

## 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 11, 2017****Page 1 of 7**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	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 – EPMC Director

**Guests:** Don Dale, Robert Shough, Pat Kelly

**Organizational Motions and Resolutions**

John Oberle asked the Fiscal officer to open the meeting for the nomination of the Board Chair position and the newly elected Chair would continue onto 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 Lindsay Duffey as Chair and she declined the motion. Lindsay Duffey made a motion to appoint John Oberle as 2017 Board Chair; the motion was seconded by Phil Smith. All voted "Aye".

2017 Board of Trustees Chair John Oberle assumed his position and continued the meeting.

**Board Vice Chair Appointment**

John Oberle made a motion to appoint Lindsay Duffey as the 2017 Board Vice Chair; the motion was seconded by Phil Smith. All voted "Aye".

Chair Oberle suggested a group nomination for the various liaison positions and these were confirmed by the Fiscal Officer as:

**2016 Township Liaison to Police Department – John Oberle**  
**2016 Township Liaison to Road Department – Lindsay Duffey**  
**2016 Township Liaison to STAR Board – Phil Smith**  
**2016 Township Liaison to Administrative Offices – Phil Smith**  
**2016 Township Liaison to Property Maintenance Code Department – Lindsay Duffey**  
**2016 Township Liaison to Sharon Memorial Board – Phil Smith**  
**2016 Township Liaison to Walnut Grove / Flint Road Cemetery Board – John Oberle**

Phil Smith made a motion to accept the 2017 liaison appointments; the motion was seconded by Lindsay Duffey. All voted "Aye."



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The Board then proceeded to review the six resolutions before them and then voted to approve them.

**Resolution 01112017A – Appointments/Designations**

Phil Smith made a motion to approve Resolution 01112017A entitled "Appointments/Designations". The motion was seconded by Lindsay Duffey. All voted "Aye."

**Resolution 01112017B – Elected Official Compensation**

Phil Smith made a motion to approve Resolution 01112017B entitled "Elected Official Compensation". The motion was seconded by Lindsay Duffey. All voted "Aye."

**Resolution 01112017C – Movement of Appropriations within the same Fund**

John Oberle made a motion to approve Resolution 0111017C entitled "Movement of Appropriations within the same Fund". The motion was seconded by Phil Smith. All voted "Aye."

**Resolution 01112017D – Per Diem Rate and Mileage Reimbursement**

Phil Smith made a motion to approve Resolution 01112017D entitled "Per Diem Rate and Mileage Reimbursement". The motion was seconded by Lindsay Duffey. All voted "Aye."

**Resolution 01112017E – Re-employment of Township Employees / Pay Rates**

John Oberle made a motion to approve Resolution 01112017E entitled "Reemployment of Township Employees / Pay Rates". The motion was seconded by Phil Smith. All voted "Aye"

**Resolution 01112017F – Advance Tax Payments**

Phil Smith made a motion to approve Resolution 01062016E entitled "Advance Tax Payments". The motion was seconded by Lindsay Duffey. All voted "Aye"

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda and Trustee Smith asked for the Sump Pump Discharge issued to be placed on the agenda.

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

**Resident Comments**

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



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Lindsay Duffey updated the Board on the Technology Committee held earlier in the evening. Resident Justin Adkins worked with the Fiscal Officer on setting up parameters for his portion of the website.

On Saturday January 21<sup>st</sup> at 8:30 am, there will be a web site training class at the township hall.

**January 2017 Newsletter – Update**

John Oberle expects to finalize the newsletter at the next meeting. Phil Smith will add a story about keeping snow away from fire hydrants. Resident Robert Shough provided the legal requirement for use in the newsletter.

**January 2017 Newsletter – Update**

John Oberle spoke about how the Franklin County Land Bank had transferred ownership of four parcels on Maple Canyon Avenue to Sharon Township. There are several issues that need to be addressed by the Land Bank, but Mr. Oberle will write a newsletter story so residents can make an offer to purchase the land.

