address the Board. Ms. Daniels’ engineering firm was hired by the Columbus Department of Recreation and Parks for the extension of the Olentangy Trail. She gave a background history of the project, how ODOT is helping out on the funding and wished to establish community involvement. A Frequently Asked Questions (FAQ) document was distributed and reviewed by the Board.

Ms. Daniels asked Sharon Township to participate in an advisory group meeting in February. Additionally, she made the following comments: Olentangy Trail is maintained by Metro Parks. Olentangy Valley Center management has been contacted. A website is not planned. Columbus wants thoughts/ideas on the project from all communities, there are no boundaries. A resident asked for demographics of those who would use the trail.

Mr. Oberle asked if a safety study had been performed for the Bike Trail. Chief Schwind made several comments about the traffic light at Clubview Blvd and bikers. Tom Kayati made several comments about Perry Township activities and the S.R. 315 repaving that could help the Bike Trail. Chair Oberle indicated a Trustee liaison for this project will be considered.

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REGULAR SESSION HELD AT**95 E. Wilson Bridge Road****January 20, 2016****Page 2 of 6****Resident Comments**

Chair Oberle asked residents if there were any questions for the Trustees to address. Resident Rich Fowler asked about healthcare insurance for Trustees, its costs, etc. Trustee Oberle responded that Ohio law allows the participation by elected officials.

TRUSTEES**Old Business****STAR Board**

Linda Jarrett asked if the Star Board would be closed down. John Oberle stated the Star Board activities would continue, that clear assignments were needed, plus new appointments. Resident Anthony Palleta volunteered to become a Star Board member.

Mr. Oberle indicated future township meetings will be held in various parts of the township so Trustees could better understand specific issues related to those areas. Kathy Walters asked if there was a Star Board mission statement and Mr. Oberle said there was one.

1st Quarter Newsletter

John Oberle asked if everyone had a chance to review the newsletter. Since there were no further comments, he suggested Sharon Lee should move forward and process the newsletter for mailing to residents.

Solid Waste Contract

Mr. Oberle has been communicating with the Consortium 2 legal counsel and noted Sharon Township could opt in the Local Waste contract later in 2016, as allowed by Ohio law. Additionally, he has spoken with Perry Township and their Rumpke waste hauling rate is lower than Local Waste. Sharon Township could also opt in on the Perry Township contract, if it wanted to. The Board's calendar has been marked so follow-up can be done in September 2016. Kathy Walters asked if Rumpke had small trucks as to do no damage to township roads and Mr. Oberle indicated that issue will be addressed. The Board consensus supports the options on the waste hauling contract.

Letter to County Prosecutor

Mr. Oberle asked for Board members signatures for a letter to Franklin County Prosecutor Ron O'Brien concerning the wonderful efforts of Denise DePalma concerning a recent township employee issue. The letter was signed by the Board members.

FISCAL OFFICER:**Old Business****IT Support**

The Fiscal Officer had nothing to report.

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There was nothing to report.

Audit - Update

Julian & Grube has submitted the 2013-2014 audit report to the Ohio Auditor of State for review and publication.

AT&T

There was nothing new to report on AT&T.

Ohio Ethics Commission (OEC)

A response has been received from the Ohio Ethics Commission concerning the recent ThinkCSC offer of free OSU basketball tickets to the Fiscal Officer. The OEC advisory opinion was distributed to the Trustees, Staff and ThinkCSC.

Public Records Request

The Fiscal Officer's review of emails related to an Ohio Public Records Act request from Robert Shough is complete and he will be given the documents today. Two new public records requests from CheckBook.Com and Pat Kelly have been received. CheckBook asks for 2014 payroll records in electronic format and Mr. Kelly asks for a report detailing 2014 and 2015 cemetery real estate tax revenue flowing through Sharon Township.

Resolution 01202016A – The Tax Advance resolution is a normal business practice where Sharon Township can obtain tax revenue before the March 15th distribution date.

Phil Smith made a motion to approve Resolution 01202016A entitled "Tax Advances" which authorizes the Fiscal Officer to obtain from the Franklin County Auditor periodic tax advances during 2016, seconded by Lindsay Duffey. All voted "Aye."

Board of Elections Agreement – Chair Oberle was asked to sign the 2016 Franklin County Board of Elections agreement where Sharon Township allows voting to take place in the township hall.

Bio-Green Ohio Offer – Once again, Bio-Green Ohio has offered Sharon Township a 10% discount if an annual contract is signed before March 1st. The Board consensus was to continue the relationship with Bio-Green Ohio.

POLICE DEPARTMENT**Old Business****KGT Maintenance Contract**

Chief Schwind updated the Board on the proposed KGT Maintenance Contract, the contractor being LEADS certified. There was a general discussion of the issue.

Phil Smith made a motion to approve the KGT contract as presented by Chief Schwind, seconded by Lindsay Duffey. All voted "Aye."

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Chief Schwind announced the upcoming retirement of Perry Township Chief Robert Oppenheimier on March 6, 2016.

ROAD DEPARTMENT**Columbia Gas line replacement**

Tom Kayati spoke about Columbia Gas replacement of natural gas lines on Rosslyn, Kanawha and Westview over the next year. Columbia Gas plans to hold public meetings about the work, which will also include neighboring streets in Columbus. Mr. Kayati suggested to Columbia Gas that the meetings be held at the Worthington Christian Elementary School on Westview.

Mr. Kayati has reviewed the excavation plan and noted Columbia Gas has a good history of cleaning up after their work. Sharon Township contact information was added to the plan at Mr. Kayati's request.

Residents Rich Fowler, Dan Walters and Pat Kelly had questions/comments about the project and Mr. Kayati responded to them.

Abruzzi Club Sign

Recently, the Abruzzi Club requested permission to place a club sign on a postal box located in the township's right-of-way on Hanawalt Road. The entrance road to the club is located on the Ball family property.

Tom Kayati has no problem with the sign, but does with the brick mailbox. All mailboxes must be of the breakaway type. There is a concern about the address number visibility. Chief Schwind raised the issue of the sign on the Ball family property and whether the Ball family has approved the sign. Mr. Oberle asked if the issue was right-of-way or easement on the Ball family property.

Tom Kayati will contact the Franklin County Engineer to determine the boundaries of the properties and what Sharon Township interests are.

Lindsay Duffey will call the Ball Family for their reactions to the proposed sign.

Road Department Pay Raises

At the last meeting, Tom Kayati distributed his proposed Road Department pay raises. He asked if there were any questions. Trustee Smith asked if personnel evaluations had been performed. The Road Superintendent stated he does not do written evaluations due to his 37 years of experience in getting the work done. Trustee Oberle commented that each department handles the pay raise process separately based upon the department head decision. Mr. Kayati will consider doing evaluations in the future.

Lindsay Duffey made a motion to approve the 3% pay raise effective January 21, 2016 for Road Department employees as indicated on the proposed pay raise document prepared by Tom Kayati, seconded by Phil Smith. All voted "Aye."

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Tom Kayati spoke about the problem they had today with the 2008 Freightliner truck while plowing snow. The engine light came on and the decision was made to take the truck to the Columbus west side and have the dealer/garage fix the problem.

PROPERTY MAINTENANCE CODE (PMC)**Old Business****PMC Case Highlights**

Mr. Oberle asked the Board to go through the PMC Case Highlights document that Mark Higdon had prepared and distributed to the Board. All questions should be directed to Mr. Higdon, who left early during this evening meeting.

New Business**Continuing Education**

Mr. Oberle gave a brief outline of the Continuing Education plan distributed by Mr. Higdon at the last meeting. He noted Mr. Higdon \$1,500.00 consisted of using his own vehicle to travel to Chicago to attend a conference that was highly rated by other central Ohio property maintenance code inspectors.

Resident Pat Kelly asked about the work difference between Joe Bailey and Mark Higdon based on a recent conversation he had with Mr. Bailey. Mr. Oberle said Joe Bailey is the Franklin County Building Code Inspector whereas Mr. Higdon is the township Exterior Property Maintenance Code inspector. Mr. Kelly highlighted an issue with a neighbor's gutter and how it affects his property. Mr. Oberle indicated he would discuss the issue with Mr. Higdon.

Resident Kathy Walters raised the issue of a newly updated township website that incorporates property maintenance issues. Lindsay Duffey is taking the lead of the website update.

Phil Smith made a motion to approve the Continuing Education proposal with estimated expenses of no more than \$1,500.00, seconded by John Oberle. All voted "Aye."

Henry Bulszek complaint – Olentangy River bank erosion

Tom Kayati indicated he had not received any response concerning the Olentangy River bank erosion on property owned by ODOT. A copy of the report by the Franklin County Soil and Water Conservation District was sent to Henry Bulszek for his review and reaction.

According to residents, the river bank owned by ODOT is deteriorating.

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Approval of January 6, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the January 6, 2016 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:08 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

2/3/16
Date

John H. Oberle
Chair

John S. Kufel
Fiscal Officer

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Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

Guests: Don Dale, Robert Shough, Barb Shepard, Mary Sue & Dennis Williams, Linda Jarrett, Dan Walters, Pat Kelly, Lori Gerald, Helen Epps, Ross Brown, Mark Krausz, H. Butch Belszek, Brad Horn, Audrey Redmond

Approval of Agenda

Chair asked if there were any changes to the agenda and a technology update was added to the Trustees Old Business.

Resident Comments

Chair Oberle asked residents if there were any questions for the Trustees to address. Resident Pat Kelly made a comment about recording of conversations, he then asked Mr. Oberle why he uses the township healthcare insurance rather than his private sector employer's plan. Mr. Oberle stated there has been a long history of Sharon Township of Trustees using the township healthcare plan. Mr. Oberle in considering the issue and will act upon it this year. There was a continuing exchange between Mr. Kelly and Mr. Oberle for several minutes without any finality.

PROPERTY MAINTENANCE CODE (PMC)**Old Business****PMC Case Highlights**

The PMC Director Mark Higdon was asked to make his report to the Board. Mr. Higdon discussed the current state of the garage on Flint Road that has been a repeated subject at Board meetings. Mr. Higdon had sent a second notice to the property owner and was requesting the Board approval to turn the case file over to the Franklin County Prosecutor's office.

Phil Smith made a motion to approve the transmission of the Flint Road case to the Franklin County Prosecutor's office for legal action, seconded by Lindsay Duffey. All voted "Aye."

Mr. Higdon gave an update to the Board on his enforcement actions. The Sump Pump issue was discussed at length and gave a summary of cases. Mr. Higdon identifies properties with active sump pumps by the water flowing out of pipe holes in the curb. He is in the process of preparing an analysis of the Sump Pump issue for the Board. Mr. Kelly asked for fairness and equal treatment of all property owners with sump pumps. Mr. Oberle noted the township been consistent in working with residents to correct their sump pump issues.

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Resident Lori Gerald mentioned Orange Township allows sump pump discharges and wanted to know what causes the built up of ice on the road. Tom Kayati indicated the volume of water is the reason for the ice and related the use of a T arrangement to pump fluid into the properties backyard. There was a general discussion of the issue by staff and residents. Mr. Higdon is working up an outreach program to basement waterproofing companies to make them aware of the township's regulation on sump pump.

Mr. Smith raised the issue of grandfathering the sump pump which is under review as well as the Gutter Amendment. Resident Robert Shough asked whether sump pumps that move fluid into the city of Columbus right-of-way should also be subjected to enforcement. Mr. Higdon replied that he had no authority over the Columbus right-of-way so he would not enforce the regulation. Mr. Kayati supported Mr. Higdon position on the Columbus right-of-way.

Mr. Oberle asked that the sump pump regulation be reviewed and it will be included in Mr. Higdon's analysis report.

TRUSTEES**Old Business****Sharon Memorial Board (SMB)**

Mr. Oberle recognized Jeremy Herman, President of SMB and indicated that two new SMB members would be appointed tonight. Mr. Herman introduced Mark Goyer and Anthony Dent to the Board, who had received their resumes from Mr. Oberle via email. Mr. Oberle outlined the background check process he used and noted the last step confirm both applicants had honorable discharges. The individuals indicated their intent on working to maintain the Sharon Memorial Hall for future generations.

John Oberle made a motion to approve Mark Goyer and Anthony Dent to a term as board members on the Sharon Memorial Board effective February 3, 2016, seconded by Philip Smith. All voted "Aye."

Public Requests

Mr. Oberle outlined recent public records request and the Fiscal Officer gave a summary of the status of five requests and how they have been completed and that a possible sixth request was under review.

Local Government Safety Capital Grant Program

Mr. Oberle outlined the grant process that would start on February 16th with a March 31st deadline. The township will apply for grant money. Chief Schwind made several comments about program.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 3, 2016****Page 3 of 6****Extension of Olentangy Trail**

Mr. Oberle outlined the issue and noted that at this time the public meeting has been delayed until March as Columbus is looking at all the potential impacts of the proposed project.

STAR Board

Trustee Smith informed the Board that he is working on a document for the Board and will have it at the next meeting. Mr. Oberle observed all the Star Board members in the audience and noted they will be re-appointed in the future and Mr. Smith is working on a document to define the Star Board activities.

Solid Waste Contract

Mr. Oberle summarized his comments at the last meeting and how Perry Township is bidding their waste contract and asked Sharon Township if it would like to participate. Sharon Township could opt in later this year if it was beneficial to residents.

Gypsy Moth Notification and Meetings

Mr. Oberle advised residents about the upcoming Gypsy Moth meeting and Mr. Smith indicated he would be attending the meeting and will report back to the Board.

Area Meetings

Lindsay Duffey outlined the prospect of holding Board of Trustees throughout the township at different locations to listen to residents. Mr. Oberle expanded on the idea and indicated there would be further development of the idea. It was suggested the Star Board develop the meeting locations.

Technology Update

Lindsay Duffey gave a summary of her activities to understand the ways to inform residents on issues. Mr. Kayati suggested the local Block Watch groups as one way to inform residents.

Lori Gerald asked to revisit the Ohio Revised Code requirement that Mark Higdon must be certified for his position. Mr. Oberle thanked Ms. Gerald for her comment and indicated there will be a review of the issue. Pat Kelly related a story about the city of Columbus certification process and that Franklin County Environmental Court would be the source for certification information.

FISCAL OFFICER:**Old Business****IT Support**

The Fiscal Officer had nothing to report.

UAN

There was nothing to report.

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 3, 2016****Page 4 of 6****Audit - Update**

Julian & Grube submitted the 2013-2014 audit report to the Ohio Auditor of State for review and publication.

AT&T

There was nothing new to report on AT&T.

Basketball Tickets

Based upon a January 22nd response from ThinkCSC, the Fiscal Officer mailed a letter to the Franklin County Prosecutor and Ohio Ethics Commission asking them to handle the issue.

Public Records Request

The Fiscal Officer's reported that Robert Shough's Ohio Public Records Act request was completed on February 1st. After consulting with UAN, CheckBook.Com record request was completed January 29th. Pat Kelly's request was completed on January 29th when he was provided with two UAN reports. Rich Fowler's request was for the August 2015 Declaration of Elected Officials to withdrawn from the township healthcare insurance plan and it was completed on January 31st. Resident Tobias Elsass requested a mailing list consisting of township resident names and addresses. After an exchange of information, the records request was completed February 1st

Email File Processing – E-Discovery

The Fiscal Officer has been in contact with several vendors on the best way to process township email accounts for future Ohio Public Record Act requests. The Fiscal Officer is not an Outlook expert and has concerns about fulfilling requests for email information. It appears Secure Discovery of 5 East Long Street Columbus, Ohio may be the best option to process the township's Outlook accounts and generate PDFs of requested emails.

Boy Scout Shed Lease

The lease agreement was received from the Franklin County Prosecutor's office and the Boy Scout's copy is ready for pickup by Troop 862.

Excavation Fee Schedule

Road Superintendent Tom Kayati had questions about the 1996 excavation fee resolution and current state law. Those questions were posed to the County Prosecutor's office on January 29th and answers were received on February 1st. The Fiscal Office will work with Mr. Kayati and Ms. Duffey on the development of a new fee schedule.

General Fund Budget

At the March 2nd meeting, the Fiscal Officer will distribute to the Trustees the 2016 Permanent Budget for the General and Cemetery Funds.

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 3, 2016****Page 5 of 6****POLICE DEPARTMENT****New Business****New Constable – Stephen C. Jackson**

Chief Schwind updated the Board on hiring of Stephen C. Jackson as a Sharon Township Constable. He gave a summary of steps taken to ensure a quality candidate is selected. There were no objections from the Board so the hiring action will take place at the next meeting.

OCJS Grant Award of \$6,001.40

Chief Schwind announced that Sharon Township was awarded an OCJS grant of \$6,001.40 which will be used to purchase new computers for the police cruisers. The grant application asked for grant money for seven computers but received only a grant for two computers.

Crime Reports

At the request of Chair Oberle, Chief Schwind will now distribute summarized crime reports to the Trustees.

Resident Lori Gerald asked the Chief Schwind if the deer fence has been installed at the State Route 23 trench. The Chief response was no.

ROAD DEPARTMENT**Columbia Gas line replacement**

Tom Kayati updated the Board about Columbia Gas replacement of natural gas lines on Rosslyn, Kanawha and Westview over the next year. The public meetings will be announced in the near future. Columbia Gas indicated they would keep Mr. Kayati updated on the project.

Several residents had questions that Mr. Kayati answered about the natural gas line replacement project.

Abruzzi Club Sign

Regarding the Abruzzi Club Sign, Trustee Duffey has left several messages at the club, but has not received any response. Chair Oberle suggested the issue be tabled until Abruzzi Club contacts the township.

Freightliner Repairs Cost

Mr. Kayati reported to the Board the cost to repair the Freightliner truck was \$2,202.57 and requested Board approval to make the payment.

Lindsay Duffey made a motion to approve paying the Freightliner truck repairs of \$2,202.57, Philip Smith seconded. All voted "Aye."

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Excavation Fee - Update

Tom Kayati has been reviewing the process and law related to excavation fee. He gave an overview of the township and county fees and what laws are used by each entity. The Board was asked for review the information he had provided to them. This issue could be acted upon at the next meeting.

Annual Clean Up

Pat Kelly spoke up about the annual clean up in the Three-Street area on April 16 – 17 in the Westview Avenue area along the Olentangy River. Mr. Kayati indicated the township could provide support for the activity.

Olentangy River Bank – ODOT Property

Mr. Oberle spoke about the issue pertaining to resident Butch Belszek and the need for ODOT to clean up their river bank. Mr. Belszek gave an update of the issue. Mr. Oberle will draft a letter for consideration by the Board at the next meeting.

Approval of January 20, 2016 Regular Meeting Minutes

Philip Smith made a motion to approve the January 20, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

Approval of Financial Report

Lindsay Duffey made a motion to approve the Financial Report, seconded by John Oberle. All voted "Aye."

Motion to go into Executive Session

Philip Smith made a motion for the Board to go into Executive Session at 7:55 pm citing Economic Development issue, John Oberle seconded. All voted "Aye."

Return to Public Meeting

At the completion of the executive session, Philip Smith made a motion for the Board to return to a public meeting at 8.07 pm, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:09 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

2/17/16
Date

John H. Oberle
Chair

John S. Oberle
Fiscal Officer

RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 17, 2016****Page 1 of 4**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

Guests: Don Dale, Robert Shough, Barb Shepard, Debra & Tony Knapke, Pat Kelly, Doug Berube

Approval of Agenda

Chair asked if there were any changes to the agenda and Trustee Duffey asked for the addition of Technology - Update be added to the Trustees New Business. Mr. Oberle added the Franklin County Engineer’s dinner to Trustees New Business.

Phil Smith made a motion to approve the meeting agenda as it stands, seconded by Lindsay Duffey. All voted "Aye."

Hiring of Stephen Jackson – Resolution 02172016A

Chair Oberle outlined Resolution 02172016A and the steps to be taken in hiring Stephen Jackson as a Sharon Township Constable.

Phil Smith made a motion to approve Resolution 02172016A which authorizes the hiring of Stephen Jackson as a Sharon Township Constable effective February 18, 2016, seconded by Lindsay Duffey. All voted "Aye."

The Fiscal Officer swore in Stephen Jackson and the Board welcomed Mr. Jackson to the Sharon Township family.

Resident Comments

Chair Oberle asked if there were any resident comments and he noted there were none.

TRUSTEES**Old Business****Gypsy Moth – Update**

Mr. Oberle distributed a map of the proposed Gypsy Moth spraying that will take place in the near future and gave an overview of the process. Trustee Smith and resident Kathy Walters are involved in the process. According to Ohio Department of Agriculture (ODA) information, the exact date/time of the treatment application is dependent upon the insect’s development and environmental conditions.

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Trustee Smith stated the ODA will post signs on High Street prior to any spraying and Mr. Oberle indicated the next newsletter will contain information about the spraying for residents.

Local Government Safety Capital Grant Program - Update

Mr. Oberle outlined the \$10 million grant process that started on February 16th with a March 31st deadline. Chief Schwind has obtained the grant application and will apply for the funding of two cruisers. Mr. Oberle recently met with the program administrator and is hopeful that Sharon Township grant application will be looked at favorably.

Economic Development

Mr. Oberle stated that at the last regular meeting he had learned of an economic development project, but recently was informed that project contract had failed. The area in question will be monitored for any new projects.

Extension of Olentangy Trail

Mr. Oberle outlined the issue and noted that at this time the public meeting has been delayed until March 15-17 and that there will be public meetings in Columbus. A question was posed as to where the meetings would be held, but no information as to the location has been made public. Discussion then covered ODOT as being the source of funding for the Columbus project.

STAR Board

Trustee Smith distributed to the Board a document pertaining to the Star Board membership, recommendations for new members and potential projects. Mr. Oberle suggested that openings for the Star Board be posted in the next newsletter and residents be asked to submit their resumes to the Board.

Mr. Oberle suggested the document be tabled till the next meeting so the Board can review the document. There was a Board consensus to table the issue till the next meeting.

New Business**Technology - Update**

Lindsay Duffey gave a summary of her recent activities and her plan to meet with department heads to understand what they want the township web site to accomplish. She plans to involve various stakeholders in guiding this project to a successful conclusion. Ms. Duffey wants to have a very user friendly web site that can quickly be updated by department heads.

Franklin County Engineer's Dinner

John Oberle asked the Board who would be attending annual Franklin County Engineer's Dinner and asked that anyone intending on attending to notify Sharon Lee. Mr. Oberle said he would inform Ms. Lee that the entire Board would be attending the dinner.

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FISCAL OFFICER:**Old Business****IT Support**

The Fiscal Officer had nothing to report.

UAN

There was nothing to report.

Audit

Nothing to report.

AT&T

There was nothing new to report on AT&T.

Public Records Request

Bradley Seymour of Swan Cleaners made an inquiry about the current vendor used by the Police Department for uniform cleaning. He was given the payment values for 2013 through 2015.

Email File Processing – E-Discovery

There has been no response from Secure Discovery of 5 East Long Street in Columbus. An alternate would be the purchase of DTSearch, a text indexing and search software. It has the ability to search Microsoft Outlook files and their attachments.

House Bill 413

The Fiscal Officer testified at the Statehouse on Tuesday concerning a portion of House Bill 413 which would allow the Board of Trustees to purchase group life insurance for part-time employees. There were no questions from the Committee.

There was a discussion about police body cameras and the high cost of retaining the videos. Chief Schwind briefed the Board on the various issues.

POLICE DEPARTMENT**Old Business****Cruiser 265 Repairs**

Chief Schwind requested Board approval to pay the repair charges by German Ford in the amount of \$2,596.90 which was discussed at the previous meeting.

Phil Smith made a motion to approve the payment of \$2,596.90 to Germain Ford for repairs to Cruiser 265, seconded by John Oberle. All voted "Aye."

Chief Schwind noted the new cruiser is in at Germain Ford and hopefully it will be operational in the near future.

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ROAD DEPARTMENT

Olentangy River Bank – ODOT Property

Mr. Kayati went down to the river where he took pictures of the river bank. He noted the river is still high and the riverbank was washed out at Rosslyn Avenue.

John Oberle spoke with resident Butch Belszek to gain an understanding of the issue and then contacted the ODOT's legal counsel, who referred him to the District 6 Director, Ferzan M. Ahmed.

Mr. Oberle stated this issue will be closely monitored and the township will involve all the agencies necessary to ensure township residents are protected. There was a general discussion of potential sources of money to help residents protect their property.

Excavation Fee - Update

Tom Kayati outlined the state law on excavation fees and how it impacts the township. He noted the changes to the law in 2003 and 2005 had how the changes would have an adverse impact on township residents. Mr. Kayati has reached out to the Ohio Township Association and has their support to change the law. Mr. Oberle then outlined the benefits to township residents if the law is changed.

There was a general discussion of the snow removal activities and how work has started on getting the lawn mowing equipment ready for the Spring.

Resident Pat Kelly mentioned the Columbia Gas had contacted the Worthington Christian School for a public meeting on March 15th at 6:00 pm.

Approval of February 3, 2016 Regular Meeting Minutes

Philip Smith made a motion to approve the February 3, 2016 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:05 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

3/2/16
Date

John H. Oberle
Chair

John S. Kuffe
Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held SHARON TOWNSHIP TRUSTEES 20**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****March 2, 2016****Page 1 of 6**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent

Guests: Don Dale, Robert Shough, Mark Krauz, Dennis & Mary Sue Williams, Pat Kelly, Anthony Palleta, Dan Walters, Linda Jarrett, Rich Fowler, Lori Gerald Butch Belszek

Guest Speakers: Shanelle Hinkle-Moore, Rob Caldwell, Fredrick Montfore – all from Columbia Gas

Approval of Agenda

Chair asked if there were any changes to the agenda, there were no changes requested by Board or staff. Mr. Oberle added the annual County Engineer dinner to the agenda.

Phil Smith made a motion to approve the meeting agenda as amended, seconded by Lindsay Duffey. All voted "Aye."

Columbia Gas – Replacement of Service Line in Three-Street Area

Chair Oberle recognized the three Columbia Gas representatives and Shanelle Hinkle-Moore rose to outline the proposed work in the Three-Street area. The \$3.3 million dollar project will replace 4 miles of service line that connects 650 customers. The construction process consists of five phases:

1. Mark the right of way and existing facilities
2. Replace the main line
3. Replace the service line
4. Move the meter from inside to outside
5. Restore the property

The construction is expected to start in the 2nd quarter and be complete in the 4th quarter. Residents can expect to see 1 to 2 crews working during the construction period connecting homes to the main lines.

Residents Lori Gerald, Dan Walters, Rich Fowler and Don Dale had questions about the future public meeting, plastic pipe to be used in the construction, damage to properties and safety. All questions were answered by one or more of the Columbia Gas representatives.

TRUSTEES**Old Business****Technology – Update**

Lindsay Duffey updated the Board on her activities related to the web site renovation and distributed a web site matrix that portrays what information will be displayed to the Board and staff.

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Ms. Duffey has contacted several residents and asked them to become involved in the process to ensure desired public information is posted. She has continued to discuss web site operations with township staff; their major concern is the ability to update the web site.

Local Government Safety Capital Grant Program - Update

Mr. Oberle outlined the \$10 million grant process that started on February 16th with a March 21st deadline. Chief Schwind and his team are working on the grant application and will apply for the funding of two cruisers. Mr. Oberle recently met with the Ohio Department of Administrative Services (DAS) to advocate the township's needs and learned the grant is oriented towards collaboration between local governments. Apparently, some 500 grant applications have been received by DAS so far. Chief Schwind is waiting on some vendor quotes before he submits the document and Mr. Oberle thanked him for his work on the grant application.

Extension of Olentangy Trail

Mr. Oberle outlined the issue and noted a public meeting has been scheduled for April 6th. Today, he also received an email from Perry Township asking Sharon Township to attend a meeting on March 10th at the Perry Township Hall.

There was discussion among the Board and staff as to who could attend the Perry Township and County Engineer dinner meetings and it was agreed the issue will be coordinated. Lindsay Duffey volunteered to attend the County Engineer dinner meeting and Tom Kayati offered to attend either meeting.

STAR Board

At the last meeting, Trustee Smith distributed to the Board a document pertaining to the Star Board membership, recommendations for new members and potential projects.

Mr. Oberle noted area meeting locations had been assigned to the Star Board. Star Board Mary Sue Williams spoke up that there were no meeting locations within the Mount Air area. Mr. Kayati suggested using the US Bank building on Olentangy River Road as a possible location. Mr. Oberle suggested combining a meeting that would meet the needs of Worthington Hills and Mount Air. He asked Mr. Smith to continue working on a meeting location plan.

Resident Lori Gerald questioned the need to hold meetings at locations other than the township hall. There was an exchange of ideas and the proposed meetings may augment the regular meetings held at the township hall.

Resident Don Dale raised the issue of accessibility by residents who do not have private vehicles and whether these meeting locations will be located near public transportation. Mr. Oberle thanked Mr. Dale for the question and indicated transportation could be arranged for those residents.

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Resident Rich Fowler asked if the township would host its meetings via a Webinar or otherwise broadcast the meeting over the Internet. Mr. Oberle thought that was a good suggestion but felt the township was not at the point of technology to do such an activity.

There was a question posed about the Star Board objections and reference was made to the resolution that established the Board. It was suggested that any questions related to the Star Board be directed to its liaison, Mr. Smith.

Township Calendar – Update

John Oberle outlined the purpose of the Township Calendar and noted the 2016 Permanent Budget would be approved at the next meeting, that the Newsletter is scheduled for publication on or around May 1st.

Discussion moved to the contents of the upcoming Newsletter and Mr. Kayati was asked to have an article about the Memorial Day activities at Walnut Grove Cemetery, Mr. Oberle will write an article how Sharon Township will not merge with another township, information on the annual mosquito spraying in the township, Gypsy Moth spraying, and the riverbank clean up in the Three-Streets area. The submission of articles by the first meeting in April is expected.

Resident Mary Sue Williams raised a question about the effectiveness of the Gypsy Moth spraying and was assured that the spraying by the Ohio Department of Agriculture has been effective. There was a quick discussion of mosquito spraying and its effectiveness.

Gypsy Moth Spraying – Update

Phil Smith reported that Ohio Department of Agriculture will begin its Gypsy Moth spraying and will concentrate in the Three-Street area. Phil Smith will write an article on the subject for the next newsletter.

New Business**Open Meetings Law**

John Oberle was contacted by Nick Soulas of the Franklin County Prosecutor's office on the subject of Ohio's Open Meetings law. He asked that the Trustees keep in mind that emails can be sent to other Trustees, but there can be no discussion of the email content.

FISCAL OFFICER:**Old Business****IT Support**

The Fiscal Officer had nothing to report.

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Held

SHARON TOWNSHIP TRUSTEES

20

REGULAR SESSION HELD AT**95 E. Wilson Bridge Road****March 2, 2016****Page 4 of 6****UAN**

A New Printer will be delivered in early April. The 2015 financial data was submitted to the Auditor of State this past Sunday. A legal notice will need to be posted to the Columbus Dispatch in the next week.

AT&T

There was nothing new to report on AT&T.

Public Records Request

The Fiscal Officer expects to extract Mark Higdon's emails to a flash drive before the end of this week. Mark tried to do so using his laptop computer, but failed due to the fact a full-suit Microsoft Outlook does not reside on the computer. There are 13 days left on the DTSearch software evaluation period, which will be more than enough time to perform the email extract work. There are no other active Public Records Requests.

2016 General Fund Budget

The Fiscal Officer is awaiting the receipt of the 1st Amended Certificate of Estimated Resources from the Franklin County Budget Commission. The 2016 General Fund Budget will be distributed to the Trustees by this coming Friday. One issue to be considered by the Trustees will be whether to replace one air conditioning unit, the oldest is 46 years old, or seal coat and stripe the parking lot

Township Tire Ruts

As indicated in the email to the Trustees, someone recently damaged the township's front lawn. An email was sent to Local Waste asking them to continue to come in using the North entrance.

Township Roof

Trustee Phil Smith inspected the township hall roof last week and made a number of repairs. Thanks go out to him for being pro-active; he probably prevented a roof leak.

Real Estate Tax Exemption

In April 2015, the Fiscal Officer made an inquiry with the Franklin County Auditor as to the real estate tax exemption given to three properties. Information received in October 2015 explained why Camp Mary Orton is exempt from real estate taxes. The Fiscal Officer has asked for Camp Mary Orton's legal citation so it may be applied to the Sharon Township Hall.

ROAD DEPARTMENT**Road Superintendent Pay Increase**

The Board discussed giving Road Superintendent Tom Kayati a 3% pay increase effective March 3, 2016. After the discussion the consensus was favorable.

Lindsay Duffey made a motion to approve a 3% pay increase to Tom Kayati effective March 3, 2016, seconded by John Oberle. All voted "Aye."

RECORD OF PROCEEDINGS

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Meeting

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****March 2, 2016****Page 5 of 6****Olentangy River Bank – ODOT Property**

Mr. Kayati outlined the recent activities by township personnel and showed pictures depicting bank erosion that was given to him by homeowner Butch Belszek. Mr. Oberle detailed his interactions with ODOT District 6 management and indicated ODOT was on the scene recently, which Mr. Smith confirmed. The ODOT central office has also been contacted on the issue.

There was an extended conversation by Board, staff, Mr. Belszek and residents about various aspects of the problem such as the need for stone and backfill to shore up the bank. Mr. Oberle suggested sending a letter to ODOT to determine the legal options available and mention there may be money available through the Ohio Public Works Commission for such a project. The final option would be to change ODOT's position on maintaining their river bank property.

Phil Smith mentioned ODOT officials will be at the river bank this coming Friday to inspect the situation. Phil Smith and Tom Kayati will meet with the official.

Excavation Fee - Update

Tom Kayati obtained Board approval to send out the letter discussing the problem with a state law on excavation fees. The intent is to clarify state law and ensure excavation fees are not a burden on township residents.

PROPERTY CODE ENFORCEMENT**Property Maintenance Code - Update**

Mr. Oberle noted Mark Higdon was not in attendance and asked Board and staff to review Mark's bi-weekly report. Mr. Oberle mentioned that Harold Anderson of the Franklin County Prosecutor's office will have several changes to the PMC manual as a result of the appeal by Pat Kelly per his gutters and his request for an exemption.

Mr. Higdon will be filing a report on his recent conference trip to Chicago and how to ensure equal application of the PMC to all residents.

Lori Gerald asked if certification was required for Mr. Higdon's job. Mr. Oberle indicated there is no requirement and would have the information at the next meeting. Ms. Gerald stated she was making an Ohio Public Records request for all materials related to the conference.

Resident Pat Kelly posed a question about a resident and a proposed homeowners association. Chair Oberle had recently spoke to the resident about a police matter and it appears the resident misunderstood what Trustee Oberle talked about and was confused about several issues.

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**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
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Approval of February 17, 2016 Regular Meeting Minutes

Philip Smith made a motion to approve the February 17, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:50 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

3/23/16
Date

John H Oberle
Chair

John S Kumpf
Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****March 23, 2016****Page 1 of 6**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent

Guests: Don Dale, Robert Shough, Debra Knapke, Dennis & Mary Sue Williams, Pat Kelly, Dan Walters, Butch Belszek

Guest Speakers: Lisa Keller and Paul Halk – Park National Bank

Approval of Agenda

Chair asked if there were any changes to the agenda, Mr. Kayati asked to add Ohio Utilities Protection Service (OUPS) to the agenda and Mr. Oberle added Columbia Gas update.

Phillip Smith made a motion to approve the meeting agenda as amended, seconded by Lindsay Duffey. All voted "Aye."

Park National Bank

Chair Oberle asked the Fiscal Officer to introduce the two speakers from Park National Bank. After a brief background on Park National Bank, Lisa Keller rose to talk about the bank, its local roots and gave a summary of CDARS. CDARS stands for Certificate of Deposit Account Registry System and is a way to ensure client money has FDIC protection even if the amount exceeds the \$250,000.00 limit. Ms. Keller and Mr. Halk answered questions to them.

TRUSTEES**Old Business****Technology – Update**

Lindsay Duffey updated the Board on her activities related to the web site renovation and indicated she is continuing to obtain information and opinions from stakeholders about how the township web site should operate.

Extension of Olentangy Trail

Recently Ms. Duffey and Mr. Kayati attended a meeting on the Extension of the Olentangy Trail and Ms. Duffey gave an overview of what they observed. Additionally, Mr. Kayati demonstrated to the Board a possible solution to the State Route 315 crossing by suggesting the intersection of Mason Place be used rather than at Clubview Blvd and Highview Drive. All the land is within the city of Columbus and Worthington Hills residents could travel to Hard Road then east to the Mason Place intersection to connect with the Olentangy Trail.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****March 23, 2016****Page 2 of 6**

There was a general discussion of alternates presented at the meeting and the consensus was the proposed Mason Place intersection was the superior option in that it was convenient, provided safety to bikers and had the least impact on Sharon Township.

It was mentioned that an Open House on this issue near would be hosted near Hills Market on April 6th from 5 to 7 pm. The Board indicated it would go to the Open House on April 6th and see what is offered, then discuss at the next meeting.

There was input from a number of individuals covering potential restrooms, the lack of parking, and purchasing of easements. Mr. Oberle asked for comments from residents on the issue and indicated the Trustees would be distributing an informational flyer to Worthington Hills residents in the near future.

Mr. Kayati suggested sending the proposed Mason Place solution to the Open House to ensure the city of Columbus is aware of Sharon Township's concerns:

- Mason Place crossing is the best solution
- Highview Drive is not a good idea
- Need for a full picture of Olentangy Trail

Lindsay Duffey will write the letter.

STAR Board

Phil Smith had nothing to report.

Mr. Oberle noted area meeting locations had been assigned to the Star Board and suggested the Bike Trail issue would be a good issue for the Star Board to obtain input from residents.

Township Calendar – Update

John Oberle commented that articles are needed by the next meeting for the 2nd Quarter Newsletter. Items to be in the newsletter cover the Memorial Day activities, Olentangy Trail, Gypsy Moth spraying and Columbia Gas service line update to name a few.

Columbia Gas – Update

John Oberle commented on the recent Columbia Gas meeting at the Worthington Christian Elementary School on Westview Avenue. It was observed that there was a large group of residents attending and they asked good questions of Columbia Gas. Mr. Oberle stated Columbia Gas conducted the meeting a professional manner.

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20 _____

**SHARON TOWNSHIP TRUSTEES
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March 23, 2016
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Community Meetings

Resident Pat Kelly asked about whether the upcoming community meetings will be handicap accessible and near bus lines. Mr. Oberle had not seen any legal requirements and stated the township operates under Chapter 505, Ohio Revised Code which has nothing that speaks to that issue. He gave an example where villages hold their council meetings in homes. Mr. Oberle stated if someone can't get to the community meeting, the township will make sure they can.

FISCAL OFFICER:**Old Business****IT Support**

The Fiscal Officer is waiting on ComputerSmith to connect the new UAN printer to the network and create a Microsoft Outlook email export procedure.

UAN

The new Printer was delivered on March 17th.

AT&T

Recently, an email was sent to AT&T where Mr. O'Keeffe again requested a copy of the source document that is the basis for the monthly \$45.00 billing for Yellow Pages.

Time Warner

Time Warner has been billing Ohio Sales Tax on the monthly Sharon Township invoice since early 2015. Repeated attempts to correct the issue had fallen on deaf ears, so the most recent invoice was forwarded to our Time Warner representative who gave assurance the problem will be taken care of shortly.

Public Records Requests

There are no active Public Records Requests, though the Fiscal Office is awaiting the development of the email export procedure. Once Mark Higdon's emails are exported, the Fiscal Officer will use DTSearch to duplicate the Robert Shough public records request.

Township Hall Maintenance

Trustee Phil Smith has been picking trash around the township hall that has been blown onto the property due to the recent windy weather. It's a never ending job and thanks go out to him for helping keep the property in good condition.

Boy Scout Troop 862

Boy Scout Troop 862 will plant flowers around the township hall this year.

March 15th – Election Day

The March 15th election day activities were smooth with compliments from the poll workers that the township hall is a better location than the previous location.

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2016 Budget

The consolidated 2016 Budget was distributed to Board and staff for their final review and questions. Mr. Kayati had a question about the Road Department investments which were found at the top of page 6. The Board posed several questions about the budget and they were answered.

As mentioned in the General Fund Narrative, there are revenue stream issues that need to be addressed to ensure continuity of operations. The Fiscal Officer has opened a dialog with Kerri Ritchie of County Budget Commission as to options that would be available to the township.

Phillip Smith made a motion to approve resolution 03232016A entitled "Sharon Township Annual Permanent Appropriations Budget Resolution" and the attached Excel worksheet that details the 2016 budget expenditures at the object code level, seconded by Lindsay Duffey. All voted "Aye."

POLICE DEPARTMENT**Old Business****New Cruiser**

Chief Schwind reported on the receipt of the new cruiser which is being outfitted for police use. He commented that while two constables were assisting a State Highway Patrolman on a drunk driver stop, their cruiser was struck by another drunk driver. There was damage to the rear of the vehicle, but it is drivable.

Local Government Safety Capital Grant Program - Update

The Police Department filed its application for a grant with the State of Ohio for the Local Government Safety Capital Grant Program before the deadline. Mr. Oberle noted that a large number of grants had been filed and winning a grant will be the result of a very competitive process. Chief Schwind

Drug Take Back Day

Chief Schwind announced Sharon Township will again participate in the U.S. Drug Enforcement Administration "Drug Take Back Day" on April 30th. As before, the township hall will be the drug drop off point for residents.

ROAD DEPARTMENT**Olentangy River Bank – ODOT Property**

Mr. Kayati met with ODOT representatives on March 4th and obtained a copy of the plans that they brought to the meeting. The ODOT personnel did not believe there was that much erosion between Rosslyn and Kanawha and expressed concern about the Rosslyn storm sewer. The ODOT indicated they may assist but that would be all. Phil Smith reported ODOT was surveying today and that was confirmed by resident Butch Belszek, whose property is affected by the river bank erosion.

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Survey stakes were noted. When Mr. Belszek questioned why the issue had moved from the Trustees section to the Road Department section, Mr. Oberle explained that Mr. Kayati was the best point of contact on the issue which has involved all the Trustees. Mr. Oberle outlined all the activities done by the Trustees including multiple contacts with ODOT, which is losing the District 6 Director.

Mr. Smith outlined his interaction with ODOT and will share the ODOT point of contact with other Board members. It appears ODOT has filed an application for support from the Army Corps of Engineers.

Mr. Oberle suggested all those involved send emails to Tom Kayati who can then coordinate effort and send out emails summarizing the issue. Mr. Kayati suggested ODOT is moving on the issue, but any work related to a waterway requires extensive study and review.

Mr. Belszek commented that there is serious riverbank erosion though ODOT does not believe so.

Excavation Fee - Update

Tom Kayati updated the Board by telling them he had sent the approved letter to Heidi Fought at Ohio Township Association and that she believed the proposed change was reasonable. Mr. Kayati has not had any recent contacts with her.

Ohio Utilities Protection Service (OUPS)

Tom Kayati stated the Franklin County Engineer has informed him that he must now mark the township storm sewers throughout the township. According to OUPS, Sharon Township is now considered to be an "underground utility facility."

There was a discussion of the merits of the designation and conflicts with the Ohio Revised Code. There appears to be change in the law with an unintended consequence. Joining OUPS could cost up to \$500.00 per year and there could be other impacts.

Mr. Oberle will draft a letter to the Franklin County Prosecutor on the issue and request assistance.

PROPERTY CODE ENFORCEMENT

Property Maintenance Code (PMC) - Update

Mr. Oberle noted Mark Higdon was not in attendance and asked Board and staff to review Mark's bi-weekly report. Mr. Oberle mentioned that at the next meeting there will be discussion about the Sump Pump issue and the Draft Plan. Lindsay Duffey explained the purpose of the Draft Plan which would guide activities based upon time of the year.

Mr. Smith had a comment about a Riverside Drive property and Mr. Oberle indicated the property is being investigated by Mr. Higdon.

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Resident Robert Shough asked for the reference for firewood storage in the PMC. He indicated that Mr. Higdon had recently "harassed" a neighbor who had a load of fire wood dropped off at his property and that neighbor asked Mr. Shough to make in inquiry at township meeting. Mr. Oberle stated he didn't have all facts surrounding the issue and would follow up.

Approval of Financial Report

John Oberle made a motion to approve the Financial Report, seconded by Phillip Smith. All voted "Aye."

Approval of March 2, 2016 Regular Meeting Minutes

Philip Smith made a motion to approve the March 2, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:04 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

4/6/16
Date

John H. Oberle
Chair

John S. Duffey
Fiscal Officer

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 6, 2016****Page 1 of 6**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

Guests: Don Dale, Dennis & Mary Sue Williams, Pat Kelly, Kathy and Dan Walters, Butch Belszek, Helen Epps, Audrey Redmon, Linda Jarrett, Pat Kelly

Guest Speakers: None

Approval of Agenda

Chair asked if there were any changes to the agenda, Mr. Kayati asked to add Ohio Utilities Protection Service (OUPS) to the agenda and Mr. Oberle added Columbia Gas update.

Phillip Smith made a motion to approve the agenda as amended, seconded by Lindsay Duffey. All voted "Aye."

Movement of Olentangy River Bank to Old Business - Trustees

Resident Butch Belszek raised the location of the Olentangy River Bank erosion issue and asked for it to be moved to the Trustees section. Chair Oberle asked if there were any objections as to the movement of the issue to Old Business – Trustees, there were none. The issue was moved and will remain under that category in future agendas.

Helen Epps – Flint Road and Friend Street

Resident Helen Epps raised two issues: ODOT work on Flint Road and Columbus rezoning of property on Friend Street.

Tom Kayati indicated the ODOT issue would be discussed in his section. Ms. Epps gave a summary of the Friend Street development and Mark Higdon will research the issue and report back to the Board.

TRUSTEES**Old Business****Technology – Update**

Lindsay Duffey updated the Board on her activities related to the web site renovation and indicated she is waiting for a quote for web site work. Resident Kathy Walters spoke up and mentioned that several township residents possessed web site qualifications and she will email Ms. Duffey information about the residents.

RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 6, 2016****Page 2 of 6****Extension of Olentangy Trail**

Mr. Oberle gave a summary of activities over the past week that included going door-to-door in the Mount Air / Worthington Hills area passing information about an Open House on the Olentangy Trail Extension.

Earlier in the evening, the Trustees and staff attended the Open House. Trustee Duffey outlined what happened at the Open House which had a very good turnout. She asked the Open House personnel where was the Sharon Township suggestion about using the Mason Place crossing for the project and was told that crossing was not within the project area. Ms. Duffey was told that another team may be looking at the Sharon Township suggestion.

Residents have told the Trustees they are concerned private property will be taken for the bike trail to Metro Parks. Consideration will be given to inviting Columbus to a township meeting to answer questions. Residents Pat Kelly and Katy Walters made statements against the bike trail expansion. Trustees will continue to monitor the issue.

Sharon Memorial Board (SMB)

Mr. Oberle announced the resignation of Jerry Mills from the SMB and commented on his long tenure period. At the next meeting, Mr. Oberle will have appointment certificates (color) for Board member signatures.

2nd Quarter Newsletter

John Oberle indicated the 2nd Quarter Newsletter will be reviewed and approved at the next meeting.

STAR Board

Phil Smith had nothing to report and asked Linda Jarrett if she had any input for the meeting. Ms. Jarrett indicated the Friend Street rezoning by Columbus was the major issue at this time. Mr. Oberle asked the STAR Board to notify residents of the issue and get their feedback.

Ohio Utilities Protection Service (OUPS) – Update

John Oberle announced a legal opinion was expected within the next week on the recent changes in Ohio law related to OUPS and Sharon Township. Tom Kayati brought this issue to the Board's attention at the last meeting and noted the township is now considered to be an "underground utilities facility." The township wishes to pursue a change in the law.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 6, 2016****Page 3 of 6****New Business****E-Waste Recycling**

Lindsay Duffey spoke about an E-Waste Recycling and how the Solid Waste Authority of Central Ohio (SWACO) was encouraging townships to join the program and help reduce E-Waste in the local SWACO trash dump. There was a discussion of the issue by Board and staff and the consensus was to continue the development of the program and see how the township can participate.

Right-of-Way Issue

Lindsay Duffey received an inquiry from a Mount Air resident who wishes to purchase the township right-of-way. Tom Kayati and Lindsay Duffey went out to the property and walked the area. Mr. Kayati would not recommend the sale of the right-of-way and explained issues related to such a sale. Resident Mary Sue Williams suggested the Board table the issue. Ms. Duffey will follow up with the resident.

BP Oil – 5073 and 5077 Olentangy River Road

Mr. Oberle heard from township residents about the re-development of the BP Oil station at Bethel and Olentangy River Road. Mr. Oberle wanted to alert the Board to that this property, while in Columbus, will come up on the township agenda.