Mr. Oberle stated the property sale money should be placed in the General Fund to reimburse the payments made over the years to maintain township properties. There was a general discussion among residents, staff and Board. The Board consensus is to sell the property to a township resident.

**Olentangy Valley Center – Update**

John Oberle has been in contact with a New Albany developer who is in the final stage of their due diligence work on the purchase of the Olentangy Valley Center. The developer has asked for tax abatement assistance and the Board is in agreement on providing that assistance. Mr. Oberle will coordinate the tax abatement work through the Franklin County Department of Development.

**New Business****Sump Pump Discharge Issue**

Phil Smith raised the issue of sump pump discharge into the township roads which causes a safety issue for those walking the street at night. Resident Pat Kelly spoke about approximate forty households who have active sump pumps. Road Superintendent Tom Kayati gave an overview of the issue, the problems facing home owners and the lack of storm sewers. He indicated salt does not eliminate the ice problem and he answered a question on the use of a dry well.

Mr. Kayati said public safety was the main concern and how to arrive at a solution. John Oberle asked if there have been any reports of damage to people or property, Chief Schwind stated there has not been any reports. There was a general discussion of the issue. The issue will be tabled and Board members will look into the issue.



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Resident Pat Kelly reported on the Olentangy River bank project for resident Butch Belszek. No start date has been established. Chair Oberle asked this issue be placed on the next agenda.

**FISCAL OFFICER:**

**Old Business**

**Miscellaneous Issues**

There was nothing to report on the following subjects: AT&T, Checkbook, UAN and Records Retention Schedule.

**Julian & Grube – Annual Audit**

Initial work of the 2015/2016 audit has started, no firm arrival date at this time. Information and Minutes have been sent to the auditors.

**Public Records Requests**

There is one open public record request at this time. Chief Schwind will discuss it during his segment.

**1963 to 2016 Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016).

**Township Telephone System**

Installation has started; three telephones (2 in Police Dept and the Fiscal Officer) will require new wiring. CityVoip and its wiring subcontractor were at the township hall this morning and are expected to return and complete job on Thursday. There was a discussion on the \$167 additional cost to wire CAT5 to the three telephones and Board members expressed their desire to move forward with the project.

**Township Credit Cards**

The township now uses Park National Bank (PNB) credit cards. The Delaware County Bank cards have been cut up and will be formally cancelled in February.

**New Bank Account for FSA Program**

Effective January 1, 2017, the Flexible Spending Account (FSA) switched from US Bank to Park National Bank. There were no issues in transferring the money between the accounts.

**IT Support**

The township's IT Support person, Tony Gordon, has been fixing a number of network/Internet issues these past weeks.

**Electrical Improvement / Quote**

Quality Electric (Huntley Road) installed a quad electrical outlet in the main utility room so the new telephone system and Internet/Network can operate on separate circuits. Quality Electric was requested to quote the installation of power surge protectors on two electrical panels.



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**New Door Lock**

The door leading to the HVAC/Electrical room located within the handicap restroom will have a door lock installed in the near future.

**Collection Letter - Update**

The Fiscal Officer reported there has been no response from Meade & Associates, who had demanded \$11.18 on behalf of Greenix, the township pest control firm. The Fiscal Officer mailed a dispute letter last month to Meade & Associates.

**Workers Compensation**

The Fiscal Officer was unable to change the billing from a monthly to a yearly basis. While making monthly payments will not be a problem, it is the loss of annual payment's 2% cash discount that will be missed.

**Handy Man**

In the past, former Trustee Jack Moss was used to perform handyman tasks around the township hall. Matt Athlauer was retained to repair the broken concrete walkway, fill in the pot hole in the front driveway and realign the police cruiser signs.

**Bio Green Ohio**

Bio Green Ohio is offering a 10% discount of \$38.70 off the annual lawn treatment of three visits (\$387.00) for a net cost of \$348.30. The Trustees came to a quick consensus and indicated their desire to continue the service in 2017.