Raising Expenditure Approval Level to \$2,500

The Fiscal Officer indicated the issue of raising the expenditure approval level from \$1,000 to \$2,500 was recently raised and is presented to the Board for their consideration. Mr. Kayati gave some examples on operational improvements if the level is raised. Mr. Oberle suggested such a level for vehicle repairs. A resolution will be prepared and presented at a future meeting.

FISCAL OFFICER:**Old Business****IT Support**

ComputerSmith connected the new UAN printer to the network and created a Microsoft Outlook email export procedure.

UAN

The new Printer has been installed and is working properly. The old printer is now located at the front desk and is being used by the Police Department.

AT&T

There was nothing to report.

Time Warner

There was nothing to report.

RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 6, 2016****Page 4 of 6****Public Records Requests**

The Microsoft Outlook email export procedure is being tested to ensure Chief Schwind can extract any email records from the Server. An extract of the Trustees account failed yesterday. Also, DTSearch is being experimented with to duplicate the Robert Shough public records request. One problem that has come up is the DTSearch version being tested is a 64-byte software, but the data is based upon 32-byte file size. A 32-byte version of DTSearch will be obtained and tested.

Township Telephone System

Over the past week, the main console telephone was replaced twice by the township's vendor, DataTalk, who has told the township that replacement equipment for our system is very hard to find. The Fiscal Officer asked a vendor, Technology Convergence Group, to provide a current system review and what replacement systems are available via the State Term Schedule that would fit the township's requirements.

Township Hall Rental

Chief Schwind alerted the Fiscal Officer to a potential renter, Global Talon of Michigan who hosts police training classes. Negotiations resulted in one township constable scheduled to attend the class and \$300.00 for the General Fund. The training class will be held from Monday May 2 to Friday May 6th between 8am and 4pm.

Township Records Review

Two township residents, Kathy Walters and Mary Sue Williams, have volunteered to assist the Fiscal Office in identifying records for destruction as set forth by the township's Records Retention Schedule. Any destruction must be approved by the Ohio Historical Society and Auditor of State as required by Ohio law.

Power Outage

Early this morning, a nearby traffic accident resulted in a downed power pole and the loss of electric power at the township hall. Power was restored mid-morning.

POLICE DEPARTMENT**Old Business****Senate Bill 11**

Chief Schwind reported on Senate Bill 11 and indicated it does not apply to Sharon Township since it does not deploy reserve police officers.

There was a brief discussion of the police department telephone numbers and it was noted they are posted in the newsletters and on the web site.

RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 6, 2016****Page 5 of 6****ROAD DEPARTMENT****Olentangy River Bank – ODOT Property**

Mr. Oberle announced ODOT is working on an application to the Army Corps of Engineers and has improved their efforts on the fixing the erosion problem.

All three Trustees have put in time on this problem. There was a long discussion by resident Butch Belszek, staff and Trustees on this issue. Resident Butch Belszek outlined the application process and how long the process will take. Mr. Oberle indicated this process will take a long time and thanked everyone for being involved.

Excavation Fee - Update

Tom Kayati is waiting on a response from Heidi Fought at Ohio Township Association.

Germain Expenditures for 2005 Ford F-350

Tom Kayati briefed the Board on the recent repairs to the Ford F-250 and requested their approval of payment to Germain Ford in the amount not to exceed \$2,300.00.

Phil Smith made a motion to approve the payment not to exceed \$2,300.00 to Germain Ford for the 2005 Ford F-250 repairs, seconded by John Oberle. All voted "Aye."

Flint Road Construction

Tom Kayati spoke about the Flint Road construction that will include a new storm sewer line which could have an adverse effect on Flint Cemetery, specifically the older graves located on the east side of the cemetery. He stated the Franklin County Engineer was not aware of the project impact, that ODOT and Columbus did not contact Sharon Township, that Columbus is working on a new storm water plan and that there has been no public input on the Flint Road work. Mr. Kayati also explained the new storm sewer impact upon the cemetery.

Mr. Kayati believes the construction plan has not met a number of federal guidelines related to public construction and wishes to pursue this issue as the impact on Flint Road and the cemetery is quite large. The Board encouraged Mr. Kayati to research the issue.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 6, 2016****Page 6 of 6****PROPERTY CODE ENFORCEMENT****Property Maintenance Code (PMC) - Update**

Mark Higdon outlined his case report to the Board and Mr. Oberle offered the following information about certain properties:

1278 Community Park – Filed for foreclosure on December 14, 2015 and is expected to be posted to the Sheriff's Sale in the coming weeks.

6790 Maple Canyon – Filed for foreclosure on December 29, 2015 and is expected to be up for Sheriff's Sale in the coming months.

8200 Flint Road – Has gone through foreclosure and will be posted to Sheriff's Sale in the next month or so.

Mr. Higdon spoke about the new approach to code compliance not enforcement and including outreach efforts and educational actions. The Board asked several questions and Mr. Higdon responded. Mr. Oberle suggested separating courtesy advisories and educational activities so they don't happen at the same time. Mr. Duffey made a number of suggestions on operational issues.

There was an extended discussion on Franklin County zoning regulations and exterior property maintenance code regulations, how other townships had customized their code and whether Sharon Township could do the same. Mr. Higdon had distributed a research report on the issue with his case report.

There was an extended discussion by residents, staff and Board about sump pump discharges and this subject will be on the agenda in the future.

Approval of April 6, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the April 6, 2016 minutes, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:57 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

April
Date

John H. Oberle
Chair

John S. Duffey
Fiscal Officer

RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 20, 2016****Page 1 of 7**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Robert Shough, Don Dale, Barb Shepard, Pat Kelly, Debra Knapke, Butch Belszek, Jan Higdon, Linda Jarrett

Guest Speakers: None

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda, Mr. Kayati asked to add letter to County Engineer concerning Plumtree Drive and Olentangy River at Rosslyn Avenue. Mr. Kayati asked for Ohio Utilities Protection Service (OUPS) to the agenda and Mr. Smith asked to add painting of fire hydrants. Oberle added Columbia Gas update.

Phillip Smith made a motion to approve the agenda as amended, seconded by Lindsay Duffey. All voted "Aye."

Chair Oberle asked if there were any resident comments and Pat Kelly spoke up about sump pumps on Rosslyn Avenue and the recent flow of water going down the catch basins. He cited 40 houses that were discharging, documented events with pictures and then suggested the creation of a committee to deal with the issue. Mr. Oberle thanked Mr. Kelly for his efforts.

TRUSTEES**Old Business****STAR Board**

Phil Smith indicated he had nothing to report and is working to establish some meeting dates with Linda Jarrett. Mr. Oberle suggested involving the Star Board on the Bike Trail and Flint Road issues.

Technology – Update

Lindsay Duffey has engaged another web site professional for their thoughts on updating the township's web site. She expects to report the feedback to the Board at the next meeting.

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 20, 2016****Page 2 of 7****Extension of Olentangy Trail**

Tom Kayati reported on a recent meeting with Perry Township and how the discussion included what they were hoping to do. They were shown the proposed crossing at Mason Place, which they support. Perry Township wishes to support Sharon Township and will pass a resolution at their next meeting. Mr. Kayati had a sample resolution for Trustee review. There is a May 6th deadline for public comments and Lindsay Duffey has been encouraging residents to file their comments. Mr. Oberle suggested asking Columbus for all township comments and Lindsay Duffey volunteered to write the letter to Columbus.

Community Meeting

Lindsay Duffey stated Mount Air was having a water system meeting on May 18th and suggested offering the township hall as a location. Mr. Oberle noted various groups throughout the township, including the Three-Street area, have been forming and helping improve their community.

Sharon Memorial Board (SMB)

Mr. Oberle informed the Board the appointment certificates (color) were ready for their signatures and that he had crafted a "Thank You for Your Service" letter to the former Board member Jerry Mills.

2nd Quarter Newsletter

John Oberle announced the 2nd Quarter Newsletter was ready to be processed and mailed to township residents. He asked that everyone take on final look at the document.

Olentangy River Bank – ODOT Property

Mr. Oberle stated ODOT is working on an application to the Army Corps of Engineers, but has not seen the ODOT document.

Tom Kayati has drafted a letter to the County Engineer asking for their assistance on the Rosslyn Avenue erosion problem and asked the Board to review the document so it can be mailed.

Resident Butch Belszek spoke up about Army Corps of Engineers time line, his discussions with the organization FLOW and what their concerns are about the river bank erosion. He distributed a water flow chart indicating the cubic feet per second. He suggested the township contact Matt Raymond, who is in the environmental program at ODOT for assistance.

Mr. Oberle thanked Mr. Belszek for efforts and indicated efforts will be made to get results as soon as possible.

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20 _____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
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New Business**Joint Meeting – Sharon Township - Worthington**

Chair Oberle reminded everyone of the annual joint meeting with Worthington on Monday May 2nd at 7:30 pm.

Memorial Day Parade and Activities

Tom Kayati updated the Board on planned activities on Memorial Day and efforts to have the parade end within the Walnut Grove Cemetery. He will meet with the American Legion Post to obtain their approval of a change to the parade route. If the change is approved, then coordination will be made with Worthington Police.

Trash Bids

Mr. Oberle summarized the trash bids issue and how Sharon Township has been waiting on new trash bids at Perry Township. It appears the Perry Township bids will be higher than expected so Sharon Township has the option of opting in on the Consortium 2 contract before the end of September.

Fire Hydrants - Painting

Mr. Smith spoke up about the need for the fire hydrants in the Three-Street area need to be painted. There was a short discussion about the issue and Pat Kelly indicated the Boy Scouts would do the work, including purchasing the paint. When asked how the money would be raised, Mr. Kelly said a car wash was the normal way to raise funds.

Township Logo

Resident Butch Belszek presented a document containing a series of pictures that could be the Sharon Township logo. There was a discussion of the document and this year being the township's bicentennial. Mr. Belszek would like to discuss this issue at the next meeting.

FISCAL OFFICER:**Old Business****IT Support**

Tony Gordon, TechServPro, was engaged to complete several tasks and connect the copier to the Server.

UAN

Nothing to report at this time.

Financial Report

The bank reconciliation plus bank statements and three key UAN reports have been distributed for the Board's review.

Auditor of State

The 2013-2014 audit report and management letter has been issued. The Fiscal Officer will give an overview of the reports at the next meeting.

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 20, 2016****Page 4 of 7****Resolution 04202016A**

The State of Ohio requires local governments to pass a resolution authorizing the participation in the State of Ohio Cooperative Purchasing Program. The resolution, Program Enrollment Form and \$100.00 for a one-year term is all that is needed for the township to rejoin the program

Phil Smith made a motion to approve Resolution 04202016A authorizing the township to participate in the State of Ohio Cooperative Purchasing Program, seconded by Lindsay Duffey. All voted "Aye."

Township Telephone System

The main console telephone has NOT been repaired by our vendor, DataTalk, and this situation is now going on two weeks. Technology Convergence Group (TCG) has provided a quote using State Term Schedule pricing and it appears to meet the township's requirements. It will take three weeks for the Toshiba equipment to be ordered and delivered. It is recommended the Board approve the purchase of the new telephone system for \$3,521.60 from TCG and incorporate Time Warner as the new telephone service provider. The cost will be shared equally between the General and Police Funds.

The Board discussed the issue and tabled the issue until the next meeting. Chair Oberle indicated would seek out additional information from Time Warner.

Time Warner

The Fiscal Officer is waiting for a Time Warner response to a request for the total cost of three telephone lines, their initial quote was \$29.99 per line but other regulatory fees and taxes were not included in that quote. There is a three-year contract for this service

AT&T

During the telephone system review process, it was noted AT&T is charging Sharon Township \$6.65 per month per line for its Federal Access Charge. An email from the Ohio Consumer's Counsel confirmed that Sharon Township should not be charged more than \$6.50 per line per month. This issue will be taken up with AT&T in the near future.

Public Records Requests

Volunteer Linda Roberts is researching the records retention standard for voice mail messages and will be assisting the Fiscal Officer on updating the township's Records Retention Schedule.

Township Records Review

Once the Copier/Server connection is established, Sharon Lee will begin the process of scanning township minutes dating back to 1963. Additionally, the process of eliminating old records is being written up by the Fiscal Officer and will be shared with the two resident volunteers, Mary Sue Williams and Kathy Walters, next week.

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 600-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 20, 2016****Page 5 of 7****POLICE DEPARTMENT****New Business****New Constable – Marcus R. Ballinger**

Chief Schwind spoke about the hiring of Mr. Ballinger and gave a brief outline of his work history and the high remarks concerning Mr. Ballinger that can be found in the April 18th memorandum to the Board. The Board consensus was to move and formally hire Mr. Ballinger effective on June 2, 2016.

Step Pay Increases for Constables

Chief Schwind opened the discussion of increasing the Police Department pay schedules effective May 12, 2016. There was a discussion by the Board with questions posed to Chief Schwind.

Phil Smith made a motion to approve the new pay schedule for the Police Department with an effective date of May 12, 2016, seconded by John Oberle. All voted "Aye."

Lexipol Contract

Chief Schwind asked the Board to consider approving a contract with Lexipol as a way to insure Police Department policies are timely updated. It is becoming very expensive for the police department to maintain its policies and using Lexipol is a way to keep costs down and policies up-to-date.

There was a discussion of the issue and Lindsay Duffey noted the positive impact of the training aspect offered by Lexipol. The contract was tabled till the next meeting for action.

Large Party – 8350 Olentangy River Road

Chief Schwind shared an email from FLOW about the planting of 250 sapling trees at River Bluff, 8350 Olentangy River Road on April 23rd. Residents should expect traffic congestion that day on State Route 315.

ROAD DEPARTMENT**Excavation Fee - Update**

Mr. Oberle is working with State Senator Hughes on getting an amendment on the excavation fee law so the township can have flexibility. Tom Kayati noted the recent fee increased from \$2.00 to \$50.00, which is considered too high for township residents.

Ohio Utilities Protection Service (OUPS) – Update

John Oberle reported that legal counsel had confirmed Sharon Township is responsible for marking storm sewers for OUPS. Tom Kayati stated Sharon Township will need to join OUPS and indicated that an electronic map will be submitted to them so there is a proper charge calculated. The township will have 48 hours to respond to an OUPS service request. Mr. Kayati suggested he may have to hire a full-time employee to perform the work. There could be up to 1,400 markings per year.

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 20, 2016****Page 6 of 7**

Mr. Kayati asked the Board to review the OUPS application and approve it at the next meeting on May 4th. He also asked that the OUPS email address be created to receive the OUPS service requests.

Flint Road Construction - Update

Tom Kayati outlined who he spoke with in the last week: Franklin County Soil and Water Conservation District, MORPC, and the ODOT Project Manager. The Project stated Sharon Township was notified and cited Worthington Post Office Box number 125. Sharon Township has never had such a number.

Apparently the project plans are not complete and Mr. Kayati requested copies of environmental impact study, the current and proposed storm water plan and the stakeholder list. He noted other plans have been found to be incomplete. It appears the plans don't fully embrace the NDPES objectives.

The city of Columbus will be asked to attend the May 18th Board of Trustees meeting and that meeting would start at 6:00 pm. The Cemetery Board of Trustees would be invited to attend as well and any township resident.

2016 Road Resurfacing Program

Tom Kayati had distributed the 2016 Road Resurfacing Program to Board members. He briefly discussed the water overrun at Plumtree and State Route 315 and he will write a letter to the Franklin County Engineer requesting their assistance in correcting the storm sewer pipe issue.

Mr. Kayati was asked a number of questions by the Board and he explained his reasoning as to why the program is structured. Mr. Oberle asked Mr. Kayati to go through the complete plan for the Board.

Phil Smith made a motion to approve the 2016 Road Resurfacing Program with an estimated cost of \$85,000.00, seconded by Lindsay Duffey. All voted "Aye."

Seasonal Hires – Robert Haycook, Antwon Smith

Tom Kayati requested Board approval for two seasonal hires, Robert Haycook and Antwon Smith. There was a brief discussion.

John Oberle made a motion to approve the seasonal hiring of Robert Haycook at an hourly rate of \$12.00 effective May 2, 2016, seconded by Phil Smith. All voted "Aye."

John Oberle made a motion to approve the seasonal hiring of Antwon Smith at an hourly rate of \$12.00 effective May 2, 2016, seconded by Phil Smith. All voted "Aye"

Freightliner Repairs

Tom Kayati requested Board approval for payment of Freightliner repairs not to exceed \$1,400.00. There was a brief discussion and consensus was obtained.

Phil Smith made a motion to approve the Freightliner repairs not to exceed \$1,400.00, seconded by John Oberle. All voted "Aye."

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 20, 2016****Page 7 of 7****EXTERIOR PROPERTY CODE ENFORCEMENT****Exterior Property Maintenance Code (EPMC) - Update**

Mr. Oberle outlined the submitted case report to the Board and he indicated action will be needed on the sump pump discharge issue.

Approval of Financial Report

Phil Smith made a motion to approve the Financial Report, seconded by Lindsay Duffey. All voted "Aye."

Approval of April 6, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the April 6, 2016 minutes as amended, seconded by Phil Smith. All voted "Aye."

Motion to go into Executive Session

John Oberle made a motion for the Board to go into Executive Session at 8:50 pm citing Economic Development issue, Phil Smith seconded. All voted "Aye."

Return to Public Meeting

At the completion of the executive session, John Oberle made a motion for the Board to return to a public meeting at 9.03 pm, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 9:04 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

5/4/16
Date

John H. Oberle
Chair

John S. Duffey
Fiscal Officer

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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Don Dale, Barbara Rowland, Pat Kelly, Henry “Butch” Belszek, Jan Higdon, Linda Jarrett, Dan & Kathy Walters, Audrey Redmon, Gary Kopp, Carol Belley, Mary Sue and Dennis Williams, Jeff & Kari Hollback, Ross Brown, Joan & John & Sam Janning, David Landis, plus ten or more residents who did not sign in.

Guest Speakers: Tobias Elsass

Tobias Elsass – 887 Plum Tree

Chair Oberle recognized resident Tobias Elsass who asked to speak to the Board of Trustees about road damage on Plum Tree Drive by the construction crews for a house being built in Perry Township. This issue came to the Board’s attention in 2015.

Mr. Elsass gave a summary of the problem citing the Perry Township property as having zero road frontage, the construction crews/trucks have damaged Plum Tree Drive, that taxpayers should not pay for the road damage, and that the homeowner should be held accountable for the road damage. He cited potential damages in the range of \$20,000.00. Mr. Elsass offered to Sharon Township the emails documenting the construction timeline and issues related to the property and will print off pictures demonstrating road damage. The offer was accepted by Chair Oberle.

Chair Oberle told the audience that Sharon Township had worked with Perry Township and the homeowner on the issue and that the Board needed facts so it could make an informed decision.

Resident Mary Sue Williams had a question on the Columbus portion of roads in Mount Air and Tom Kayati responded by saying the township is not maintaining those road portions. An unidentified person who was late to the meeting asked for a quick summary of what he missed and Mr. Oberle gave a summary of what had been spoken about in the meeting.

Resident Kari Hollback of 909 Plum Tree Drive gave the Board a notebook of pictures depicting road damage and the Board thanked her efforts.

Road Superintendent Tom Kayati gave an overview of what Sharon Township had planned for Mount Air roads this year, how the Franklin County Engineer had been retained to resurface several roads in the Mount Air including Plum Tree Drive. He then described the road work to be done this year.

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_____20_____

Mr. Kayati indicated Plum Tree Drive had been damaged but has not completed a review to determine what would be a fair assessment for the property owner to compensate the township. He gave an estimate at \$5,000 at this time for all repairs to Plum tree Drive.

Mr. Elsass posed a question about the County Engineer inspecting township roads every two years, but Mr. Kayati did not have that evaluation. Mr. Elsass said he would provide the document to the Road Superintendent.

There were questions as to when the last road work was done and whether Plum Tree Drive was scheduled for work prior to the damage. Mr. Kayati stated the last work was done in 2010 and yes the work was scheduled.

Resident Kathy Walters asked if the county engineer would impose load limits, but Tom Kayati said only the County Commissioners can impose load limits on township roads. There were other comments and observations made by the audience members about the road conditions in Mount Air.

Phil Smith suggested the issue should be on the next agenda and that taxpayers should not pay for the road damages. Mr. Oberle said there was a need for facts and that another session on the issue could be arranged in the future. Lindsay Duffey responded to a question about informing residents on the issue and said information would be posted to the township's web site and included in the next newsletter.

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda. Chief Schwind wished to add two items to the agenda: damaged cruiser and Zika virus. Mr. Smith asked to add Star Board to the agenda.

TRUSTEES

Old Business

Extension of Olentangy Trail

Tom Kayati reported on a recent meeting with Perry Township and how the discussion included what Sharon Township was hoping to do. They were shown the proposed crossing at Mason Place, which they support. Perry Township wishes to support Sharon Township and will pass a resolution at their next meeting. Mr. Kayati had a sample resolution for Trustee review. There is a May 6th deadline for public comments and Lindsay Duffey has been encouraging residents to file their comments. Mr. Oberle suggested asking Columbus for all township comments and Lindsay Duffey volunteered to write the letter to Columbus

Olentangy River Bank – Update

Mr. Oberle asked for updates and Mr. Smith indicated that he will work with ODOT on an issue and Mr. Oberle stated he had spoken with Tom Slack of District 6 who promised an update in the near future on the Corps of Army Engineers application. Mr. Slack wishes to share the document with Tom Kayati to ensure all his road-related concerns are addressed.

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Resident Butch Belszek inquired if the township had contacted the two contacts at FLOW and ODOT's Matt Raymond he had passed out at the last meeting and, if not, then he would be happy to contact them. Mr. Oberle expressed his approval for Mr. Belszek to contact the two individuals. In response to an audience member question, Mr. Kayati gave an overview of the Olentangy River Bank erosion problem.

STAR Board

Phil Smith passed out an email from OTARMA on meeting sites and asked Star Board member Linda Jarret to confirm a meeting on May 7th at 10:00 am. Potential meeting locations will be on the agenda.

Mr. Oberle gave an overview of Star Board mission and then discussed the purpose of holding future public meetings at community locations. He then discussed the OTARMA email which raised concerns about risk management and how such public meetings could be held at other public locations such as a school.

New Business**Aqua Ohio**

Aqua Ohio has proposed a rate increase before the Public Utilities of Ohio. More information will be made available in the future.

Cemetery Board

Chair Oberle spoke about the recent joint meeting with the Worthington City Council and how the ongoing levy was continued.

Lindsay Duffey spoke up about the Memorial Day ceremony and she asked Tom Kayati to explain to the audience what is being done at the cemetery.

Township Logo

Resident Butch Belszek spoke up about the logo he had presented to the Board at the last regular meeting. There were positive responses from the audience. Lindsay Duffey asked about the logos and Mr. Belszek stated he would present a proposal to the Board.

FISCAL OFFICER:**Old Business****IT Support**

Tony Gordon, TechServPro, connected the copier to the Server via an electric line router. An OCR card has been ordered from Capital Copy for installation and they will complete the final scan-to-Server setup.

UAN

The township received an email from UAN acknowledging the new printer has problems and suggested a work around.

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Auditor of State

The 2013-2014 audit report and management letter has been distributed to the Board. There was one Noncompliance issue and one Material Weakness. Both issues have been addressed by the Fiscal Officer. In the Management Letter, there were three non-compliance issues and two recommendations. Two of the non-compliance issues have been addressed and the third is a work-in-progress. The two recommendations are under consideration.

Resolution 04202016A

The State of Ohio requires local governments to pass a resolution authorizing the participation in the State of Ohio Cooperative Purchasing Program. The resolution, Program Enrollment Form and \$100.00 for a one-year term is all that is needed for the township to rejoin the program

Phil Smith made a motion to approve Resolution 04202016A authorizing the township to participate in the State of Ohio Cooperative Purchasing Program, seconded by Lindsay Duffey. All voted "Aye."

Township Telephone System

The main console telephone is expected to be delivered by our vendor, DataTalk, on May 5th. Technology Convergence Group (TCG) has provided a quote using State Term Schedule pricing (\$3,521.60) and it meets the township's requirements.

Time Warner

Time Warner offered a quote of \$29.99 per line and estimated the regulatory fees and taxes not to exceed \$7.50 per line or an estimated total of \$37.49 per line versus \$46.10 per line from AT&T. There would be an estimated yearly savings of \$1,000.00. There is a three-year contract for the telephone service. Time Warner will be at the township on Thursday May 5th to verify the current system in place to base their telephone system proposal. A Board decision will be scheduled for the next meeting.

Resolution 05042016A – There is one supplemental appropriation needing Board approval. The General Fund revenue and appropriations does not take in the full source of the Ohio Traffic Safety Office grant revenue and expenditures.

Phil Smith made a motion to approve Resolution 05042016A which increases the appropriations for payments related to the Ohio Traffic Safety Office in 2016, seconded by Lindsay Duffey. All voted "Aye."

AT&T

The Fiscal Office has opened a dialog with AT&T concerning the Federal Access Charge being more than \$6.50 per line per month. According to the FCC and Ohio Consumers Counsel, the Federal Access Charge limit set by the FCC is \$6.50.

YP, LLC

A settlement offer was mailed to YP as a way to stop the monthly YP billing on the township's AT&T account. If YP does not accept the offer, the matter will be turned over to the Franklin County Prosecutor for a solution.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****May 4, 2016****Page 5 of 7****Public Records Requests**

Volunteer Linda Roberts is researching the records retention standard for voice mail messages and e-mail. The Auditor of State (AOS) records retention schedule has been received and will be helpful in crafting a township policy and procedure on e-mails. AOS e-mails are considered transitory in nature and can be administratively deleted at any time.

Township Records Review

Once the Copier/Server connection is established, Sharon Lee will begin the process of scanning township minutes, some dating back to 1963. Resident Mary Sue Williams worked last week with the Fiscal Officer on setting up a system to review file room box contents and were able to process five boxes. Next week, Mary Sue and Kathy Walters will process a number of storage boxes. When twenty boxes have been inventoried, a Form RC-2 will be sent to the Ohio Historical Society and Auditor of State requesting permission to destroy

Newsletter Postage Costs

Mark Higdon had an idea on reducing mailing costs and is pursuing the issue with the U.S. Postal Service. He is expected to report to the Board in a future meeting on what he has learned.

Continuing Education

Since April 1st, the Fiscal Officer has attended three training classes and is scheduled for another one next week. The Auditor of State hosted "Fraud Prevention and Detection Training" class, Ohio Ethics Commission hosted "Ethics Law" and CareWorks had a seminar on safety and changes to Workers' Compensation coming up in 2017. Next week, I will be attending the Certified Public Records training class.

Workers' Compensation

In 2017, local government will go on a new BWC system where they will be billed in advance. There will be five options in making payments to BWC, the first payment is due December 31, 2016.

Unemployment Compensation

Sharon Township is a reimbursing employer. CareWorks, who is our Managed Care Organization (MCO) for BWC related injuries, also offers unemployment compensation services, if elected. If a claimant later qualifies through another employer, the township account can be charged even when the claimant had previously been disqualified. This is due to the base period charge method for reimbursing employers.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****May 4, 2016****Page 6 of 7****POLICE DEPARTMENT****New Business****Drug Drop-Off**

Chief Schwind spoke about the Police Department involvement on April 30th hosting the national Drug Drop-Off event. The amount of drugs received was less than last year due to the participation by other police department in the northern part of Franklin County.

Lexipol Contract

Chief Schwind updated the Board on the proposed Lexipol contract that was presented at the previous meeting. He indicated this contract would enable the Police Department policies to stay current. Chair Oberle asked for comments or questions. Lindsay Duffey felt the contract would be a good benefit to the Police Department and Chief Schwind gave some examples how daily training (web-based) would be beneficial. Ms. Duffey asked about any potential discounts and Chief Schwind indicated the township may receive a discount off the OTARMA insurance charges.

Phil Smith made a motion to approve the Lexipol contract, seconded by Lindsay Duffey. All voted "Aye."

Damaged Cruiser

Chief Schwind spoke about a cruiser that was recently damaged while responding to a call. There is an internal investigation underway. The estimated cost to repair will be \$837.00 and the Chief wished to make the Board aware of the issue.

Zika Virus

Chief Schwind recently attended a meeting where the Zika virus was discussed and he placed a document in the Board's folders to read about the Zika. The Columbus Public Health web site has current information on the virus.

Tom Kayati offered suggestions on ensuring rain barrels are secured to prevent mosquitoes from gaining access to the barrels. The Asian tiger mosquito is the main concern and residents are asked to report getting bit during the day to the Franklin County Board of Health.

ROAD DEPARTMENT**Excavation Fee - Update**

Mr. Kayati has not received any updates from the Ohio Township Association on the Excavation Fee change to Ohio law.

Flint Road Construction - Update

Mr. Kayati stated the next meeting will start at 6:00 pm to allow for the City of Columbus answering questions on the Flint Road construction project. The Fiscal Officer indicated there were post cards available and Mr. Kayati will provide a notice to be mailed to township residents in the Flint Road area to attend the next meeting. Mr. Kayati gave an overview of the Flint Road project and his concerns to the audience. He indicated there is some movement addressing issues he had presented to Columbus and ODOT.

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John Oberle mentioned that Columbus had apologized for not having properly notifying the township about the project. There are concerns about property value being affected and how large amounts of water could damage the Flint Road cemetery.

Ohio Utilities Protection Service (OUPS) – Update

Tom Kayati will bring the OUPS application to the next meeting for approval by the Board. There was a brief exchange of information concerning the impact of OUPS on township operations.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Lindsay Duffey outlined the work that Mark Higdon had been doing in clearly up misunderstandings on several properties and their relationship to the "Land Bank". The Community Park and Maple Canyon properties were in question.

Mr. Oberle suggested taking the properties once the Community Park structures are removed and both properties are made available to the township. There would have to be some maintenance of the properties until they are sold, but sales to township neighbors should not take too long.

Approval of April 20, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the April 20, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:32 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

5/18/16
Date

John H. Oberle
Chair

John S. Kumpf
Fiscal Officer

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****May 18, 2016****Page 1 of 6**

The meeting was opened in proper form at 6:00 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Walnut Grove / Flint Road Union Cemetery Board of Trustees – Courtney Chapman and Rachel Dorothy. Cemetery Clerk Elaine Russell and Cemetery Superintendent Tom Kayati were recognized by Chair John Oberle.

Guests: Mark & Val Rodgers, Emily & Bruce Pickering, Linda Krikos, Rachel Dorothy, Elaine Russell, Courtney Chapman, David & Cynthia Sloan, William Mauk, Erin & Rich Hendricks, Philip & Vesta Daniel, Jim Wright, Jerome Lewis, Jan Province, Helen O. Epps, Geneva Colston, Laura Fay, Debra Knapke, Elle Nowels, Dan Walters, Linda Jarrett, Roch & Donna Letteral, Robert Shough, Marilyn Dale, Tom Hawkins, Anthony Paletta, Don Dale, Richard Fowler, Beverly Gordon, Josh & Stephanie Beck, Barbara Shepard plus a number of other individuals who did not sign in.

Moment of Silence – John Oberle asked for a Moment of Silence for the recently departed Constable Carl Booth. Mr. Oberle gave a summary of Constable Booth’s career at the Franklin County Sheriff’s office and Sharon Township Police Department. Chief Schwind played a Franklin County Sheriff recording announcing Constable Booth’s final sign off.

Trustee Smith asked for a moment of silence for the recent death of a long term Sharon Township resident.

Guest Speaker: Richard Ortman, PE – City of Columbus, Public Service Department, Transportation Division

Lazelle Road Construction Project

Chair Oberle recognized City of Columbus representative Richard Ortman, who rose and gave a summary of the Lazelle Road Construction Project and its impact on Sharon Township and the Flint Road Cemetery.

Mr. Ortman introduced himself as the Project Manager and said the Lazelle Road Project consists of three phases to expanding and improving Lazelle Road.

- Phase A – High Street to just west of Flint Road
- Phase B – From the Phase A end to Sancus Road
- Phase C – From Sancus Road to Worthington-Galena Road

He gave summary of what each phase would consist of in road improvements and which includes the replacement of the railroad bridge near the Flint Road intersection.

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SHARON TOWNSHIP TRUSTEES

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REGULAR SESSION HELD AT**95 E. Wilson Bridge Road****May 18, 2016****Page 2 of 6**

Mr. Ortman stated a new storm sewer would go down Flint Road starting on the east side of the road and switch over to the west side with a termination point at the Flint Road Cemetery entrance. He indicated that the project phases A and B are in Stage 2 and those plans are being revised. Mr. Ortman used the phrase "Looking at a number of options" to characterize the current project review process throughout the evening.

Mr. Ortman mentioned their City of Columbus consultant has been tasked to look at the storm water issue raised by Road Superintendent Kayati and how they can slow down the water flow. The construction of retention ponds will help on this issue.

Appraisers have been hired by Columbus and they are in the process of valuing trees on private land that must be cut. Federal procedures are being followed to determine the value to be paid to the property owners. It was noted only twelve trees in the right-of-way will have to be cut.

Mr. Oberle asked the Board and staff for questions. Tom Kayati asked about changing the size of the storm water pipe and was told "Looking at every possible option." Mr. Kayati also asked if the current water flow has been calculated and how new sources will impact the current flow. Mr. Ortman was not sure but indicated he would pass on the information to Mr. Kayati.

Mr. Kayati asked if the Franklin County Engineer was now involved in the construction plan review and Mr. Ortman said yes. Chief Schwind asked how traffic would be maintained and he was told "as best as possible." Mr. O'Keeffe asked how long Lazelle Road would be closed for the railroad bridge replacement and was told whenever they can they will open traffic, but that it's a two-year project.

Mr. Oberle opened comments and questions to the public by row. For the next hour there were a number of questions and comments posed to Mr. Ortman. A summary of what was asked and responded to.

- How will you slow down water? Retention ponds
- How far down Flint Road will the storm water pipes go? Flint Road Cemetery entrance
- Will there be a lot of traffic on Flint Road during construction? Yes, there could be if people do not read the detour signs.
- Where are construction information and plans? City of Columbus web site has information, but no plans are on line.
- Question on Mayor Coleman's ordinance on tree replacement. Federal process being followed and more trees going in than being cut down.
- Who is be contacting the property owners on their trees? City Attorney Office.
- Will there be a follow up meeting that will present answers to the residents? Yes, most likely in December 2016.
- How will water be directed away from the cemetery? We are looking at options.
- When will the work start? Mr. Ortman will know by this fall. There no further meetings scheduled.

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- There were several comments on the volume of water that goes down the ravine when it rains.
- Why can't the Flint Road speed limit be reduced? Both Mr. Ortman and Tom Kayati responded as to the process to reduce road speed.
- Impact on area outside of the construction zone. Mr. Kayati noted the Flint Road Cemetery is outside of the construction zone. Mr. Oberle indicated the impact issue should be addressed by an attorney.
- Questions on storm water impact on the historical Underground Railroad located just outside of the construction zone.

It was agreed that Mr. Ortman will return to Sharon Township later this year and present what changes have been made to the construction plan.

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda. Lindsay Duffey added Technology – Update. Tom Kayati added OUPS.

TRUSTEES**Old Business****Extension of Olentangy Trail**

Lindsay Duffey has received the CD from Perry Township with comments and suggestions made by citizens to the City of Columbus. She will spend the next several weeks digesting the contents and report to the Board with her findings.

Olentangy River Bank – Update

Mr. Oberle noted he had reached out to ODOT District Six Tom Slack and resident Butch Belszek in the past week. It is his understanding that ODOT is making progress on the application to the U.S. Army Corps of Engineers for funding to replace the Olentangy River bank erosion.

STAR Board

Phil Smith distributed to the Board a May 18, 2018 statement signed by Linda Jarett outlining the Star Board recommendation pertaining to community meetings.

The Star Board recommended the Trustees continue holding their monthly meetings at the township hall but each month feature one township area for comments from residents. The statement also outlined the efforts by Star Board members to increase the Flint Road attendance at the May 18th meeting on the Lazelle Road Construction Project.

Website Proposal

Lindsay Duffey distributed a "Proposal for Website Redesign: sharontwp.us" in which webmaster Chad Davis proposed a complete redesign of the township's web site. The proposal consisted on the following:

- Client Needs
- Solution
- Fee Summary

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**SHARON TOWNSHIP TRUSTEES
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- Fee Schedule
- Next Steps

The Board will consider the proposal in a future meeting.

FISCAL OFFICER:**Old Business****IT Support**

Capital Copy has installed the OCR card in the copier. ComputerSmith will make the final connection on Thursday May 19th. ComputerSmith contract ends August 4th and there is a 30-day notice required to stop an automatic renewal. Based upon the Police Department need for a LEADS certified IT Support, the Board is asked for approval to terminate the relationship with ComputerSmith in mid-June via a letter from the Fiscal Office. The Board consensus was for the Fiscal Officer to mail out the termination letter.

Time Warner

Time Warner offered a quote of \$29.99 per line and estimated the regulatory fees and taxes not to exceed \$7.50 per line or an estimated total of \$37.49 per line versus \$46.10 per line from AT&T. There would be an estimated yearly savings of \$1,000.00. There is a three-year contract for the telephone service.

Mr. Oberle raised the issue of a legal restriction over a three-year contract and indicated the Time Warner contract should have language to ensure annual renewals. The Fiscal Officer would investigate the issue and report back to the Board.

Township Telephone System

After three weeks without it, the main console telephone was recently repaired and installed by our vendor, DataTalk. Technology Convergence Group (TCG) provided a quote for a new telephone system using State Term Schedule pricing (\$3,521.60) and it meets the township's requirements. DataTalk has issued a quote of \$5,736.00 for a replacement telephone system, a difference of \$2,214.40 from the TCG quote.

Mr. Kayati raised a point as to what would happen if the PBX box located in the utility room crashed. If that situation happens, then the township would not have any telephone service. The Fiscal Officer will investigate and report back to the Board.

AT&T

The Fiscal Office has turned the AT&T file over to the Franklin County Prosecutor for action in clearing up the YP billing dispute.

Township Records Review

Residents Mary Sue Williams and Kathy Walters worked last week with the Fiscal Officer on reviewing the contents of file room boxes and now 20 boxes have been processed. A Form RC-2 is nearing completion and will be sent to the Ohio Historical Society and Auditor of State for their review and permission to

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____

20 _____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
May 18, 2016
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destroy the records. The Board will be notified when the approval has been obtained and when the records will be scheduled for destruction.

Records Retention Schedule

Volunteer Linda Roberts is in the process of developing an updated township records retention schedule and expects to have it ready in early fall 2016.

Public Records Requests

Resident Dan Carson of Pocono Road has requested a copy of the May 18th Board of Trustees meeting audio. Mr. Carson will be unable to attend the meeting due to a recent medical procedure.

State House Testimony

The Fiscal Officer attended the Ohio Senate State and Local Government Committee meeting on Tuesday May 17th and provided testimony on township life insurance component in House Bill 413. Ohio Township Association's state house liaison Heidi Fought spoke in favor of changes to the excavation law put forth by Road Superintendent Tom Kayati. There were no objections raised by the committee.

Building Income and Expense

The Fiscal Officer distributed a building rental income and expense which showed a positive position so far this year. A decision to replace one air conditioning unit could be made in September, provided there are no significant building expenses

ROAD DEPARTMENT

Ohio Utilities Protection Service (OUPS) – Update

Tom Kayati spoke about the OUPS application which is estimated to cost \$500.00 per year. The cost is based upon the number tickets generated.

Plum Tree Drive

Mr. Kayati will give an update on the Plum Tree Drive issue to the Board after Memorial Day.

EXTERIOR PROPERTY CODE ENFORCEMENT

Exterior Property Maintenance Code (EPMC) - Update

Lindsay Duffey spoke about the Neighborhood outreach work done the past few weeks by Mark Higdon. .

Mr. Oberle suggested taking the properties once the Community Park structures are removed and both properties are made available to the township. There would have to be some maintenance of the properties until they are sold, but sales to township neighbors should not take too long.

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The EPMC report to the Board consisted of the following entries:

- 1278 Community Park Drive
- 6790 Maple Canyon Avenue
- Advisory on Community Park and Maple Canyon
- 8200 Flint Road
- Neighborhood Focus Plan
- Sump Discharge into Streets
- Friend Street Apartment Development Plan
- Case Tracker Spreadsheet
- Case Tracker Update Notes
- Tremont Gardens Gas Line Replacement

There was a brief discussion on razing Community Park structures and resident Robert Shough pointed out the grass is growing high at the Maple Canyon location. An effort will be made to get the Land Bank to mow the property.

Approval of Financial Report

Phil Smith made a motion to approve the Financial Report which consisted of the April 2016 bank reconciliation, all supporting bank statements and several UAN reports, seconded by Lindsay Duffey. All voted "Aye."

Approval of May 4, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the May 4, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:16 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

6/1/16

Date

John H. Oberle
Chair

John S. Kumpf
Fiscal Officer

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 1, 2016****Page 1 of 5**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: John Anschul, Kristen Ballinger, Robert Shough, Don Dale, Barb Shepard, Pat Kelly, Butch Belszek, Dan Walters

Guest Speakers: None

Chief Schwind introduced Marcus Ballinger to the Board of Trustees as a new Sharon Township Constable and gave a summary of his qualifications.

Phil Smith made a motion to approve Resolution 06012016A which authorized the hiring of Marcus Ballinger with a starting date of June 2, 2016 at a rate designated by Chief Schwind, seconded by Lindsay Duffey. All voted "Aye."

The Fiscal Officer administered an oath of office to Marcus Ballinger and the Board of Trustees welcomed Constable Ballinger to Sharon Township. Handshakes were exchanged and pictures were taken.

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda, there were no additions from the staff. Mr. Oberle added Records Commission and Olentangy Valley Center to the agenda.

Residents Comments

Chair Oberle complimented resident Dan Walters for his assistance on placing flags on High Street for the Memorial Day activities.

TRUSTEES**Old Business****Township Picnic**

Chair Oberle gave summary of when the Board of Trustees held a picnic after a meeting some five years ago. The purpose of the picnic was to foster fellowship among township residents and their township employees and elected officials. He wished to gauge whether there was any support for having another picnic. Mr. Oberle suggested the picnic be held after the second meeting in September and there was support for the picnic.

Local Government Safety Grant Program - Update

John Oberle gave an update on the recent submission for a Local Government safety Grant Program which Sharon Township did not receive. Chief Schwind and Lt. Tuchfarber were complimented for their efforts in preparing the grant application. There will be another round of grant applications later this year and the Board consensus is to re-apply at that time.

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20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

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Review of Township Issues Calendar

Chair Oberle spoke about how the Three-Street bus stop issue must be visited to ensure Columbus Public Schools doesn't place a bus stop location at an inappropriate location again. A joint meeting with the Sharon Memorial Hall Board is planned. The 2017 Revenue Budget will be discussed during July and on the 4th of July; streets in the Worthington Hills area will be closed for the parade. Tom Kayati will be putting together an infrastructure inventory of what utilities are in the township. The next newsletter will go out at the end of August. Mr. Higdon will present to the Board a method of cutting newsletter mailing cost.

Extension of Olentangy Trail

Lindsay Duffey announced the City of Columbus wishes to use the proposed trail going behind the Ohio Valley Center then turn left through the parking to the intersection of Clubview and State Route 315. The township's suggestion to use the State Route 315 crossing at Mason Place was rejected since it wasn't in the study area. John Oberle discussed the bike path possibility on Clubview and how traffic could be restricted for bike safety and the possible need for bike signs. There was consensus that this should be an option for consideration.

Olentangy River Bank – ODOT Property

Mr. Oberle stated ODOT has not done the environmental assessment and that resident Butch Belszek has been in contact with ODOT District 6 Tom Slack. ODOT expects to complete their work before winter and the township has asked to see the U.S. Army Corps of Engineers application before it is submitted.

Gypsy Moth Spraying - Update

Lindsay Duffey stated a start date for spraying has not been set yet, but signs will be posted in the Three-Street area and post cards will be mailed to residents by the Ohio Department of Agriculture several days before spraying.

Columbia Gas - Update

Phil Smith stated 500 feet of pipe was laid on Kanawha this week. The crews that will connect houses to the new main pipe will soon start their work. Tom Kayati gave an update on repairs to roads and he will keep a close eye on street repairs.

Residents Don Dale had a question about restoring property to a good state and Mr. Kayati responded. Pat Kelly spoke up about road closing by Columbia Gas which was really not the case according to Chief Schwind.

Mosquito Spraying - Update

Phil Smith gave an update on how the County Public Health is catching the Asian tiger mosquito.

Technology – Update

Lindsay Duffey updated the Board on the proposal to renovate the township web site and the potential use of other hosting sites.

Township Records Commission

John Oberle announced the Township Records Commission will meet during the June 15th meeting.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 1, 2016****Page 3 of 5****Olentangy Valley Center**

Mr. Oberle announced the Olentangy Valley Center is no longer likely for sale and that the owner will redevelop it in the future.

Township Logo

Resident Butch Belszek stated the cost of the township logo would be \$400.00. There was a discussion as to what date Sharon Township was established and Chief Schwind will research the issue.

Mr. Belszek will present four logos to the Board and discussion raised the possibility of using Survey Monkey to obtain resident opinion as to which logo to use. Pat Kelly suggested the logos should go on new block watch signs. It was suggested to present the four logos to residents at the September picnic. Mr. Belszek will forward the logos to Mr. Oberle for distribution to staff and Board.

FISCAL OFFICER:**Old Business****IT Support**

ComputerSmith moved the administrative directories from the Server onto the administrative computer. The backup system employs two hard drive backup (daily, weekly) and they are stored in the Fiscal Officer's fire proof safe.

Township Telephone System – Time Warner

Discussion of the new township telephone system will be delayed until the next meeting.

AT&T

On the May 19th AT&T invoice, there was no YP charge. A settlement offer will be mailed on June 2nd to the AT&T CEO; it's similar to the YP settlement offer.

YP, LLC

On May 31st, a New Jersey law firm sent an email to the Fiscal Officer asking for an extension to reply to the settlement offer. The law firm was informed that the issue was turned over to the Franklin County Prosecutor's Office on May 16th.

Township Records Review

A Form RC-2 reflecting the contents of 20 boxes reviewed by residents Kathy Walters and Mary Sue Williams was sent last week to the Ohio Historical Society (OHS) for their review and permission to destroy the records. The Board will be notified when the approval has been obtained and when the records will be scheduled for destruction, but the records commission needs to approve ahead of time.

1963 to 2016 Minutes

Sharon Lee has scanned the township's minutes for the years of 1963 to 1970 and 2006 to 2016. These documents are being scanned in color at 600 DPI which makes for a very good PDF document. The scanning process is expected to be completed by the end of July. Mary Sue Williams has volunteered to perform the quality assurance function of verifying that all scans are an exact copy of the paper minutes. The quality assurance process is expected to be completed by August 31st. Kevin Latta of the OHS Local Government Records Retention Program has been offered electronic copies of the minutes.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 1, 2016****Page 4 of 5****Lost Township Records**

There is a concern that prior-1963 minutes may have been lost and the Fiscal Officer will travel to the Ohio Historical Society (OHS) next week to determine what Sharon Township records are in storage. According to Tom Kayati, there was a fire in the 1940s which resulted in the loss of records and in the 1970s records were allegedly damaged with a broken water pipe at the Sharon Memorial Hall location. More information will be reported at the next meeting.

Records Retention Schedule

Volunteer Linda Roberts is continuing her efforts in updating the township's records retention schedule and she expects to have it ready in early fall 2016. Linda and the Fiscal Officer went over her work during their weekly meeting on May 26th.

Emergency List Test

Last week, Robert Shough of S.A. Comunale, returned to the township hall and tested all emergency lights. In the April 6th Trustee meeting, comments were made about the lights not working properly due to the power outage. The emergency light batteries only last about an hour, more than enough time for an orderly evacuation of the building.

Township Owned Property in Columbus

During a visit to the township, resident Robert Shough asked the Fiscal Officer why a township-owned property was located in Columbus. Vince Javlin of the Franklin County Auditor's Office gave the following explanation:

This one acre tract was annexed in 1966 from Sharon Twp. to the City of Columbus. The one acre was split out of parcel 252-001358 which is owned by Sharon Twp. However, in 1966 our office did not recognize the split of this one acre until we were notified in 2014 by the City of Columbus and the Franklin County Engineer. In order to correct the error we assigned a new parcel to the one acre and placed it in the city. Parcel 252-001358 and 010-292865 both have the land use code of 660. This is classified as highest and best use. These parcels are not taxable. Our records go back to 1925 and show the township owning both areas in question.

The City of Columbus ordinance is 1254-66 and it was part of an annexation of 802 acres. I am attaching copies of the annexation map as well as a copy of the city bulletin.

It was noted that the 1965 and 1966 Sharon Township minutes did not contain an entry about the above annexation. In 2014, Sharon Township was not notified by either the county auditor or engineer of the above change.

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Tom Kayati had nothing new to report.