**Taxes, Regulatory actions**

The 2016 W-2s will be in with the next paycheck. The annual reconciliation reports for Columbus, Marysville, RITA (Grove City, Gahanna, Worthington,) State of Ohio, Ohio School Districts, Social Security, Federal (Form 941 and Schedule B) and ODJFS Unemployment Tax will be submitted on Friday January 13th.

**POLICE DEPARTMENT****Old Business****New Cruiser - Update**

Chief Schwind is waiting on police cruiser information from Germain Ford so he can make a formal request. He hopes to have the information in time for the next meeting.

**Public Records Request**

Chief Schwind recently received a public records request and moved forward on it.

**New Business****Constable Hiring – Kyle Storm**

Former Constable Kyle Storm has approached Chief Schwind to request his return to Sharon Township. Chief Schwind has no objections for Mr. Storm returning as he left several months ago in good order.



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**Flood Mitigation Program**

Chief Schwind spoke about Franklin County Emergency Management reaching out to the township on their Flood Mitigation Program. Chair Oberle will contact the Director Jeffery Young to determine how to receive their information.

Resident Pat Kelly rose to ask if the Police Department is running out of money. Chief Schwind said it wasn't, but he could always use some extra money.

**ROAD DEPARTMENT****Road Salt Purchase Order**

Tom Kayati reminded the Board the annual road salt issue was discussed at the last meeting, but a purchase order wasn't acted on. He asked the Board's approval of a \$12,000.00 purchase order to buy road salt from the Franklin County Engineer's Office.

John Oberle made a motion to approve a \$12,000.00 purchase order to buy road salt from the Franklin County Engineer's Office, seconded by Phil Smith. All voted "Aye."

**Freightliner Problems**

Tom Kayati updated the Board on new Freightliner truck problems. The Board inquired about truck replacement and Mr. Kayati is looking at purchasing a smaller truck in the future.

**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 – Awaiting court decision.
- 496 Rosslyn Avenue – Warning Citation issued.
- 28 Rosslyn Avenue – Notice of Violation issued over the lack of gutters, may be cause of next door basement water issues.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees.
- 1375 and 1391 Home Acre – Franklin County Board of Health issued an order to bring 1375 into compliance, 1391 was referred to the County Prosecutor.
- 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.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation.
- 518 Rosslyn Avenue – EPMC Director testified in Environmental Court on January 10<sup>th</sup>. The court is expected to rule on the case in the near future.
- 149 Westview Avenue – Open issue as to whether there are unauthorized occupants still on property.



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Resident Don Dale inquired if there had been any movement on his "junk car" issue. Mark Higdon spoke about the issue and Chair Oberle noted he was waiting on a telephone call from the County Prosecutor's office. He will raise this issue at that time.

**Approval of December 21, 2016 Regular Meeting Minutes**

Phil Smith made a motion to approve the December 21, 2016 minutes, seconded by Lindsay Duffey. 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, John Oberle seconded. All voted "Aye."

1/18/17  
Date

John Oberle  
Chair

John Oberle  
Fiscal Officer



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REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
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The meeting was opened in proper form at 6:30 PM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Joseph Mazzola – Franklin County Public Health Commissioner

**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, John Janning, Joe Mazzola, Dennis and Mary Sue Williams

**Swearing-In – Constable Kyle Storm**

Chief Schwind introduced Kyle Storm to the Board of Trustees and gave a summary of events that led Mr. Storm to return to Sharon Township.

Phil Smith made a motion to approve resolution 20170118A which authorized the hiring of Kyle Storm as a Sharon Township Constable effective January 19, 2017; seconded by Lindsay Duffey. All voted "Aye."

The Fiscal Officer administered the oath of office to Constable Kyle Storm and afterwards the Board congratulated him.

**Joseph Mazzola – Franklin County Public Health Commissioner**

Chair John Oberle recognized Joseph Mazzola the new Public Health Commissioner and invited him to introduce himself and brief the Board on his goals.