Flint Road Construction - Update

Tom Kayati had nothing new to report. John Oberle has several calls into the City of Columbus related to the project.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Mr. Higdon presented to the Board his report and spoke about each entry in the EMPC Report:

- 8220 and 8200 Flint Road
- 512 Rosslyn Avenue
- 726 Highview Drive
- 1278 Community Park Drive
- 6790 Maple Canyon Avenue
- Future sale of properties acquired by Sharon Township
- Neighborhood Focus Plan
- Sump Discharge into streets
- Friend Street – Columbus apartment development plan
- Case Tracker Spreadsheet

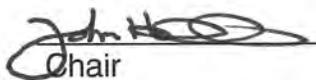
Don Dale raised the junk car issue and there was an exchange of information between the Board, staff and residents about the issue.

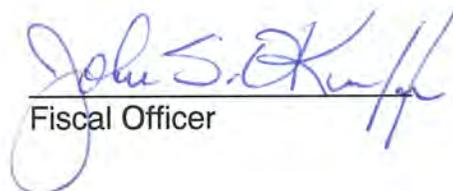
Approval of May 18, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the May 18, 2016 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:11 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

June 15, 2016
Date


Chair


Fiscal Officer

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 15, 2016****Page 1 of 5**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Robert Shough, Don Dale, Barb Shepard, Butch Belszek, Dan Walters, Ryan Hlavin, Judy & Jack Hedge, Anthony Paletta, Ross Brown, Pat Kelly, Mark Griffith, Ryan Thomas, Sara Klips

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda, there were no additions from the staff or Board.

Guest Speaker: Jack Hedge – Proposed Bike Lane on Clubview Blvd

Mr. Hedge gave a background summary of the Columbus project to extend the Bike Trail to Clubview Blvd. Mr. Hedge proposed only allowing a bike path on west bound Clubview Blvd for safety reasons. The presentation included PowerPoint slides which show edge lines in Perry Township that appeared to suggest a pathway for bikes or pedestrians. Road Superintendent Kayati pointed out that moving the edge line does not constitute a bike trail; a multi-use pathway on a roadway must have a physical divider. Mr. Kayati indicated that pedestrians cannot use a bike trail to walk on a roadway and any movement of the edge line by the township could raise liability issues.

Mr. Hedge pointed out the support from the Worthington Hills Civic Association for a bike trail. There was a general discussion about the issue by staff, Board and audience members. One individual suggested putting in new sidewalks and Mr. Kayati reminded everyone that ADA requirements would have a large impact on such a project. Residents would appreciate any improvement of the roads and understand the Bike Trail project won't happen until 2017/2018.

Mr. Oberle suggested a survey be circulated among township residents to obtain their opinions on this issue.

Guest Speaker: Anthony Paletta – Sharon Township South Civic Association

Resident Anthony Paletta gave the Board an overview of the Sharon Township South Civic Association and its intent to improve its neighborhood. He cited the good work being done by Columbia Gas, consideration being given to hosting a block party, development of fund raising to improve township signage and other issues such as upgrading streets and housing, and concern about recycling.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 15, 2016****Page 2 of 5**

The association has a Facebook page and Tom Kayati asked if the township could send township information for dispersal among its members. Pat Kelly stated any township communications should be sent to him. Lindsay Duffey stated such an arrangement would be helpful when sending out newsletters.

There was a general discussion of recycling and Mr. Oberle explained the process that will be used to continue using Local Waste for trash and recycling services.

TRUSTEES**Old Business****Township Logo**

Resident Butch Belszek distributed update logo sheets and described the three concepts that make up magnetic labels, business cards and street signs. Lindsay Duffey suggested a redesign of the numbers on the magnets to ensure clarity and understanding. She felt that a survey could be conducted to have township residents select a logo design. Tom Kayati observed not all telephone numbers are emergency numbers and Chief Schwind had similar comments about the Police Department telephone numbers. At the next meeting, a consensus is expected as to the logo design.

Olentangy River Bank – ODOT Property

Resident Butch Belszek updated the Board on ODOT activities at his home and a Memorandum of Agreement between ODOT and Army Corps of Engineers. It appears the ODOT river bank erosion project is on track.

Mr. Oberle stated ODOT expects to have the project submitted to the U.S. Army Corps of Engineers before winter.

Technology – Update

Lindsay Duffey is working with another vendor to prepare a demo of their technical capabilities at the township hall. She believes at the next meeting she would have all the options to present to the Board for a decision on the web site update.

Mosquito Spraying - Update

Phil Smith gave an update on how the County Public Health efforts are in trapping the Asian tiger mosquito and have started spraying in the county. Resident Pat Kelly still has the spray signs and will post them at High Street when he is notified.

Columbia Gas - Update

Phil Smith stated Kanawha Avenue is almost completed and Columbia Gas will be starting on Westview next week. Mark Higdon and Tom Kayati made comments on the work.

Township Records Commission

John Oberle called the Township Records Commission to order and asked the Fiscal Officer to give an update. Sharon Township received approval from the Ohio Historical Society to destroy records identified on the May 25, 2016 Form RC-2.

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Phil Smith made a motion to approve the destruction of records identified on the May 25, 2015 Form RC-2, seconded by Lindsay Duffey. All voted "Aye."

FISCAL OFFICER:**Old Business****IT Support**

On Tuesday June 14th, an email was sent to ComputerSmith notifying them that their contract will end on August 4, 2016. Sharon Township will be using LEADS-certified IT Support in the future.

Township Telephone System – Time Warner

The discussion of the new township telephone system will be delayed to a future meeting due to a family emergency of the presenter Mark Griffith of CityVoip.

AT&T & YP, LLC

Assistant Prosecutor Paul Thies has been assigned to clear up the unauthorized YP billing issue on the monthly AT&T invoice.

1963 to 2016 Minutes

The township's minutes for the years of 1963 to 1974 and 2006 to 2016 have been scanned. These documents are being scanned in color at 600 DPI which makes for a very good PDF document. Mary Sue Williams is performing the quality assurance function by verifying all scans are an exact copy of the paper minutes. Kevin Latta of the OHS Local Government Records Retention Program was offered electronic copies of the minutes, no response from OHS.

Lost Township Records

Last week, the Fiscal Officer made a visit to Ohio Historical Society (OHS) to see what minutes had been submitted for filing with the State Archives. According to OHS records, 1911 to 1937 and 1944 to 1962 minutes are stored there. The Fiscal Officer submitted a request to borrow the minute books for scanning. No response has been received from OHS.

Records Retention Schedule

Volunteer Linda Roberts is continuing her efforts in updating the township's records retention schedule and she expects to have it ready in early fall 2016.

Franklin County Law Library

A letter from the Franklin County Law Library was received on Monday June 13th regarding the submission of all documents in accordance with Sections 111.22 and 731.231, Ohio Revised code. Inquiries were sent to the Ohio Secretary of State and Franklin County Clerk of Courts asking for specific examples of what township records are required to be submitted under the cited sections of Ohio law.

Public Records Request

An Ohio Public Records request was received from Robert Shough on June 15th; Mark Higdon will gather the requested documents.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 15, 2016****Page 4 of 5****POLICE DEPARTMENT****Old Business****Hiring of Molly Tuchfarber**

Chief Schwind requested Board approval to hire Molly Tuchfarber at a rate of \$10.00 per hour effective June 22, 2016 for a period of two months. Ms. Tuchfarber will be under the direct supervision of Chief Schwind to remove all LEADS documentation from police files. This activity was cited in the last LEADS review and must be done before the next review.

Phil Smith made a motion to approve the hiring of Molly Tuchfarber at a rate of \$10.00 per hour effective June 22, 2016 for work related to LEADS documentation removal, seconded by John Oberle. All voted "Aye."

ROAD DEPARTMENT**Excavation Fee - Update**

Tom Kayati reported he was working on a new excavation schedule.

Flint Road Construction - Update

Mr. Oberle reported that the City of Columbus has developed some new solutions related to the project that include not cutting as many trees as initially it had planned. The process is ongoing and as information becomes available it will be reported in future Board meetings.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Mr. Higdon presented to the Board his report and spoke about each entry in the EPMC Report:

- 8220 and 8200 Flint Road
- 512 Rosslyn Avenue
- 726 Highview Drive
- 1278 Community Park Drive
- 6790 Maple Canyon Avenue
- Neighborhood Focus Plan
- Friend Street – Columbus apartment development plan
- Case Tracker Spreadsheet

A picture depicting the three-foot high grass at 512 Rosslyn Avenue was shared with the Board of Trustees.

As to the Friend Street development, it was the main subject at a recent Far North Columbus Communities Coalition meeting. Apparently a number of questions were asked, but there were no answers given. There have been some changes made to the apartment building project, which was depicted on handouts given to the Board. Lindsay Duffey reported citizen concerns about fire safety and there is a question whether school buses can travel on Friend Street.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 15, 2016****Page 5 of 5**

Discussion moved to 726 Highview Drive and Mr. Higdon will send a letter to Franklin County Public Health. The issue of inoperable vehicles was again discussed and a consensus was obtained on how the township would proceed against the high weeds at 512 Rosslyn Avenue.

Approval of Financial Report

Phil Smith made a motion to approve the Financial Report which consisted of the May 2016 bank reconciliation, all supporting bank statements and several UAN reports, seconded by John Oberle. All voted "Aye."

Approval of June 1, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the June 1, 2016 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:21 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

7/6/16
Date

John H. Oberle
Chair

[Signature]
Fiscal Officer

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****July 6, 2016****Page 1 of 5**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Robert Shough, Don Dale, Barb Shepard, Butch Belszek, Dan Walters, Dennis and Mary Sue Williams

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda, Mr. Oberle added Township Records Commission to the Trustees New Business.

Phil Smith made a motion to approve the amended agenda, seconded by Lindsay Duffey. All voted "Aye."

Guest Speakers: Charles Broschart – Franklin County Public Health
Thomas Dunn – Supervisor – WebForce System / City VOIP

Prior to the meeting, resident Dan Walters passed out copies of two news articles dealing with bat houses and the ability of bats to consume a large quantity of insects every night.

Chair Oberle recognized Charles Broschart who has come to Sharon Township many times before to speak about the Franklin County Mosquito Management Program. Mr. Broschart passed out a document outlining this evening's topics and spoke on each item.

- Zika Virus Response
- West Nile Virus Surveillance
- Larviciding and Catch Basement Treatments
- Service Requests
- Remove Standing Water

Mr. Broschart spoke briefly about how catch basins are inspected and if there is a pool of non-running water, they will leave a pellet that dissolves over time and kills mosquito larva. He asked people to inspect their rain barrels and ensure no mosquitoes can gain access.

The issue of bat houses came up and Mr. Broschart noted the ability of bats to consume large quantities of mosquitoes every night. He cautioned residents that approximately 2% of bats carry rabies.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****July 6, 2016****Page 2 of 5****Guest Speaker:** Thomas Dunn – CityVoip

Chair Oberle recognized Thomas Dunn of CityVoip and the Fiscal Officer gave a short summary of the township efforts to replace it's 11 year old telephone system.

Mr. Dunn distributed the CityVoip quote which had the following components:

- Overview and Summary
- Cloud / Hosted PBX – VoIP System with IP Phones – Monthly Cost
- IP / VoIP Phone Setup Costs for Location – Setup Costs

After the presentation, Mr. Dunn answered questions posed by the Board and Fiscal Officer. Chair Oberle thanked Mr. Dunn for the presentation and decided to consider manner and make a decision at a future meeting.

Chair Oberle asked if there were any resident comments and there were none.

TRUSTEES**Old Business****Township Logo**

Chair Oberle outlined a proposed questionnaire that would be given to residents for their thoughts on a township logo and other issues. Lindsay Duffey had a question about how to include questions or issues on the questionnaire and Board members should send them to Sharon Lee. The timeline is to have all changes by the next meeting so the Trustees can go door-to-door on August 6th with all responses by September 2nd and at the September 21st meeting there will be the presentation of the responses, selection of the township logo and the township cookout after the meeting.

Lindsay Duffey spoke about her recent meeting with Chief Schwind and Tom Kayati on the township logo. She will transmit her comments to Butch Belszek. Mr. Belszek and Ms. Duffey exchanged information about the color scheme, there is a concern the color red would fade if place on roadside sign.

Olentangy River Bank – ODOT Property

Chair Oberle summarized efforts to keep the process going on the Olentangy River Bank problem, he had made several telephone calls to Tom Slack on ODOT's District 6, and Mr. Smith mentioned he was keeping a profile on the issue, resident Butch Belszek indicted the process was moving forward.

Technology – Update

Lindsay Duffey spoke about a recent meeting she and Chief Schwind had with CivicPlus and the meeting with ESchoolView next week. Various aspects of maintaining a township web site were discussed including a linkage with Facebook. Chief Schwind feels the Police Department needs the ability to communicate with Facebook users. Ms. Duffey stated a Social Media policy would be developed for the township.

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20_____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****July 6, 2016****Page 3 of 5****TRUSTEES****New Business****Township Records Commission**

John Oberle made a motion to hold a Township Records Commission meeting, seconded by Lindsay Duffey, All voted "Aye."

The Fiscal Officer stated the scanning of the township's minutes for the years of 1963 to 1974 and 2006 to 2016 has been completed. Resident Mary Sue Williams is performing the quality assurance function by verifying all scans are an exact copy of the paper minutes. Kevin Latta of the Ohio Historical Society (OHS) Local Government Records Retention Program was offered electronic copies of the minutes, no response from OHS.

A log will be developed to show when the Township Records Commission met during the period of 1963 to 2016 and what records were destroyed or sent to the OHS.

FISCAL OFFICER:**Old Business****Public Records Request**

The Robert Shough public records request is outstanding and Mark Higdon is gathering the materials.

Linda Roberts Contract

The Fiscal Officer is asked the Board of Trustees to approve a personal service contract with Linda Roberts to not exceed \$500.00. The purpose of the contract is to provide stand-in office help while Sharon Lee is on vacation and any other administrative support activity. The hourly rate would be \$10.00 per hour and up to 50 hours of work would be performed. Over the past two years, Ms. Roberts had donated over 200 hours of her time to the township.

Phil Smith made a motion to approve a personnel service contract with Linda Roberts to not exceed \$500.00, seconded by Lindsay Duffey. All voted "Aye."

OCJS Review

The Fiscal Officer distributed a letter dated June 24, 2016 from the Office of Criminal Justice Services who reviewed the 2016 Ohio Traffic Safety Office (OTSO) grant which reimburses Michael Brining under a federal liaison contract.

There were a couple of minor recommendations and the contents were reviewed with the Fiscal Officer's OTSO planner, who had no additional comments.

2017 Revenue Budget – Resolution 07062016A

The Fiscal Officer had prior to the meeting, sent an email to the Board and staff outlining the 2017 Revenue Budget. He indicated the revenue will remain flat with the Police Department needing a new levy in 2018. There was a discussion of the 2017 Revenue Budget.

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Phil Smith made a motion to approve Resolution 07062016A to approve the 2017 Revenue Budget and for the Fiscal Officer to submit the attached Excel worksheet to the Franklin County Budget Commission before July 20., 2016, seconded by Lindsay Duffey. All voted "Aye."

POLICE DEPARTMENT**Old Business****Hiring of Molly Tuchfarber**

Chief Schwind presented a formal resolution that had been previously approved by the Board pertaining to the hiring of Molly Tuchfarber. There were no issues and the Board the document.

June 23rd Flooding

Chief Schwind distributed a document entitled "June 23, 2016 Flood Water Response Timeline" to the Board and discussed its contents with them. Due to the rapid raise of the Olentangy River, there will be discussions with other stakeholders such as the U.S. Army Corps of Engineers and Franklin County Emergency Management Center to improve the distribution of information to the township and its residents.

The Mount Air residents had asked for a public meeting to discuss the recent flash flood and how to ensure the safety of residents should the weather conditions happen again.

There was a discussion about the Franklin County Emergency Notification System and how it benefits township residents. Chief Schwind will place an article about the system in the next newsletter.

Police Pay Schedule

Chief Schwind introduced the new Police Department Pay Schedule and there was a brief discussion about the issue and whether the raises had been factored in the annual budget. Chief Schwind stated he had calculated the pay increases into the 2016 budget.

John Oberle made a motion to approve the updated Police Department Pay schedule with an effective date of June 21, 2016, seconded by Phil Smith. All voted "Aye."

ROAD DEPARTMENT**Excavation Fee - Update**

Tom Kayati had distributed to the Board a township excavation application that incorporated a three-tier fee based upon linear footage. The revised fee is authorized by the recent change in Ohio law. Lindsay Duffey stated the updated fee was reasonable and understandable.

Phil Smith made a motion to approve the updated township excavation application as presented by the Road Superintendent, seconded by Lindsay Duffey. All voted "Aye."

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Mr. Kayati will update the township permit to excavate resolution and the Board will approve it at a future meeting.

Flint Road Construction - Update

Tom Kayati and John Oberle indicated there had been no fresh news on the project, but understood Columbus is working diligently.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Lindsay Duffey presented the EPMC report to the Board and noted 1278 Community Park Drive and 6790 Maple Canyon Avenue are NOT in the Franklin County Land Bank.

Tom Kayati indicated the Road Department will mow the lawn at 512 Rosslyn now that the ground work had been laid by Mr. Higdon.

Ms. Duffey summarized the recent Friend Street Apartment project meeting held in Columbus. The project has been delayed again.

Chief Schwind spoke about the dilapidated property at Highview and Olentangy River Road.

Approval of June 15, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the June 15, 2016 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:24 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

8/3/16
Date

John H Oberle
Chair

John S. Kuffe
Fiscal Officer

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 3, 2016****Page 1 of 5**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Robert and Sandra Shough, Don Dale, Butch Belszek, Kathy and Dan Walters, Helen Epps, Linda Jarrett, Ross Brown, Pat Kelly, Nicolas Garra

Moment of Silence – Chair Oberle asked for a moment of silence for the recent passing of resident William F. McClary of 1195 Home Acre Drive.

Approval of Agenda

Chair Oberle asked if there were any changes to the agenda, Mr. Oberle added Township Records Commission to the Trustees New Business.

Phil Smith made a motion to approve the amended agenda, seconded by Lindsay Duffey. All voted "Aye."

Guest Speaker: Thomas Dunn – CityVoip

Chair Oberle recognized Thomas Dunn of CityVoip, who distributed the CityVoip quote for a Cloud PBX-Phone System. The discussion covered the replacement of the 11 year-old telephone system and how CityVoip had included a free 10Mx1M cable connection solely for the telephone system.

The CityVoip quote had the following components:

- Overview and Summary
- Cloud / Hosted PBX – VoIP System with IP Phones – Monthly Cost
- IP / VoIP Phone Setup Costs for Location – Setup Costs

After the presentation, Mr. Dunn answered questions posed by the Board and part of the discussion included potential work at the Walnut Grove Cemetery. Chair Oberle thanked Mr. Dunn for his presentation and indicated a decision would be made at a future meeting.

Resident Comments

Chair Oberle recognized Boy Scout Nicolas Garra of Troop 862, who updated the Board on the fire hydrant painting project. The boy scouts will be purchasing the paint (yellow) in the near future and asked for a letter to inform residents of the project. Trustee Smith offered to write the letter. The Board and several residents thanked the Boy Scouts for their efforts.

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A resident asked when the two inoperable vehicles on Rosslyn Avenue that would be removed. Chief Schwind stated the vehicle had been towed.

TRUSTEES

Old Business

Follow-up to Flash Flood Meeting

Phil Smith reported on efforts by Darrel Koerber, Interim Director of the Franklin County Emergency Management and Homeland Security (FCEM&HS) to place an alarm system in the three-street area.

John Oberle suggested the alarm placement may be best upstream to provide an early warning to the township. The current alarms were placed by the U.S. Army Corps of Engineers and did not operate before or during the recent flash flood. Discussion moved to the runoff in Delaware County that has not been factored in the development process. Mr. Oberle suggested a meeting with stakeholders to raise the awareness of Olentangy River flash floods.

Lindsay Duffey spoke about the Text Alert offered by FCEM&HS as one way residents can keep informed. Mr. Oberle is in the process of writing a letter to Mr. Koerber thanking him and his organization for their assistance to Sharon Township.

Resident Pat Kelly spoke up about the recent special meeting on the flash flood and the impact that the Three-Street Emergency Plan had for those residents who had read the plan and applied its guidance. Compliments were offered to all Sharon Township personnel who were active during the flash flood.

Resident Sandra Shough presented a cake to Chief Schwind as a way of complimenting the Sharon Township Police Department. Chief Schwind thanked Ms. Shough for her gift.

Olentangy River Bank – ODOT Property

Chair Oberle asked Butch Belszek if he had any update information and he indicated he had recently spoken with the District 6 Environmental Coordinator and is finishing up his work for submission to committee. Once the committee approves the issue, a memorandum of understanding will be created and submitted to the U.S. Army Corps of Engineers in Huntington, West Virginia. The project is on track to start in December and the township will review the plan before the project begins.

Technology – Update

Lindsay Duffey distributed an analysis of three vendors (CivicPlus, ESchoolView, Chad Davis) and highlighted various activities that the staff wishes to have to improve efficiency. It was recommended that the township select ESchoolView to redevelop the township's website and the contract period would be four years.

Chief Schwind outlined a number of aspects of a modern web site and how they would allow the Police Department to increase the speed of notifying residents of public safety issues and improve their efficiency.

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Resident Kathy Walters spoke up and asked that the web site address basic issues rather than spending a lot of money on it. This issue will be included on the upcoming survey to obtain feedback from residents. Mr. Oberle volunteered to negotiate a short contract period with ESch00lView.

New Business**Support Letter – City of Worthington**

Chair Oberle outlined the efforts of Worthington to obtain federal funding for improvements on Wilson Bridge Road and asked local governments for their support. The Board of Trustees drafted a support letter and will sign it.

OVC – Franklin County Meeting

Chair Oberle spoke about a local developer who wishes to purchase the Olentangy Valley Center (OVC) and keep it within Sharon Township. Assistance has been offered to the developer and it appears that a tax abatement will be one measure that would ensure a redevelopment of OVC stays in the township.

Mr. Oberle gave a short description of tax abatements and Mr. Kayati mentioned the possibility of annexation by Columbus.

FISCAL OFFICER:**Old Business****IT Support**

The ComputerSmith contract ends August 4th and a new IT Support Firm contract will be presented to the Board in the near future.

UAN

The UAN computer became unstable several weeks ago and despite additional efforts by UAN personnel to fix it, the laptop was delivered to the Auditor of State on Tuesday August 5 2016 for repair. The laptop will be returned to the township by this coming Friday.

Time Warner

The fourteenth month effort to reverse Ohio Sales Tax and Late Payment Charges has been successful. Time Warner has reversed all such charges.

1963 to 2016 Minutes

Resident Mary Sue Williams is performing the quality assurance function by verifying all 1963 to 2016 scans are an exact copy of the paper minutes.

Records Retention Schedule

Volunteer Linda Roberts is continuing her efforts in updating the township records retention schedule and expects to have it ready in early fall 2016.

Public Records Request

Mark Higdon had provided the requested information pertaining to the Robert Shough public records request. That information was given to Mr. Shough prior to tonight's meeting.

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Boy Scout Shed

The Fiscal Officer is waiting on the delivery of the Boy Scout Shed plans so Worthington's Building Department can inspect it. Resident Lori Gerald indicated she would obtain a copy of the plans and leave them at the township.

ROAD DEPARTMENT**Bryan Bowman Resignation- Accepted by Board**

Tom Kayati reported on the resignation of Bryan Bowman effective July 29, 2016 and distributed the resignation letter.

Phil Smith made a motion to accept Bryan Bowman's resignation effective July 29, 2016, seconded by Lindsay Duffey. All voted "Aye."

Approval of T&T Concrete bid to repair curbs and gutters

Tom Kayati requested Board approval of the T&T Concrete bid to repair curbs and gutters in the Worthington Hills area identified during a recent public meeting. The cost is not expected to exceed \$1,500.00.

John Oberle made a motion to approve T&T Concrete's bid to repair curbs and gutters in the Worthington Hills area for no more than \$1,500.00, seconded by Phil Smith. All voted "Aye."

RKW Area Infrastructure Information

Mr. Kayati distributed a report entitled, "RKW Area Infrastructure Information", which gave an overview of Water and Gas lines and Storm Sewers. Mr. Kayati spoke with the City of Columbus recently and they have no plans to replace the water lines in the RKW area. The township is responsible for the repairs and maintenance of the fire hydrants and Columbus is responsible for the water lines. The RKW area has extensive plans to extend the sanitary sewer lines, but the lack of money at the County has stopped all efforts.

Dan Walters asked if there was any lead in the water lines and Mr. Kayati suggested he contact Columbus for an accurate answer.