Mr. Mazzola gave a brief summation of his background and the desire to work with local governments like Sharon Township. He distributed brochures of various Public Health programs to the Board and audience which were all well received.

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda and Trustee Smith asked Star Board and Kanawha to be added and Lindsay Duffey asked for the Olentangy Bike Trail to be added.

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

**Resident Comments**

Chair Oberle asked if there were any resident comments and resident Pat Kelly asked Chair Oberle if he had made a decision on his health insurance. Mr.



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Oberle indicated he is covered by the township healthcare plan and there was an exchange between the two individuals on the issue.

**TRUSTEES**

**Old Business**

**Technology Committee – Update**

Lindsay Duffey updated the Board on the Technology Committee activities to include a training class schedule for Saturday January 21<sup>st</sup> at 8:30 am at the township hall.

**January 2017 Newsletter – Update**

John Oberle asked everyone to get any final changes to Sharon Lee by the end of the week so the newsletter can be mailed out early next week.

**Land Bank / Maple Canyon – Update**

The Fiscal Officer asked the Chair Oberle to table the issue as he needs to research several issues. Mr. Oberle had written a newsletter article on the Maple Canyon property and how it will be up for sale in late March. Further discussion will happen in the near future.

**Flood Mitigation Program – Update**

Chair Oberle has reached out to the Director Jeff Young of the Franklin County Franklin County Emergency Management and Homeland Security on their Flood Mitigation Program. Coordination efforts are ongoing.

**Junk Car Issue – Update**

Chair Oberle spoke how efforts are being made to remove the junk car at 277 West Kanawha. Various stakeholders (county prosecutor, Mark Higdon, owner-Alex Wi, local charity) are involved in donating the vehicle to a local charity.

**Olentangy River bank project – Update**

John Oberle and Phil Smith spoke about the project and ODOT is now waiting for colder weather to firm up the ground so they can start working. Resident Mary Sue Williams advised the Board of other Olentangy River bank projects in Delaware County.

**Star Board – Update**

Phil Smith suggested adding new members to the Star Board. Lindsay Duffey asked if Mr. Smith had spoken with any Star Board members and he said no. He just thought it would be a good idea. Ms. Duffey wondered what the current members response would be to adding more members.

Resident John Janning stated the Mount Air Association is working on changing records to an electronic format.

John Oberle suggested Phil Smith work up recommendations related to the Star Board and present them to the Board of Trustees for action.

**Olentangy Bike Trail**

Lindsay Duffey spoke how Aqua Ohio had received a request from ODOT for an easement. Aqua Ohio was not sure how to proceed and Tom Kayati stated such an issue did not come up in the project meetings.



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Aqua Ohio is asking for Sharon Township guidance on the issue. Mr. Kayati suggested Aqua Ohio ensure the water source for township residents is protected. John Oberle suggested conditional easements to protect the water wells and recommended Aqua Ohio contact the Olentangy Valley Center owner on the issue.

**Mount Air Issues**

John Oberle related a call from a resident about possible annexation of township land to Columbus. He indicated there is no known annexation activity. Resident Mary Sue Williams spoke about the water issue.

**FISCAL OFFICER:**

**Old Business**

**Miscellaneous Issues**

There was nothing to report on the following subjects: AT&T, Checkbook, UAN, IT Support and Records Retention Schedule.

**1963 to 2016 Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016).

**Julian & Grube – Annual Audit**

No firm audit team arrival date at this time. Updating prior year narratives of township accounting and payroll processes for the audit team.

**Public Records Requests**

There is one open public record request at this time and Chief Schwind is handling it.

**Township Telephone System**

Rewiring of three telephone lines (2 in Police Dept and one for the Fiscal Officer) using Cat5 cables should be done this week. The new system is working well.

**Electrical Improvement / Quote**

Quality Electric (Huntley Road) was requested to quote the installation of power surge protectors on the two circuit breaker panels that regulate electricity to the north and south side of the building.

**New Door Lock**

American Eagle Locksmith will be stopping in the near future to install a door lock on the door leading to the HVAC/Electrical room located within the handicap restroom.