Mr. Oberle asked Mr. Kayati to provide a similar report for each area of the township in future meetings and thanked him for his efforts.

Approval of Sharon Hills Sign

The Sharon Hills Association is moving forward with a new sign in their area and will need the Board to approve a sign variance.

Phil Smith made a motion to approve a variance for the new Sharon Hills sign, seconded by Lindsay Duffey. All voted "Aye."

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EXTERIOR PROPERTY CODE ENFORCEMENT

Exterior Property Maintenance Code (EPMC) - Update

Mark Higdon distributed the August 1, 2016 Case Tracker worksheet and summary document which contained the following entries:

- 8220 (and 8200) Flint Road
- 512 Rosslyn Avenue
- 726 Highview Drive (aka 8205 Olentangy River Road)
- 1278 Community Park Dr and 6790 Maple Canyon Ave
- Neighborhood Focus Plan
- 1280 Home Acre Warning Citation
- Scheduled Sheriff's Sales
- Friend Street Apartment Development Plan

Mr. Higdon gave a background and a summary of events for each of the items above. The owner of 277 Kanawha has redirected the sump pump outflow into the street and the Board will address the issue at the next meeting.

Approval of July 6, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the July 6, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:55 PM - was made. John Oberle moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

8/17/16
Date

John H Oberle
Chair

John S. Kuffe
Fiscal Officer

5/13
135

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**SHARON TOWNSHIP TRUSTEES
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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Robert Shough, Don Dale, Butch Belszek, Kathy and Dan Walters, Pat Kelly, Audrey Redmon, Richard Fowler, Ryan Thomas, Sara Klips

Guest Speakers: Jenny Snapp – Assistant Director and Joshua Roth – Senior Program Coordinator – Franklin County Development & Planning Department

Chair Oberle recognized Jenny Snapp and Josh Roth who introduced themselves and gave a summary of what they do at the Franklin County Development & Planning Department. Mr. Roth identified three major programs that could be of benefit to Sharon Township: Energy Works, People Works, and Infrastructure Works. They answered questions posed to them by Board and staff on subjects like job creation and infrastructure funding with private sector development.

Resident Comments – Sharon Township South Association

Chair Oberle recognized Dan Walter who delivered a memorandum from the Association to the Board of Trustees. Residents Butch Belszek, Sara Klips, Kathy Walters and Rich Fowler made a number of comments about the township web site. Several residents asked for a Scope of Work to be developed so qualified contractors can appropriately evaluate the project.

Rich Fowler noted the Clintonville Area Commission is looking for a new web site and asked if there was money available for a township alert system. Mr. Oberle outlined what the township had done including coordination with the Franklin County Emergency Management Agency. Discussion then expanded to sensor placement and how the 13 foot flood level for Sharon Township needs to be revised. Future concerns on how development could be done north of Sharon Township needs to be addressed by Franklin County agencies.

John Oberle gave a summary of the number of meetings where the web site redevelopment was discussed and expressed his appreciation for the resident input during the meeting. It was decided that a township committee on the Web site development would convene in the near future. Lindsay Duffey would coordinate township and resident participants. Chief Schwind suggested other parts of the township be represented on the committee.

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TRUSTEES**Old Business****Olentangy River Bank – ODOT Property**

Chair Oberle spoke with Tom Slack at ODOT District 6 and reported ODOT is getting ready to send their plan to state headquarters for review. The project will fix the river bank erosion problem during the upcoming winter. Also, Sharon Township will have an opportunity to review the document before it is sent to the U.S. Army Corps of Engineers.

Sharon Hills Sign

John Oberle outlined actions taken by the township to obtain information from Franklin County that will allow the Sharon Hills contractor to install the sign in accordance in building regulations. Mr. Oberle made a positive comment about county building inspector Joe Bailey for moving the process forward.

Flood Plain Next Steps – Joint Meeting / Thank You

John Oberle sent a Thank You letter to the Franklin County Emergency Management and Homeland Security agency acknowledging their assistance since the flash flood on June 23, 2016.

2nd Worthington Support Letter

John Oberle reported on a support letter signed by the Board of Trustees and sent to the Mid-Ohio Regional Planning Commission on behalf of Worthington for an upcoming project on Worthington-Galena Road.

Flint Road / Lazelle Road Construction Update

John Oberle reported that the City of Columbus has abandoned its original plan to install a large storm water pipe down Flint Road which also included cutting down a number of trees. Mr. Oberle thanked the entire township team for its efforts and noted Tom Kayati had done a fine job in working with Columbus and identifying problems with their plan. The news will be posted in the upcoming newsletter.

Olentangy Trail – Antrim to Bethel Road

Lindsay Duffey announced a public open house at the Whetstone Shelter House on Thursday August 25th from 5:00 pm to 7:00 pm on the Olentangy Trail Improvements & Bethel Road Connector. The project would widen the trail from Antrim Park to Bethel Road and connect the trail to a new trailhead at Anheuser Busch Park.

Fire Hydrant Letter

John Oberle noted the efforts of Trustee Smith in writing a letter to residents informing them of Boy Scout Troop 862's fire hydrant painting project. Pat Kelly was asked to pass on the Board of Trustee's compliments for the project.

Columbia Gas – Locator Poll

John Oberle spoke about a Locator Poll on Westview Avenue that could be a safety issue and it has been directed to the Columbia Gas's upper management for a solution. Tom Kayati has been monitoring Columbia Gas activity and reported on a camera being lost in a sanitary sewer and its recovery effort.

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SHARON TOWNSHIP TRUSTEES**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 17, 2016****Page 3 of 5****Mosquitoes - Update**

Phil Smith updated the Board on the recent spraying by the Franklin County Public Health and how he has coordinated enforcement efforts with them.

Township Newsletter

John Oberle indicated the township newsletter will be on the next meeting's agenda.

FISCAL OFFICER:**Old Business****Miscellaneous Issues**

There was nothing to report on the following subject matter: IT Support, UAN, Auditor of State, AT&T, and Public Records Requests.

Time Warner and Township Telephone System

The Fiscal Officer asked the Board to defer any action on a new telephone system until CityVoip has completed its assessment of the Road Department location.

1963 to 2016 Minutes

The quality assurance function of verifying 1963 to 2016 township minutes scans continues. Sharon Lee has identified a number of Social Security Numbers that need to be redacted.

Records Retention Schedule

Volunteer Linda Roberts is continuing her efforts in updating the township records retention schedule and expects to have it ready in early fall 2016.

Boy Scout Shed

The Boy Scout Shed plans and door combination have been received from Lori Gerald and the shed inspection by Worthington will be scheduled.

OPERS Status – Linda Roberts

OPERS is evaluating Linda Roberts's status, she may have to be classified as a seasonal employee rather than a personal service contractor. She has NOT been paid for four days of work substituting for Sharon Lee while she was on vacation.

Pay Raise – Sharon Lee

At the first meeting in September, the Fiscal Officer will request the Board to approve a 2% pay raise for Sharon Lee.

2nd Half Real Estate Distribution

There have been discussions with the Boards of Health and Elections personnel over the annual costs included on the real estate property tax distributions and the need for them to communicate estimated costs to the township prior to March 1st every year. John Wolfe, the Board of Health Fiscal Officer has stated such information will be provided early next year and a letter will be sent to the Board of Elections citing Section 3501.17(A), ORC.

Held _____

20____

**SHARON TOWNSHIP TRUSTEES
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Board of Elections Charges

The Fiscal Officer has raised questions about the Board of Elections charges on the real estate distribution. Sharon Township's share of the November 2015 election was calculated to be \$8,362.87. Over the past week, there has been an exchange of information and emails with the Maximus representative who prepared the Franklin County Board of Elections Apportionment of General Election Expenses report. When this issue develops further, the Board will be advised.

POLICE DEPARTMENT

Cruiser Camera Replacement

Chief Schwind had distributed a memorandum on the purchase of six In-Cruiser Video/Audio Recording Systems. The memorandum gave a history of current systems, how several units no longer work which impacts court cases, quotes from two vendors and his recommendation for the purchase of new cameras.

He recommended the purchase of Watch Guard system at a cost of \$33,060.00. The Board will consider the purchase at its next regular meeting.

ROAD DEPARTMENT

Block Watch Signs

Resident Pat Kelly thanked Tom Kayati for posting the new Block Watch signs on Westview, Kanawha and Rosslyn.

EXTERIOR PROPERTY CODE ENFORCEMENT

Exterior Property Maintenance Code (EPMC) - Update

Mark Higdon distributed the August 15, 2016 Case Tracker worksheet and summary document which contained the following entries:

- 8220 (and 8200) Flint Road
- 726 Highview Drive (aka 8205 Olentangy River Road)
- 1278 Community Park Dr and 6790 Maple Canyon Ave
- Neighborhood Focus Plan
- 1280 Home Acre Warning Citation
- Scheduled Sheriff's Sales
- Friend Street Apartment Development Plan
- Sump Discharge into Street
- Resolutions for Consideration

Mr. Higdon gave background and summary of events for each of the items above.

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The owner of 135 West Kanawha Avenue has redirected the sump pump outflow into the street and a copy of the October 13, 2015 Notice of Violation (NOV) was distributed to the Board. Discussion covered Section 5589.06, ORC and whether to pursue the issue under this section of Ohio law. Resident Pat Kelly offers some insight on the issue and the Board decided to give the resident an opportunity to come into compliance. A new NOV will be issued to the resident.

Mr. Higdon presented to the Board five resolutions that authorized the EPMC Director to take action regarding five locations.

Resolution 08172016A – Abatement of vegetation nuisance at 8025 Olentangy River Road (aka 726 Highview Drive). Motion by Phil Smith, Second by Lindsay Duffey. All voted "Aye."

Resolution 08172016B – Abatement of vegetation nuisance at 496 Rosslyn Avenue. Motion by Phil Smith, Second by Lindsay Duffey. All voted "Aye."

Resolution 08172016C – Removal of junk motor vehicle at 277 West Kanawha Avenue. Motion by Phil Smith, Second by Lindsay Duffey. All voted "Aye."

Resolution 08172016D – Removal of junk motor vehicle at 523 Rosslyn Avenue. Motion by John Oberle, Second by Phil Smith. All voted "Aye."

Resolution 08172016E – Removal of junk motor vehicle at 200 West Kanawha Avenue. Motion by Lindsay Duffey, Second by Phil Smith. All voted "Aye."

Approval of August 3, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the August 3, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:16 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

9/7/16
Date

John H. Oberle
Chair

John Oberle
Fiscal Officer

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RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____

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September 7, 2016
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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent

Guests: Robert Shough, Don Dale, Butch Belszek, Kathy and Dan Walters, Audrey Redmon, Sara Klips, Helen Epps

Guest Speakers: None

Resident Comments

Chair Oberle asked if there were any resident comments. There were none.

TRUSTEES

Old Business

Technology Committee – Update

Lindsay Duffey updated the Board on the recent Technology Committee meeting. She indicated the meeting went well and came up with a number of ideas to improve the web site. There were also several questions generated that would be added to the township survey and suggestions on making the web site intuitive to the user.

Chair Oberle noted the agenda needed to be modified to contain the agenda entry of "Survey" under Trustees – Old Business. There were no further changes to the agenda.

Phil Smith made a motion to approve the amended agenda, seconded by Lindsay Duffey. All voted "Aye."

Chair Oberle related the story of having a University of Chicago student create a township web site. The "Mock Up" was shown on the meeting room monitor and Mr. Oberle outlined the elements of the proposed web site citing possible entries for the various departments. Chief Schwind will make the Mock Up available to residents and staff for their review.

Discussion continued on possible web site hosting entity such as Greenhost and Microsoft Azure. Web site security will be a major consideration.

Lindsay Duffey will coordinate the review of the Mock Up and continue work on a resident-developed web site.

Held _____

SHARON TOWNSHIP TRUSTEES
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Olentangy Trail – Antrim to Bethel Road

Lindsay Duffey spoke about the public open house at the Whetstone Shelter House on Thursday August 25th from 5:00 pm to 7:00 pm on the Olentangy Trail Improvements & Bethel Road Connector. The project would widen the trail from Antrim Park to Bethel Road and connect the trail to a new trailhead at Anheuser Busch Park.

Lindsay Duffey had Police Schwind looked at the plan for any safety considerations and she has not received the requested comment cards.

Resident Butch Belszek attended the meeting and found it to be poorly organized with no presentation. He noted no financial numbers were presented, no traffic study has been done, there is an issue of the trail width, what surface material will be used, why a cable protection system is not included, and no security cameras to name a few items. John Oberle asked if there were any opposition to the project or how it is being done. Kathy Walters offered her opinion on the process and how project impacts such as water runoff are not being addressed in the plan.

Phil Smith suggested Columbus Recreation and Parks come to the next meeting for a question and answer period. Lindsay Duffey offered to coordinate the offer to Columbus Recreation and Parks Department.

Olentangy River Bank – ODOT Property

Chair Oberle spoke with Tom Slack at ODOT District 6 and reported ODOT is progressing forward on the river bank erosion project. Resident Butch Belszek also spoke with ODOT who to him the work would be done this coming winter.

Sump Pump Discharge

John Oberle stated sump pump discharges will not be pursued at this time and he obtained the Board consensus on this issue.

Olentangy Valley Center - Update

John Oberle recently spoke with the developer who is under contract to purchase the Olentangy Valley Center. The developer wishes to remain in the township and at this time, water and sewer are not an issue. The township will work with Franklin County on offering tax abatements to help make the redevelopment of the property a success. There is currently a building height restriction of fifty-four feet which may need to be modified.

Friend Street Development - Support Letter

Lindsay Duffey spoke about the letter sent to Columbus Development Commission opposing the Friend Street Development and outlined the project particulars to audience questions. She indicated Mark Higdon will attend the next meeting on behalf of the township. Mr. Oberle called Columbus and voiced the township opposition. Residents were encouraged to attend the next Columbus meeting at 757 Carolyn Avenue and voice their objections.

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ ~~SHARON TOWNSHIP TRUSTEES~~ _____ 20 _____

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Township Survey

John Oberle outlined the process for the Survey questionnaire. Questions are on the Road and Police Departments, Technology Issues, and Property Maintenance Code areas.

Mr. Belszek noted Logos was not on the questionnaire, which will be corrected. The questionnaire will be approved at the next regular meeting.

3rd Quarter Newsletter

John Oberle expects to approve the 3rd quarter newsletter at the next regular meeting. Lindsay Duffey will write technology and bike trail articles. Chief Schwind will handle the date when Trick-or-Treat night will happen and post it in the newsletter. John Oberle gave an overview of Consortium 2 and how Local Waste will continue to be the trash hauler for Sharon Township. In the coming months, Sharon Township will "Opt-In" on the Consortium 2 contract as allowed by Ohio law.

FISCAL OFFICER:**Old Business****Miscellaneous Issues**

There was nothing to report on the following subjects: IT Support, UAN, Auditor of State, AT&T, and Public Records Requests.

Time Warner and Township Telephone System

The Fiscal Officer asked the Board to defer any action on a new telephone system until CityVoip has completed its assessment of the Road Department location.

1963 to 2016 Minutes

The 1963 to 2016 township minutes project is expected to be completed by the end of September.

Records Retention Schedule

Volunteer Linda Roberts is continuing her efforts updating the township records retention schedule and expects completion in late October.

Boy Scout Shed

The Boy Scout Shed was inspected by Worthington, no exceptions noted.

OPERS Status – Linda Roberts

OPERS issued an opinion that Linda Roberts was exempt from OPERS reporting, she can be paid under the personal service contract.

Pay Raise – Sharon Lee

The Fiscal Officer requested the Board to approve a 2% pay raise for Sharon Lee, the increase was factored in the budget and her annual evaluation was done on August 16th.

Phil Smith made a motion to approve a 2% pay increase of \$0.35 per hour for Sharon Lee effective September 8, 2016, seconded by Lindsay Duffey. All voted "Aye."

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Boy Scout Troop 862

Boy Scout Troop 862 will be using the township hall on Sunday September 11th for an awards ceremony. The troop scout leader is worried mud puddles may develop in front of their shed. They wish to place brick pavers in front of the shed. The scout leader was advised to determine if there was any Worthington building code issues before coming to the Board of Trustees with their proposal.

Parking Lot – Drain Grate

Tom Kayati assigned several Road Department members to repair a parking lot drain grate where the concrete was deteriorating. There was a concern an employee or citizen could injury themselves resulting in a workers compensation claim or lawsuit. Nine concrete contractors were contacted and one responded with a \$1,906 quote. The General Fund would pay for the materials used to repair the area around the drain. The Fiscal Officer noted the large savings by having township personnel perform the repair work.

Parking Lot – Seal Coating

Previously, the quote from B&C Blacktop of \$3,940.00 to fill cracks, sealcoat the parking lot and strip it was emailed to the Board. Two other firms were asked for quotes but none were received. It is believed the seal coat work will last at least five years. The capital budget discussion early this year was to either replace an air conditioner unit or sealcoat the parking lot.

John Oberle made a motion to approve the parking lot seal coating work by B&C Blacktop not to exceed \$3,940.00, seconded by Phil Smith. All voted "Aye."

Disaster Recovery Test

The recent problem with the UAN laptop and subsequent re-imaging of its hard disk resulted in a real test of the Disaster Recovery Plan. The plan worked as designed and validated the two-day turnaround time by AOS and the township's daily backup of the UAN data.

POLICE DEPARTMENT**Cruiser Camera Replacement**

Chief Schwind gave an overview of the current state of the six In-Cruiser Video/Audio Recording Systems. He spoke how these worn out camera systems are impacting Police operations and that he recommend the Board approve the purchase of the WatchGuard system as best value to Sharon Township. Chief Schwind answered questions from the Board.

Phil Smith made a motion to approve the purchase of WatchGuard I-Cruiser Video/Audio Recording Systems for a price not to exceed \$34,000.00, seconded by John Oberle. All voted "Aye."

Resident Butch Belszek offered his support for the camera purchase and related a story how his contractors always comment on the constant presence of township police officers around his home.

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Resolution 09072016A – Hiring of Kaela Hughes – Temporary Part Time

Chief Schwind told the Board that the previous part-time employee had returned to school and he was in need of someone to complete the destruction of the LEADS documentation prior to the next LEADS audit.

He previously had sent the Board the qualification of Kaela Hughes and recommended her hiring at a rate of \$10.00 per hour for no more than 32 hours effective September 19 2916.

John Oberle made a motion to approve the hiring of Kaela Hughes and recommended her hiring at a rate of \$10.00 per hour for no more than 32 hours effective September 19 2916, seconded by Phil Smith. All voted "Aye."

Chief Schwind mentioned upcoming road work on State Route 161 from the city limit on the east to Olentangy River Road starting on September 12th with completion in October.

ROAD DEPARTMENT**Resolution 09072016B – Permit to Excavate**

Tom Kayati presented Resolution 09072016B which was based upon Franklin County guidelines. Research of House Bill 413 indicated an effective date of September 28, 2016. The resolution will be modified to show an effective date and be presented to Board for approval at the next regular meeting.

Miscellaneous Issues

Tom Kayati told a story how he helped a resident on Mission Hills Lane correct a sump pump issue that resulted in directing the fluid to a tile that runs straight into the storm sewer.

John Oberle asked about the road salt status and Mr. Kayati indicated he would know more in the near future. The Riverlea contract was briefly discussed and Mr. Kayati reminded the Board that the snow plowing contract was automatically renewed each year now.

Butch Belszek commented on the Road Department's posting of the Block Watch signs, only one more sign left to post.

Leaf pickup will start on October 17th and Mr. Kayati will post that information in the upcoming newsletter.

Resident Kathy Walters inquired about the homeless living near her home on Westview Avenue near the river. Chief Schwind stated he couldn't do anything about the issue as the land is owned by the City of Columbus. Columbus Recreation and Parks must enforce who can camp on their land.

OUPS has reported the upcoming removal of the gas line as 1278 Community Park Drive.

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EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Mark Higdon distributed the September 5, 2016 Case Tracker worksheet and summary document which contained the following entries:

- 8220 (and 8200) Flint Road
- Neighborhood Focus Plan
- Friend Street Apartment Development Plan
- Sump Discharge into Street
- Resolutions Submitted by CED and Passed by Trustees 8/17/2016

Mr. Higdon was not in attendance at tonight's meeting.

Mr. Oberle suggested the Board review the documents and pose any questions directly to Mr. Higdon.

Approval of Financial report

Phil Smith made a motion to approve the Financial Report as presented by the Fiscal Officer, seconded by Lindsay Duffey. All voted "Aye."

Approval of August 17, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the August 17, 2016 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:50 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

9/21/16
Date

John H. Oberle
Chair

John S. King
Fiscal Officer

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 21, 2016****Page 1 of 5**

The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent

Guests: Robert Shough, Don Dale, Butch Belszek, Kathy and Dan Walters, Sara Klips, Justin Adkins.

Guest Speakers: Brad Westall – Columbus Recreation & Parks

Resident Comments

Chair Oberle asked if there were any resident comments. There were none.

TRUSTEES**Old Business****Technology Committee – Update**

Lindsay Duffey updated the Board on Technology Committee’s third meeting in the past several weeks. She introduced resident Justin Atkins who had recently finished the design of a web site that met all the requirements outlined by the Technology Committee.

Mr. Atkins spoke how the test web site was based upon the Ohio BMV web site and compatible with mobile devices. He gave an overview of the test web site, and how residents could request services. Ms. Duffey show where emergency messages could be posted. She asked the Board and staff for questions and Mr. Kayati asked several on updating the program and other issues. Resident Sara Klips offered her insight on how the Word Press system was a good fit for Sharon Township. There was a short discussion on a web site hosting site and Ms. Duffey mentioned how Google Analytics could be used to improve the web site content.

John Oberle asked the Board whether the Atkins proposal should move forward and the consensus was yes.

Olentangy Trail – Antrim to Bethel Road

Lindsay Duffey introduced Brad Westall of the Columbus Recreation and Parks Department who leads the Olentangy Trail improvement project. The project would widen the trail from Antrim Park to Bethel Road and connect the trail to a new trailhead at Anheuser Busch Park.

Mr. Westall distributed materials to the Board and residents and gave an overview of the project which is expected to have a construction time frame during 2019. He noted the Trail is heavily used and Columbus desires to open the Trail to residents west of State Route 315. He spoke briefly about security

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and safety noting that all concerns cannot be addressed by the project.

After his presentation, Mr. Westall asked for comments/questions. Trustee Smith expressed concern about safety from traffic on State Route 315. Resident Kathy Walters expressed her opinion on the percentage of users (bike vs non-bike), drainage and erosion impact and water quality. Police Chief Schwind opined the South side crossing at Bethel Road was best for safety.

Resident Butch Belszek stated he was disappointed with the process and suggested the use of the charrette method to obtain information from all stakeholders. He gave some background on the charrette process and how it could improve the final product.

Mr. Oberle thanked Brad Westall for coming to the meeting and his presentation.

Township Survey

John Oberle asked the Board as to what dates the Trustees would conduct the township survey so the newsletter could be updated. Mr. Oberle raised the Logo issue and asked Mr. Belszek if he had any objections to placing the logos in the township survey.

Mr. Belszek stated work on the logos was started several months earlier, that he had not heard from the Trustees about payment, that payment of \$610 for their development would be a bargain. He also stated he had spoken with an attorney and the township could copyright/service mark the chosen logo.

Mr. Oberle asked for Board and staff opinions on the issue. The Fiscal Officer suggested the Auditor of State may have a question about the logo purchase process. The Chair asked the Fiscal Officer to contact the County Prosecutor and seek legal guidance on the issue.

Kathy Walters asked if the survey would be posted to the web site and Lindsay Duffey stated no. The Trustees will be going door-to-door to deliver the survey. Resident would be able to drop off completed surveys at their STAR Board members.

3rd Quarter Newsletter

All newsletter changes must be sent into Sharon Lee by end of business on Friday.

New Business

Pay Raise – Chief Donald Schwind

The Board discussed a pay raise for Chief Schwind, noting it had been some time since his last pay raise. The Board came to a consensus to give a 3% pay raise effective the beginning of the current pay period.

John Oberle made a motion to approve a 3% pay raise effective this current pay period for Chief Donald Schwind, seconded by Phil Smith. All voted "Aye."

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FISCAL OFFICER:**Old Business****Miscellaneous Issues**

There was nothing to report on the following subjects: IT Support, UAN, Auditor of State, AT&T, Public Records Requests, 1963 to 2016 Minutes, and Records Retention Schedule.

Township Telephone System

The Fiscal Officer presented to the Board its options on a new telephone and recommended CityVoip, which had provided a quote of \$2,339.88 for an Internet-based PBX system using cable lines. The quote was \$1,181.72 less than the state term contract price cited by Technology Convergence Group and \$3,396.12 less than the township's current vendor DataTalk. This issue has been discussed by the Board since April 2016.

Phil Smith made a motion to approve the CityVoip proposal for a new township telephone system at a cost not to exceed \$2,339.88 and transfer telephone service from AT&T to CityVoip, seconded by Lindsay Duffey. All voted "Aye."

Parking Lot – Seal Coating

B&C Blacktop did their work last week and the Board will note the addition of five Reserve spaces which are required under the lease contract with Call Insurance.

Credit Card Policy – Resolution 09212016B

The Fiscal Officer introduced Resolution 09212016B, an updated township Credit Card Policy, which reinforces the No Cash Advances element and indicates the spending authorization for township personnel. There was a brief of the issue by the Board and staff.

Phil Smith made a motion to approve Resolution 09212016B "Credit Card Policy" which updated the current policy, seconded by Lindsay Duffey. All voted "Aye."

Amending Purchasing Policy – Resolution 09212016C

The Fiscal Officer introduced Resolution 09212016C, which amends the township's Purchasing Policy by increasing the purchase value from \$1,000.00 to \$2,500.00. There are three new internal control steps that must be done when a purchase falls within the new dollar range.

John Oberle made a motion to approve Resolution 09212016C "Amending Purchasing Policy", seconded by Phil Smith. All voted "Aye."

Checkbook.Com

The Fiscal Officer raised the issue of joining the Ohio Treasurer of State's Checkbook.com and allow its financial data to be viewed by the public. There had been two previous demonstrations of the on-line system to the Board by Treasurer of State personnel. The Board discussed the issue and agreed that residents would benefit by viewing township financial data and comparing the results with other townships.

Phil Smith made a motion to approve the motion for Sharon Township to join the Ohio Treasurer of State's Checkbook.com program, seconded by Lindsay Duffey. All voted "Aye."

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Ohio Traffic Safety Office Agreement

The Fiscal Officer introduced a motion for the approval of the 2017 Ohio Traffic Safety Office (OTSO) agreement. The agreement details the process used by Mike Brining to submit a reimbursement for approval by the OTSO which is then presented to Sharon Township for reimbursement. The Fiscal Officer does not issue a reimbursement check until he receives an OTSO approval. The Board briefly discussed the agreement and came to a consensus.

Lindsay Duffey made a motion to approve the 2017 Ohio Traffic Safety Office agreement, seconded by Phil Smith. All voted "Aye."

Life Insurance – Part-Time Employees

The Fiscal Officer reported Todd Weithman is working with Sean Sprouse of Burnham & Flower on obtaining a current quote for life insurance for part-time employees. More information at the next regular meeting.

POLICE DEPARTMENT

Pay Increase – Constable Marcus Ballinger

Chief Schwind updated the Board on the proposed pay raise for Constable Marcus Ballinger. There was a short discussion by the Board.

Phil Smith made a motion to approve the pay raise for Constable Marcus Ballinger by way of movement to Step D on the Police Pay Schedule effective the pay period, seconded by Lindsay Duffey. All voted "Aye."

ROAD DEPARTMENT

Resolution 09212016A – Permit to Excavate

Tom Kayati presented Resolution 09212016A which was based upon Franklin County guidelines with an effective date of September 28, 2016.

John Oberle made a motion to approve Resolution 09212016A which requires a township permit before an excavation can be made in a township highway or highway right-of-way, seconded by Phil Smith. All voted "Aye."

Pavement Technology Treatment

Tom Kayati asked the Board for approval to spend no more than \$1,486.00 for a road sealer product from Pavement Technology. Perry Township has been using the road sealer product with good results and Mr. Kayati wanted to test the product on Clubview North Blvd.

Phil Smith made a motion authorizing the Road Superintendent to spend no more than \$1,486.00 on a road treatment product from Pavement Technology, seconded by Lindsay Duffey. All voted "Aye."

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 21, 2016****Page 5 of 5****Equipment Damage**

Tom Kayati told a story how he was getting the ~~snow plowing~~ ^{Leaf Collection} equipment ready for winter and noticed rubber gaskets were damaged resulting in damaged equipment. He believes squirrels chewed on the rubber gaskets. The repair cost is estimated at \$1,400.00

Phil Smith made a motion approving the Road Superintendent to spend no more than \$1,400.00 to repair ~~snow plowing~~ equipment damaged by squirrels, seconded by John Oberle. All voted "Aye." ^{Leaf Collection}

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Mark Higdon distributed the September 19, 2016 Case Tracker worksheet and summary document which contained the following entries:

- 8220 (and 8200) Flint Road
- Neighborhood Focus Plan
- Friend Street Apartment Development Plan
- Sump Discharge into Street
- Resolutions 08172016A and B (authorizing ORC 505.87 notice to cut grass)
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars)
- 1375 and 1391 Home Acre
- 406 Rosslyn

Mr. Higdon was not in attendance at tonight's meeting. Lindsay Duffey reported the Trustees letter to Columbus on the Friend Street project was delivered and the Development Commission voted no. Mr. Oberle has since learned the Friend Street Project is dead.

Resident Don Dale inquired to the junk car status and there was a brief discussion on how much work still needs to be done.

Mr. Oberle suggested the Board review the documents and pose any questions directly to Mr. Higdon.

Approval of September 7, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the September 7, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 8:33 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

10/5/16
Date

John H. Oberle
Chair

John D. Kumpf
Fiscal Officer

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REGULAR SESSION HELD AT**95 E. Wilson Bridge Road****October 5, 2016****Page 1 of 5**

The meeting was opened in proper form at 6:30 PM by Vice Chair Duffey

Roll Call:	John H. Oberle	Present – Late arrival/ early departure
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department – ON VACATION, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Robert Shough, Don Dale, Laura Kunze

Guest Speakers: Todd Weithman – Township Healthcare Consultant

Guest Speaker

Township Healthcare Consultant Todd Weithman was recognized and distributed a Health Reimbursement Account (HRA) document depicting the township’s 60% usage in comparison to the standard of 80%, which means less cost to Sharon Township.

He gave an overview of the healthcare insurance business and the impact of the Affordable Care Act (ACA) on the market. Mr. Weithman indicated the township could again use FormFire to obtain employee information and solicit bids, though some insurance companies have withdrawn from the public employer market.

The Board and staff asked various health-related questions and he stated that the township healthcare cost could be reduced by increasing the HRA amount paid by the employee and increasing the premium sharing by employees. Mr. Oberle asked about health screening as a way to reduce costs, but Mr. Weithman said such activities could reduce costs over time but its effectiveness is dependent upon the issuer of the healthcare insurance.

Resident Comments

Chair Oberle asked if there were any resident comments. There were none.

TRUSTEES**Old Business****Technology Committee – Update**

Lindsay Duffey reported the Technology Committee has provided more information to resident Justin Atkins, who is developing the township’s new web site. She stated that a new section covering frequently asked questions by new residents would be added and to include linkage to Franklin County forms.

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Olentangy River Bank - Update

John Oberle reported receiving a voice mail message from ODOT District Six administrator Thom Slack who gave an update on the Olentangy River bank erosion project.

Mr. Oberle asked Tom Kayati about the new and large ODOT sign on State Route 315 depicting Sharon Township. The consensus was favorable.

Phil Smith distributed an email he received from ODOT which discussed the project schedule and making the Army Corps of Engineers aware of the project.

Township Survey - Update

John Oberle opened the discussion on the township survey and the Trustees indicated they would distribute the survey this coming weekend. The survey drop-off location would be to the following home addresses:

Tremont Gardens - Phil Smith
Sharon Hills – Audrey Redmon
Mount Air – Mary Sue Williams
Worthington Hills – Ross Brown (tentative)
Flint Road – Linda Jarrett

Sharon Lee will generate the survey document, place a unique number on each one and capture the results for future analysis. Lindsay Duffey asked for a standard as to where the survey would be left at the address, if no one was home.

Newletter - Update

John Oberle announced the 3rd quarter newsletter was mailed out to township residents the previous week. Sharon Lee's fine efforts were noted.

Checkbook.Com - Update

Mr. Oberle asked the Fiscal Officer for a status report and he reported the township had been enrolled and the public would most likely be able to access Sharon Township's 2013 to 2015 financial data in the coming months.

Phil Smith reported a disabled work truck on Riverside Drive is causing traffic problems for nearby residents. Tom Kayati offered to speak with the Columbia Gas personnel the following morning and clear up the issue. Mr. Kayati noted Columbia Gas has been a good partner to Sharon Township during the gas line replacement project.

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FISCAL OFFICER:**Old Business****Miscellaneous Issues**

There was nothing to report on the following subjects: IT Support, UAN, Auditor of State, AT&T, Public Records Requests, and Records Retention Schedule.

Public Records Requests

There are no open public records requests.

1963 to 2016 Minutes

CD work will be done by the next meeting on October 19th.

Township Pay Rates

An updated township pay rate schedule was distributed to the Board and Department heads. The Auditor of State likes the schedule as there is a point in time where all pay rates are documented and shared with the Board of Trustees.

Township Telephone System

Paperwork has been filed and the process to switch over to the new system is expected to take 30 to 45 days. AT&T is the driver as to when the switch over happens. CityVoip was asked to provide a quote to "clean" up the utility room after the installation of the new system.

Checkbook.Com

Sharon Township has joined the Treasurer of State's Checkbook program and it could take up to six months before the 2013 to 2015 financial data can be viewed by the public.

Building Rental Income and Expense

As of October 1st, the township rental income exceeds year-to-date expenses by \$1,756. The positive amount also factored in the parking lot repairs/sealcoating and the new telephone system costs.

Life Insurance – Part-Time Employees

Todd Weithman is working with Sean Sprouse of Burnham & Flower on obtaining a current quote for life insurance on part-time employees. Call Insurance was asked to also provide a life insurance quote

OTARMA Grant

Last week, a request was made to OTARMA for a \$500 safety grant citing the recent purchase of cruiser audio/video systems.

County Prosecutor Opinion

The Fiscal Officer spoke with Paul Thesis and discussed the question whether the Trustees should apply their purchasing policy of soliciting bids to the proposed township logo. He felt that it would be good public policy to do so.

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POLICE DEPARTMENT

No Police business as Chief Schwind is on vacation.

ROAD DEPARTMENT**Road Resurfacing - Update**

Tom Kayati reported to the Board on the milling process in the Worthington Hills area and that he expected that phase of the work to be done by the end of the week. Road repairs have been completed on Plum Tree and Edgecliff.

Miscellaneous Subjects

Kayati explained the new asphalt sealer that is being tested in Worthington Hills which holds the prospect of extending asphalt life.

Mr. Oberle asked about the progress in obtaining compensation from resident Jeff Hollback for the Plum Tree Road damage. Mr. Kayati is working on the issue.

Mr. Kayati raised the issue of Franklin Soil and Water Conservation District using the township hall for a conference to educate contractors. He noted the Fiscal Officer had, in an email, made comments against the November 16th conference based upon the lack of parking space for 40 to 50 attendees.

The Board discussed the issue and approved the use of the township hall for the conference.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Mark Higdon distributed the October 4, 2016 Case Tracker worksheet and a summary document which contained the following entries:

- 8220 (and 8200) Flint Road
- Neighborhood Focus Plan
- Sump Discharge into Street
- Resolutions 08172016A and B (authorizing ORC 505.87 notice to cut grass)
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars)
- 1375 and 1391 Home Acre
- 5311 Riverside Drive
- 518 Rosslyn Avenue

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Mark Higdon gave a detail report on each of the items in his report and when he was done, resident Don Dale inquired to the junk car status. Trustee Duffey stated the County Prosecutor was being consulted on the junk car issue. There was nothing else to report.

Approval of September 21, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the September 21, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:34 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

11/2/16
Date

John H. Oberk
Chair

John S. Kempf
Fiscal Officer

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POLICE DEPARTMENT

Chief Schwind updated the Board on the smooth progress of installing new radios in the patrol cruisers.

ROAD DEPARTMENT**Road Resurfacing - Update**

Tom Kayati reported to the Board that most of the road work has been completed by the contractor. He noted that the one road treated with the test treatment solution was "tacky," but that component would disappear in one to two weeks with no permanent damage to the road or vehicles.

Road – Miscellaneous

Audrey Redmon said Sharon Hills roads have cracks in the road and Mr. Kayati said he would look into the issue.

There was a Mount Air water main break on Plum Tree and Edge Cliff and repairs should be completed soon.

The 2016 Leaf Pickup Season has started and Mr. Kayati expects to place reminder notices on parked cars on Rosslyn and Kanawha.

Mr. Kayati updated the Board on the complaint about a commercial truck on Riverside Drive. He spoke with Columbia Gas and the problem was a broken belt which resulted in no air brakes. The problem has since been eliminated.

The Boy Scouts are painting the fire hydrants and have painted those on Kanawha and Rosslyn so far. Mr. Kayati said they are doing a fine job.

Audrey Redmon commented on trash on Clover and the need for Mark Higdon to pay a visit. Lindsay Duffey will pass on that information to Mr. Higdon.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Mark Higdon distributed the October 18, 2016 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 8220 (and 8200) Flint Road
- Sump Discharge into Street and related Resolution 10192016A
- Resolutions 08172016A and B (authorizing ORC 505.87 notice to cut grass)
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars)
- 1375 and 1391 Home Acre
- 5311 Riverside Drive
- 518 Rosslyn Avenue

Held _____

_____, 20____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
October 19, 2016
Page 2 of 4**

Township Survey - Update

Lindsay Duffey gave an update on distribution of the township survey and indicated she had completed delivery in the Mount Air area and was working the Worthington Hills area at the present time. Mr. Smith stated he only had to work Westview Avenue to complete the Tremont Garden area.

Survey drop points are aligned with Star Board members and requested completion date is October 28, 2016. Star Board member Linda Jarrett asked if surveys can be returned after that date and Lindsay Duffey assured her that the survey would be taken and reviewed by the Trustees.

Pat Kelly said residents in the Tremont Garden area were concerned with the survey identification number and felt that their answers were being tracked by the Trustees. The Fiscal Officer stated the numbers were used to track area responses, not individual residents.

New Business**Wesley Glen – Flooding on Westview Avenue**

Phil Smith raised the issue of flooding on Westview Avenue due to inadequate drains on or near Wesley Glen. After a short discussion, it was suggested Richard Fowler should attend the next regular meeting and provide information to the Board so they can determine what assistance can be done on the issue.

Tom Kayati suggested the county drainage engineer could be used to assess any drainage issues for the Board. Lindsay Duffey asked for documentation from residents to help the Board understand the problem.

Resident Mary Sue Williams suggested pictures of the drain areas be taken after a rainstorm.

The subject of a new resident development on State Route 315 near the county line was raised by Mary Sue Williams. Tom Kayati stated that he had received OUPS requests related to Metro Park not a housing development and will look into the issue.

FISCAL OFFICER:**Old Business****Miscellaneous Issues**

There was nothing to report on the following subjects: IT Support, UAN, Auditor of State, AT&T, Records Retention Schedule, Township Telephone System, CheckBook, Life Insurance and the OTARMA Grant.

Health Insurance

The Fiscal Officer expects to start the FormFire process in the following week.

1963 to 2016 Minutes

Quality assurance work on the 1963 to 2016 minutes is done, several regular meeting minutes (2015) and one special meeting minutes (2016) will have to be created and approved by the Board.

Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____

**REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
October 19, 2016
Page 1 of 4**

The meeting was opened in proper form at 6:30 PM by Vice Chair Duffey

Roll Call:	John H. Oberle	Not Present – Out-of-Town
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director – Not Present

Guests: Don Dale, Audrey Redmon, Barb Shepard, Linda Jarrett, Pat Kelly, Butch Belszek, Dennis & Mary Sue Williams

Guest Speakers: None

Changes to the Agenda

Vice Chair Duffey asked if there were any changes to the agenda and Police Chief Schwind added Cruiser Cameras Update under Police – Old Business.

Phil Smith moved to approve the agenda, Lindsay Duffey seconded. All voted "Aye."

Resident Comments

Resident Butch Belszek asked for Board action on the Township Logo and asked for \$640.00 for 16 hours graphic design work. He noted there was no mention of him in the recent newsletter of his work on the Emergency Response Plan and how he donated over 200 hours of work over a two-year period.

Mr. Belszek spoke how his company was supporting local police departments with a luncheon at the Scioto Country Club. Constable Sgt. Gordon White will attend the luncheon on behalf of Sharon Township.

TRUSTEES

Old Business

Technology Committee – Update

Lindsay Duffey reported the Technology Committee had just met prior to the Board meeting and progress is being made with the assistance of resident Justin Atkins, who is developing the township’s new web site. All township department heads attended the meeting.

Olentangy River Bank - Update

Lindsay Duffey asked for an update and resident Pat Kelly reported that a private firm was radar sounding the river but he was unable to learn who ordered the river work to be done.

Butch Belszek reported he has exchanged emails with the ODOT environmental contact and has received reports on progress including the number of mussels in the Olentangy River. The Fiscal Officer asked for copies of the emails for the record.

Held _____ 20____

**SHARON TOWNSHIP TRUSTEES
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Lindsay Duffey updated the Board and spoke about the ongoing efforts to obtain the County Prosecutor opinion on the junk car issue.

Phil Smith – Township Logo

Phil Smith spoke up about the need for the Board to work on the approval of the township logo developed by Butch Belszek. He suggested putting the logo on the web site for resident feedback.

Lindsay Duffey stated once the new web site is up, the logo could go on it for resident feedback. Linda Jarrett commented that the entire township needs to review logo, not just a portion of it.

Pat Kelly asked for permission to have a CPR training class at the township hall in January/February for about twenty people. There was a favorable response from the Board. More information will be provided to the Board in the future.

October 5, 2016 Regular Meeting Minutes - Tabled

Vice Chair Duffey tabled the reading and approval of the October 5, 2016 Minutes until the next regular meeting.

With no further business to bring before the Board, a request to adjourn at 7:22 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

11/2/16
Date

Lindsay Duffey
Chair

John S. Kemp
Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20_____

SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
November 2, 2016
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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director – Not Present

Guests: Don Dale, Audrey Redmon, Robert Shough, Helen Epps, Ross Brown, Sara Klips, Richard Fowler

Guest Speaker: Jennifer Fish – Franklin County Soil & Water Conservation District

Changes to the Agenda

Vice Chair Duffey asked if there were any changes to the agenda and there none. Chair Oberle stated the agenda stands as written.

Guest Speaker – Jennifer Fish – Franklin County Soil & Water Conservation District

Chair Oberle recognized the guest speaker, Jennifer Fish, and turned the floor over to her. Ms. Fish indicated her visit was part of an annual event and she wished to update the Board on the Storm Water Management Plan (SWMP), which is in the 2nd period of a 5 year plan. She distributed to the Board and audience information pamphlets regarding the issue and how to support it.

Ms. Fish indicated the township needed to host one public participation event yearly to meet a requirement of the SWMP, which resulted in an exchange of ideas from Board and staff members. Tom Kayati will provide possible events to Ms. Fish to ensure Sharon Township meets the public event requirement. Any event must be advertised to the public.

Resident Comments

Audrey Redmon spoke about completed surveys that she wished to turn in to the township. Mr. Oberle thanked Ms. Redmon for being a collection point in the Sharon Hills area.

The Fiscal Officer gave an overview of the survey results worksheet that was distributed to the Board and audience. More surveys are expected in the coming weeks and the Board of Trustees has started reviewing the documents.

TRUSTEES

Old Business

Technology Committee – Update

Lindsay Duffey reported on the Technology Committee activities and how a time line is being developed. Resident Sara Klips spoke up and agreed that

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**SHARON TOWNSHIP TRUSTEES
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95 E. Wilson Bridge Road
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Page 2 of 5**

Implementation of the new web site is getting closer. The ability for department heads to modify and update the web site will be one of the key features.

Olentangy River Bank - Update

John Oberle stated he had recently spoken with Tom Slack at ODOT District 6 and the plan is completed and undergoing internal reviews. ODOT is working with EPA on necessary permits and ODOT expects to submit the Plan to the U.S. Army Corps of Engineers in the near future. ODOT hopes to have the project completed in early 2017 before the spring rains.

Wesley Glen – Flooding on Westview Avenue

Phil Smith spoke up about the flooding on Westview Avenue and the Wesley Glen parking lot that borders Sharon Township. Resident Richard Fowler was invited to speak about situation and he gave an overview of the problem.

Mr. Oberle asked if there have been any property damages and Mr. Fowler said he has had some and said his neighbor has had a lot of problems. Mr. Fowler said Wesley Glen did not install the parking lot to its plan; instead of asphalt they used permeable pavers.

Mr. Oberle suggested a working group of residents to help the Board draft a letter to Wesley Glen and the City of Columbus asking them to correct the problem. Mr. Fowler will research the issue.

New Business

Thank You Letter to Columbia Gas

Phil Smith suggested sending a letter to Columbia Gas thanking them for their gas line replacement work in the Tremont Gardens area. Resident Rich Fowler suggested the subcontractor RLA be also included in the letter.

Phil Smith will draft the letter for Board signatures.

FISCAL OFFICER:

Old Business

Miscellaneous Issues

There was nothing to report on the following subjects: IT Support, UAN, Auditor of State, AT&T, Records Retention Schedule, Township Telephone System, CheckBook, and the OTARMA Grant.

Life Insurance

The Fiscal Officer reported that Call Insurance has provided a life insurance quote; it's less than the current Consumer Life monthly billing rate. A decision will have to be made in December.

Public Records Requests

There is one open public records request from a Virginia company, Edge Point, asking for outstanding checks over six months old. It's a recovery audit firm.

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**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
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Health Insurance

The township's healthcare consultant, Todd Weithman, advised there was no need to go through the FormFire process as the negative .01% reduction of \$1.71 per month by Medical Mutual of Ohio is the best health insurance value the township will get this year. The Fiscal Officer suggested a motion by the Board for Sharon Township to continue its relationship with Medical Mutual of Ohio in 2017.

Phil Smith made a motion to approve Medical Mutual of Ohio as the Sharon Township healthcare insurance provided in 2017, seconded by Lindsay Duffey. All voted "Aye."

1963 to 2016 Minutes

Quality assurance work on the 1963 to 2016 minutes is done, several regular meeting minutes (2015) and one special meeting minutes (2016) will have to be created and approved by the Board.

POLICE DEPARTMENT**Constable Kyle Storm Resignation**

Chief Schwind advised the Board that Constable Kyle Storm will resign effective November 11, 2016 for a position with the Whitehall Police Department.

John Oberle made a motion to accept Constable Kyle Storm's resignation effective November 11, 2016, seconded by Phil Smith. All voted "Aye."

Cruiser 264 damaged by deer strike

Chief Schwind informed the Board of a recent accident where cruiser 264 was damaged by a deer strike resulting in an estimated damage worth \$5,000.00. OTARMA insurance will cover all the repair costs less the deductible.

Cruiser 266 – Replacement of light assembly

Chief Schwind reported that another light assembly unit, not covered by the extended Ford warranty, has to be replaced in cruiser 266. He expects other law enforcement offices to continue their complaints that the extended Ford warranty should cover the light assembly unit. There was a brief discussion of the issue by the Board.

John Oberle made a motion to approve payment of \$1,057.96 to Germain Ford for the replacement of the light assembly unit in cruiser 266, seconded by Phil Smith. All voted "Aye."

ROAD DEPARTMENT**Road Resurfacing - Update**

Tom Kayati reported this year's road work has been completed. Leaf pickup has started and is going smoothly. Resident Sara Klips asked where the township leaves go and he stated they are dropped off at Worthington's yard. The leaves eventually end up at Kurtz Brothers.

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**SHARON TOWNSHIP TRUSTEES
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Tom Kayati reported there were vehicles on Kanawha and Rosslyn not following the leaf pickup process. Reminder notices are being placed on the vehicles. Lindsay Duffey suggested Sara Klips post a parking reminder on her neighborhood blog. Mr. Kayati will send an email to Lori Gerald and ask the block watch group to remind residents to move their vehicles.

Freightliner Repairs

Mr. Kayati reported emission repairs of \$2,300.00 to the Freightliner vehicle, and then there were subsequent problems with it. The vehicle was purchased in 2007 and only recently have there been any problems with the truck. Salt appears to be the root cause.

Resolution 11022016A – Hiring of Antwon Smith – Full-Time

Mr. Kayati requested Board approval of hiring part-time employee Antwon Smith as a full-time employee effective November 3, 2016 at an hourly rate of \$12.04. Mr. Smith has worked several seasons and has the potential to be an outstanding employee.

Phil Smith made a motion to approve the full-time employment of Antwon Smith effective November 3, 2016 at an hourly rate of \$12.04, seconded by Lindsay Duffey. All voted "Aye."

EXTERIOR PROPERTY CODE ENFORCEMENT

Exterior Property Maintenance Code (EPMC) - Update

Prior to the meeting, Mark Higdon distributed the November 1, 2016 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 8220 (and 8200) Flint Road
- Sump Discharge into Street and related Resolution 10192016A
- Resolutions 08172016A and B (authorizing ORC 505.87 notice to cut grass)
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars)
- 1375 and 1391 Home Acre
- 5311 Riverside Drive
- 518 Rosslyn Avenue

Lindsay Duffey gave an overview of the EPMC report to the Board. An email from the County Prosecutor on how to handle junk cars was discussed and tabled. ~~Resolution 08172016A has been also tabled.~~ Resident Helen Epps asked about the Flint Road property and Ms. Duffey responded.

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Financial Report

John Oberle made a motion to approve the presented Financial Report which consisted of the October 2016 bank reconciliation and supporting schedules, seconded by Phil Smith. All voted "Aye."

October 5 and 19, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the October 5, 2016 minutes, seconded by John Oberle. All voted "Aye."

Phil Smith made a motion to approve the October 19, 2016 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:30 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

11/16/16
Date

John H. Oberle
Chair

John Smith
Fiscal Officer

RECORD OF PROCEEDINGS

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BF AR GRAPHICS 800-375-8094 FORM NO. 10148

Held _____ 20____

RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Don Dale, Pat Kelly, Dan and Kathy Walters, Butch Belszek, Sara Klips

Guest Speaker: None

Changes to the Agenda

Chair Oberle asked if there were any changes to the agenda and Trustee Smith asked for an Executive Session based upon a Personnel Issue be held. Chair Oberle stated the Executive Session would convene at the end of the regular open meeting.

John Oberle made a motion to approve Agenda change to hold an Executive Session at the end of the regular open meeting, seconded by Phil Smith. All voted "Aye."

TRUSTEES

Old Business

Technology Committee – Update

Lindsay Duffey reported on the Technology Committee's recent activities and indicated the website project was at the point where the township should migrate to a new hosting site. The Committee has recommended BlueHost as the preferred hosting contractor and resident Sara Klips spoke up and noted their security features were excellent.

Bluehost was also endorsed by the township's IT Support firm and the yearly hosting cost was estimated to be \$251.28 per year. With appropriate cooperation from the current hosting contractor, Ms. Duffey estimated a January 1st start up time and she asked the Board for approval to move forward. The entire Board expressed their support to change the hosting site to BlueHost and start up the new web site on January 1st.

Olentangy River Bank - Update

John Oberle stated he has continued to leave messages with ODOT and asked resident Butch Belszek if he had any additional information.

Mr. Belszek stated he had received two survey-type reports and that ODOT was moving forward with the project. The project is expected to start in December 2016 with extensive use of riprap to protect the shore line. Phil Smith mentioned he was talking with ODOT on the issue.

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**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
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Olentangy Valley Center - Update

John Oberle stated that he has been speaking with a developer on a weekly basis, who is considering the redevelopment of the Olentangy Valley Center. The developer is performing due diligence work and has a plan to include senior housing units with a potential cost of \$15 million. If the developer exercises his purchase option, construction could start as early as next year. The developer has asked for Community Reinvestment Act participation to reduce the project's real estate property taxes.

Kathy Walters asked if there was any federal funding involved and Mr. Oberle said no as the project did not include Section 8 housing. Dan Walters asked how long the tax abatement would last and Mr. Oberle indicated the abatement could not exceed 15 years under Ohio law.

Township Survey

Mr. Oberle noted there has been a very good response to the township survey, though the Tremont Gardens area had a low rate. Resident Pat Kelly mentioned confusion about the numbering system used to identify areas and that some residents did not receive a survey. Resident Sara Klips spoke up and said her neighbors did not receive a survey.

After discussion, the Board agreed to a November 30th deadline on survey responses. There was a discussion on how to digest the survey information and report its results.

New Business

Thank You Letter to Columbia Gas

Phil Smith reported the Thank You letter was complete and Chair Oberle asked him to mail the letter on behalf of the Board.

SWACO Tipping Fee Reduction Resolution

Sharon Township has received a resolution from Solid Waste Authority of Central Ohio (SWACO) asking for community approval to reduce the tipping fee. Mr. Oberle spoke about the issue and the Board quickly came to a consensus approving the tipping fee reduction and how it will reduce future trash costs.

John Oberle made a motion to approve the SWACO Tipping Fee Reduction Resolution and forwarded it immediately to SWACO, seconded by Phil Smith. All voted "Aye."

FISCAL OFFICER:

Old Business

Miscellaneous Issues

There was nothing to report on the following subjects: IT Support, Auditor of State, AT&T, Records Retention Schedule, and the OTARMA Grant.

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Life Insurance

Life insurance renews in January. Burnham & Flower and Call Insurance are updating their quotes and expect to present to the Board in December.

Public Records Requests

There are no open public record requests at this time.

UAN

The Fiscal Officer will attend an End-of-Year UAN conference on December 6th at the Fawcett Center.

Call Insurance Lease Agreement

A draft lease has been sent to the Franklin County Prosecutor for their review of the 2017 to 2019 Call Insurance lease agreement. The Fiscal Officer proposes the following rent increases: 2017 – None, 2018 - \$50.00, 2019 - \$50.00. Call Insurance has not asked for any improvements and the annual Good Friday carpet cleaning will remain a part of the lease.

2017 Temporary Budget

The 2017 Temporary Budget is expected to be approved by the Board during their December 21st regular meeting.

Township Telephone System

Time Warner has completed the installation of cable wiring for the new telephone system. The final phase of the telephone system installation by CityVOIP should be done in the coming weeks.

CheckBook. Com

The Fiscal Officer will participate in a conference call with the Treasurer of State office on Thursday November 17th to go over the township data on Checkbook.com.

Campaign Signs

Discussion with the City of Worthington on its campaign sign regulation has started. On Election Day, the Worthington Police were called to the township hall to observe the removal of twenty-two campaign signs in the tree lawn area and on the township's property by the Fiscal Officer. The intent of the discussion is to ensure future compliance with Worthington's campaign sign regulation.

1963 to 2016 Minutes

Quality assurance work on the 1963 to 2016 minutes is done, several regular meeting minutes (2015) and one special meeting minutes (2016) will have to be created and approved by the Board.

ROAD DEPARTMENT**Road Resurfacing - Update**

Tom Kayati reported the receipt of a Thank You letter from the Mount Air resident for the road work done this year. The 2016 Road Resurfacing Project is formally completed.

Held _____

_____20_____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
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Leaf Collection - Update

The 2016 Leaf Collection process is moving smoothly and Mr. Kayati noted the Freightliner is back from repairs.

Mr. Kayati mentioned a vehicle on Rosslyn Avenue has not moved in two weeks and still has the township reminder notice on its windshield. The Board and staff discussed the issue. Chief Schwind and Mr. Kayati will coordinate follow up action.

Miscellaneous Issues

Mr. Kayati reported another water leak in Mount Air. Mr. Oberle asked who performs maintenance on the Mount Air water lines and Mr. Kayati indicated the homeowners do.

Mr. Oberle asked whether there is a sufficient supply of road salt for this coming winter. Mr. Kayati believed there was a good supply of road salt and that he would find out this year's cost per ton at an upcoming meeting at the Franklin County Engineer's office.

The upcoming meeting is the annual Franklin County Township Association meeting.

Tom Kayati is developing a township Spring Cleaning and will advise the Board in the future.

EXTERIOR PROPERTY CODE ENFORCEMENT

Exterior Property Maintenance Code (EPMC) - Update

Prior to the meeting, Mark Higdon distributed the November 15, 2016 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 8220 (and 8200) Flint Road – in court proceedings
- 8025 Olentangy River Road – sold at Sheriff Sale – Trustee Oberle to contact new owner of property clean up
- 496 Rosslyn Avenue – new property owner, efforts to contact new owner have not been successful
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees
- 1375 and 1391 Home Acre – considerable effort being made by EPMC to ensure properties are cleaned up
- 5311 Riverside Drive – scheduled for court hearing
- 518 Rosslyn Avenue – Due back in court in January 2017, Franklin County Zoning has also cited this property
- 149 Westview Avenue – dogs reportedly running loose, property ownership is open issue

Mark Higdon gave an overview of the EPMC report to the Board.

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**SHARON TOWNSHIP TRUSTEES
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November 2, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the November 2, 2016 minutes as amended, seconded by Phil Smith. All voted "Aye."

Motion to go into Executive Session

Phil Smith made a motion for the Board to go into Executive Session at 7:32 pm citing Personnel Issues, John Oberle seconded. All voted "Aye."

Return to Public Meeting

At the completion of the executive session, Phil Smith made a motion for the Board to return to a public meeting at 7:44 pm, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:45 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

12/7/16
Date

John H. Oberle
Chair

John B. Smith
Fiscal Officer

RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
95 E. Wilson Bridge Road
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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director – Not Present

Guests: Don Dale, Butch Belszek, Robert Shough, Ross Brown

Guest Speaker: Butch Belszek – River Bank Update

Changes to the Agenda

Chair Oberle asked if there were any changes to the agenda and Trustee Smith asked to speak about the sewer smoke letter and Mr. Oberle asked Tom Kayati to talk about the recent Franklin County Township Association meeting.

Phil Smith made a motion to approve Agenda changes, seconded by Lindsay Duffey. All voted "Aye."

Guest Speaker

Mr. Oberle recognized resident Butch Belszek and asked him to update the Board of recent actions related to the Olentangy River bank project. Mr. Belszek related receiving emails from ODOT announcing the approval of the permit allowing the start of the Olentangy River bank erosion project. The project will start as soon as the ground freezes. He mentioned how various neighbors are happy that ODOT will fix the problem.

Mr. Oberle thanked Mr. Belszek for his report and thanked township staff and Board members for their efforts.

TRUSTEES

Old Business

Technology Committee – Update

Lindsay Duffey reported the new township web site has been moved to the new hosting provider, BlueHost. Changes are being made to the web site and she fully expects the web site to be ready on January 1st. She thanked all involved for their great work in making the tremendous progress on the web site to-date. Lindsay Duffey asked all parties to send any web site changes to her.

Township Survey

Mr. Oberle asked if there have been any additional surveys received since the November 30th deadline and was informed no more surveys had been received. Department heads and the Board will review the surveys and prepare a summary in the future.

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**SHARON TOWNSHIP TRUSTEES
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Sharon Memorial Board (SMB) Appointments - Update

Mr. Oberle announced the resignation of Cary McKenzie from the SMB which leaves the Board with the minimum number of members. He also related that President Jeremy Herman will be stepping down from SMB in mid 2017. Mark Goyer was elected as SMB President for 2017. Efforts will be made to increase the number of SMB members in the near future.

Cemetery Board Appointment - Update

John Oberle related the recent Worthington City Council meeting where Lindsay Duffey and Phil Smith attended for the business related to the joint cemetery board. Lindsay Duffey reported John Oberle was unanimously reappointed to the Walnut Grove / Flint Road Cemetery Board.

January 2017 Newsletter

John Oberle asked for articles for the January 2017 Newsletter to be discussed at the first meeting in January. Mr. Smith offered to write an article about the ODOT Olentangy River erosion project and he and Mr. Oberle will co-author newsletter article.

Sewer Letter

Phil Smith spoke about the receipt of a "Sewer Smoke" letter from the Franklin County Department of Sanitary Engineering which announced sewer line testing with harmless smoke. The work will be done by Tele-Vac Environmental in the near future.

The letter will be posted to the township's web site and given to local groups for posting to their web sites.

FISCAL OFFICER:

Old Business

Miscellaneous Issues

There was nothing to report on the following subjects: IT Support, Auditor of State, AT&T, and Records Retention Schedule.

OTARMA Grant

The Fiscal Officer reported that Police Chief Schwind's grant application to OTARMA had been approved and a \$500.00 check was received. The grant was related to how the purchase of new cruiser cameras reduce overall risk to the township.

UAN

The Fiscal Officer attended the annual End-of-Year UAN conference at the Fawcett Center and received his 129-page manual to complete the accounting/payroll year end process.

Call Insurance Lease Agreement

Now awaiting a signed copy of the 2017 to 2019 lease agreement from Call Insurance and expect to present it for approval to the Board at its next meeting.

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ ~~SHARON TOWNSHIP TRUSTEES~~ _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 7, 2016****Page 3 of 5****Public Records Requests**

There are no open public record requests at this time.

CheckBook. Com

The Fiscal Officer participated in a conference call with the Treasurer of State office on Thursday November 17th concerning township data on Checkbook.com.

2017 Temporary Budget

The 2017 Temporary Budget is expected to be approved by the Board during their December 21st regular meeting. Tom Kayati distributed his Temporary Budget to the Board prior to the start of the meeting.

CheckBook. Com

The Fiscal Officer participated in a conference call with the Treasurer of State office on Thursday November 17th concerning township data on Checkbook.com.

2017 Temporary Budget

The 2017 Temporary Budget is expected to be approved by the Board during their December 21st regular meeting. Tom Kayati distributed his Temporary Budget to the Board prior to the start of the meeting.

1963 to 2016 Minutes

The Fiscal Officer hopes to have the outstanding 2015 and 2016 minutes completed in the near future.

ROAD DEPARTMENT**Tremont Garden Sewer Effluent**

Tom Kayati reported sewer effluent at several catch basin locations in the Tremont Gardens area. The Franklin County Board of Health was contacted and made aware of the situation. If the source of the sewer effluent is not found, camera systems may have to be employed by Franklin County.

The reporting of the problem fits the National Pollutant Discharge Elimination System (NPDES) reporting protocol.

Franklin County Township Association Meeting

Tom Kayati summarized the recent township association meeting at the Franklin County Engineer's office where he learned the road salt price has dropped 13% and there is plenty of road salt.

John Oberle updated the Board on Franklin County Engineer's comments at the meeting.

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**SHARON TOWNSHIP TRUSTEES
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City of Columbus – Road Repairs

In response to a question from Mr. Smith, Mr. Kayati related how unhappy he was with the City of Columbus repairs in the Tremont Garden area. There was an extended discussion of the issue. Columbus is not following the same procedures that other utilities follow in making repairs to township roads. A letter will be drafted and sent to the County Prosecutor for their review.

EXTERIOR PROPERTY CODE ENFORCEMENT

Exterior Property Maintenance Code (EPMC) - Update

Prior to the meeting, Mark Higdon distributed the December 7, 2016 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 8220 (and 8200) Flint Road – Assistant County Prosecutor requested property update from EPMC.
- 8025 Olentangy River Road – sold at Sheriff Sale – Trustee Oberle has spoken with new owner about cleaning the property.
- 496 Rosslyn Avenue – new property owner indicated by voice mail that property rehab efforts will start soon.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees
- 1375 and 1391 Home Acre – No change in blighted conditions, Board requested to authorize legal action.
- 5311 Riverside Drive – Property owner has until February 1, 2017 to clean up the property, there is a February 21, 2017 compliance hearing in the Environmental Court.
- 518 Rosslyn Avenue – Due back in court in January 2017, Franklin County Zoning has also cited this property
- 149 Westview Avenue – dogs reportedly running loose, new owner – Bank of American has been notified.

Lindsay Duffey briefed the Board on the properties at 1375 and 1391 Home Acre Drive via the EPMC memorandum dated December 2, 2016 and pictures taken on October 25, 2016 and December 2, 2016. The EPMC Director had requested authority to refer the two properties to the Franklin County Prosecutor's Office for evaluation and possible hearing in the Franklin County Environmental Court. The Board discussed the issue and agreed with the recommendation.

Phil Smith made a motion to authorize the EPMC Director to refer the 1375 and 1391 Home Acre Drive properties to the Franklin County Prosecutor's Office for legal action to clean up the blighted properties, seconded by Lindsay Duffey. All voted "Aye."

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November 16, 2016 Regular Meeting Minutes

John Oberle made a motion to approve the November 16, 2016 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:18 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

12/21/16
Date

John H. Oberle
Chair

Lindsay Duffey
Fiscal Officer

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The meeting was opened in proper form at 6:30 PM

Roll Call:	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

Pledge of Allegiance was conducted

Attendance: John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

Guests: Don Dale, Robert Shough, Pat Kelly

Guest Speaker: None

Changes to the Agenda

Chair Oberle asked if there were any changes to the agenda, there were none.

Phil Smith made a motion to approve the Agenda, seconded by John Oberle. All voted "Aye."

Resident Comments - None

TRUSTEES

Old Business

Technology Committee – Update

Lindsay Duffey reported resident Justin Atkins worked with EPMC Director Mark Higdon to firmly establish the EPMC section on the web site. The web site design and usage of PDFs will help eliminate certified mail costs in the future.

The fiscal office will be the next area of updating.

January 2017 Newsletter

Mr. Oberle reminded everyone that the January 2017 is expected to be finalized at the second meeting in January. He asked everyone to submit their articles to Sharon Lee so she can get started on the newsletter.

FISCAL OFFICER:

Old Business

Miscellaneous Issues

There was nothing to report on the following subjects: Auditor of State, AT&T, UAN and Records Retention Schedule.

Public Records Requests

There are no open public record requests at this time.

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Call Insurance Lease Agreement

The 2017 to 2019 lease agreement signed by the Call Insurance President Kevin Tighe has been received. It is recommended the Board approve the new three-year lease agreement via Resolution 12212016B.

Phil Smith made a motion to approve Resolution 12212016B which renews the Call Insurance Lease Agreement, seconded by John Oberle. All voted "Aye."

Employee Life Insurance

The 2017 life insurance quote from Burnham & Flower was received and it is recommended that the Board approve the offer via Resolution 12212016C. Call Insurance did not present a quote this year.

Phil Smith made a motion to approve Resolution 12212016C which renews the Consumers Life Insurance plan that insures township employees, seconded by Lindsay Duffey. All voted "Aye."

Township Telephone System

CityVOIP installed the new telephone system equipment in the utility room and staged the new telephones there. They are waiting for the crossover date/time from AT&T to complete the installation.

2017 Temporary Budget

The 2017 Temporary Budget was distributed to the Board and after discussion a consensus was obtained.

Phil Smith made a motion to approve Resolution 12212016A, the 2017 Temporary Budget and its worksheet detailing object code level appropriations, seconded by Lindsay Duffey. All voted "Aye."

2017 Fiscal Officer Compensation

The Fiscal Officer stated his 2017 compensation would remain at the 2016 level of \$19,800.00 which is \$6.00 under the 2008 salary range for a township budget ranging from \$1,500,000.00 to \$3,500,000.00. The disclosure is required by Section 507.09 (D), ORC.

2017 Trustees Compensation

The Board of Trustees monthly salary will remain at \$943.16. The monthly salary is equivalent to 2008 Trustees 200-day daily rate of \$56.58. Trustee Duffey has declined an increase she was entitled to receive. There is no Ohio Revised Code requirement to publicly disclose a Trustee salary rate of less than that authorized by the Ohio General Assembly.

New Township Credit Cards

The Fiscal Officer is currently in the process of switching township credit cards from Delaware County Bank to Park National Bank (PNB). The PNB credit card offers an awards program which includes statement credits. Such credits would help offset the cost of monitoring credit card activities by the Fiscal Officer. There is NO cash advance capability with the PNB credit cards.

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Held _____ **SHARON TOWNSHIP TRUSTEES** _____ 20 _____**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 21, 2016****Page 3 of 5****New Bank Account for FSA Program**

Effective January 1, 2017, the Flexible Spending Account (FSA) will switch from US Bank to a new banking account at PNB. The Fiscal Officer was notified recently that US Bank was imposing a \$5.00 per month charge effective January 1st. The PNB account does NOT have a monthly charge.

IT Support

The township's IT Support person, Tony Gordon, has been working on a number of issues the past two weeks. Mark Higdon has had recurring printing problems. There has been an Internet outage though Time Warner stated service was provided to the building and the recent telephone and Internet work revealed certain shortcomings in the utility room. Chief Schwind also commented on the work done by Tony Gordon.

Potential Electrical Improvements

Quality Electric (Huntley Road) has been asked to come to the township hall and survey the main utility room. It has been suggested that 1 to 3 more outlets be installed, that one current outlet be converted to a GFCI type outlet, that a power surge protector be attached to the main control panel and all control panels should be properly labeled.

Collection Letter Received

Last week, the Fiscal Officer received a collection letter from Meade & Associates demanding \$11.18 on behalf of Greenix, the township pest control firm. A dispute letter was immediately mailed to Meade & Associates demanding documentation and proof of debt. The Fiscal Officer suspects the \$11.18 is the Ohio sales tax on the last Greenix invoice that was NOT paid. Since 2014, Ohio sales tax was never included on Greenix invoices. The township never received a telephone call from Greenix on the issue prior to the collection letter

2016 Rental Space Analysis

The Fiscal Officer distributed to the Board a worksheet entitled "2016 Rental Space Analysis" which showed there is sufficient cash flow to maintain the township hall without tax money and make targeted improvements. In 2017, the goal will be to replace two air conditioning units. The air conditioning replacements will help in the future to reduce the amount of electricity used to cool the building.

2017 Meeting Dates

The Fiscal Officer distributed a proposed 2017 Meeting Dates document and after Board discussion made one change. The first meeting in 2017 would take place on January 11, 2017.

ROAD DEPARTMENT**Winter Road Condition**

Tom Kayati stated the recent ice storm was one of the worst weather conditions he has experienced in 30+ years of service to the township. In the Mount Air area, he had to back up the hilly roads to spread salt to get traction. The Road Department had no accidents and distributed 19 tons of salt.

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International Truck repairs

Tom Kayati reported that the International truck will need some repairs, but he does not expect to spend more than \$1,000.00

Tremont Gardens – NPDES – Update

Mr. Kayati has not heard from the county concerning sewer effluent at several catch basin locations in the Tremont Gardens area.

City of Columbus – Road Repairs - Update

Due to the recent weather conditions; Mr. Kayati has deferred action of the Columbus road repair issue. He stated the township follows the Franklin County Engineer's guidelines in road repairs.

EXTERIOR PROPERTY CODE ENFORCEMENT**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Mark Higdon distributed the December 21, 2016 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 8220 (and 8200) Flint Road – No further inspections expected, now awaiting court decision.
- 8025 Olentangy River Road – sold at Sheriff Sale – property has not been titled under new owner as of today.
- 496 Rosslyn Avenue – Awaiting on new property owner response, some evidence of efforts to cut back weeds and overgrowth.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees. Junk car at 523 Rosslyn has been removed.
- 1375 and 1391 Home Acre – Board authorized legal action referral at last public meeting.
- 5311 Riverside Drive – Property owner has until February 1, 2017 to clean up the property, there is a February 21, 2017 compliance hearing in the Environmental Court.
- 518 Rosslyn Avenue – EPMC Director has put in a large amount hours in response to a discovery motion presented to court and county prosecutor.
- 149 Westview Avenue – dogs and unauthorized occupants still on property.
- 135 W. Kanawha – sump pump discharge has ceased.

EPMC Director reported on the amount of help from the IT support and how it will benefit his department in the future.

Resident Don Dale has a question on junk cars and wonders why no action on his complaint. Mr. Higdon explained the process used by the environmental court and indicated a junk car case will take a very long time to be scheduled for a hearing. Mr. Oberle suggested calling the county prosecutor and asking their help in bringing Mr. Dales case to the top of the list

Resident Pat Kelly asked why the township does not cite all property owners whose sump pumps release water into the street. Mr. Higdon responded by saying the Trustees are reconsidering the issue.

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Mr. Kayati asked the Trustees for a resolution of the issue as the cold weather will cause ice jams. Mr. Higdon pointed out that storm drains are not near all houses.

Trustee Smith made an inquiry about how long trash cans can be stationed in front of a home for trash pickup. After discussion of the issue, John Oberle suggested the residents be reminded of the standard in the next newsletter.

Phil Smith reported the results of the Franklin County sewer smoke testing would not be available until June 2017. He will follow-up in June.

Phil Smith said ODOT expects to work on the Olentangy River bank once the ground freezes.

John Oberle raised the issue of holiday parking. After Board discussion, the Police Chief will handle the issue.

December 7, 2016 Regular Meeting Minutes

Phil Smith made a motion to approve the December 7, 2016 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:38 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

1/11/17
Date

John H. Oberle
Chair

John Oberle
Fiscal Officer

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MEMPHIS GRAPHICS - 4001.305, RDHIA - 4001.305, TO CUP

Held

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