**Chinese Church in Columbus**

The Chinese Church has requested using the township hall on Friday January 27th rather than Sunday January 29th for a Gospel meeting and to celebrate the Chinese New Year for new students at OSU.



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**Annual Inventory – Section 505.04, ORC**

The annual inventory required by Section 505.04, Ohio Revised Code has been submitted to the Franklin County Engineer.

**Lawn Protection**

The township handyman, Matt Althausser, was asked for a quote to install several large stones around the curve driveway. Unknown trucks are again using the turnaround and damaging the lawn.

**Board of Elections Agreement**

The annual "Memorandum of Understanding for Polling Places in Public Buildings supported by Taxation" needs to be signed by the Board Chair. The Board of Elections is very pleased using the township hall as a polling location.

**Request for Tax Advance**

The annual boilerplate request needs to be signed by the Board Chair. This document makes up the two-part request for an advance on real estate taxes. This document and the Tax Advance resolution approved at the last Board meeting must be sent to the Franklin County Budget Commission for each request.

**Mosquito Management Program Contract Extension**

As mentioned in an email to the Board last week, the annual renewal of the mosquito management contract needs to be approved and the three copies of the contract signed by the Chair.

Phil Smith made a motion to approve the 2017 Mosquito Management Program Contract Extension managed by the Franklin County Public Health, seconded by John Oberle. All voted "Aye."

**POLICE DEPARTMENT**

**Old Business**

**New Cruiser - Update**

Chief Schwind is still waiting on police cruiser information from Germain Ford so he can make a formal request.

**ROAD DEPARTMENT**

**Alarm System Upgrade – Sump Pump**

Tom Kayati reported on repair and upgrade to the alarm system at a cost of \$900 plus other charges. The monthly alarm system cost will rise from its current \$15.00 monthly rate. The new system is web-based and very functional.

Resident Pat Kelly researched the Ohio drainage laws and how some township residents could reduce the water pumping out to the streets by using dry wells. He will give his research to Mr. Kayati for distribution to residents.

Chief Schwind suggested the township retain a consultant/engineer to research the sump pump issue and present solutions to the Board. John Oberle suggested a working committee to develop solutions and there was a subsequent exchange of ideas on how to proceed with future actions expected.



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Prior to the meeting, Mark Higdon distributed the January 17, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 496 Rosslyn Avenue – Warning Citation issued.
- 28 Rosslyn Avenue – Notice of Violation issued over the lack of gutters, may be cause of next door basement water issues.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees. John Oberle and Mark Higdon working with junk car owner at 277 W. Kanawha to donate vehicle to local charity.
- 1375 and 1391 Home Acre – Franklin County Board of Health issued an order to bring 1375 into compliance, 1391 was referred to the County Prosecutor.
- 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. Franklin County Zoning is monitoring the property.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation.
- 518 Rosslyn Avenue – The Environmental Court is expected to rule on the case in the near future.
- 149 Westview Avenue – Open issue as to whether there are unauthorized occupants still on property.

Mark Higdon volunteered to work on any future Sump Pump Committee and was thanked for his leadership by John Oberle.

**Moment of Silence**

Chair John Oberle asked for a moment of silence for Dan Murphy, a former Worthington Police Officer and Sharon Memorial Hall Board member. Mr. Murphy passed away the previous week.

**West Kanawha Avenue**

Phil Smith raised the issue of the West Kanawha Avenue road condition and Mr. Kayati related his outreach to the Franklin County Engineer. The county engineer does not have a road repair standard. Mr. Kayati wants to establish repair standard for contractors and other government entities to follow when they make repairs under township roads.

Tom Kayati will wait for warmer weather to see how the recent Columbus repairs hold up. John Oberle suggested sending a letter to Columbus now and state how the road repairs were not satisfactory. Mr. Kayati will draft the letter with assistance from Mr. Oberle.

It was revealed that Columbus has never adhered to the township excavation permit system nor paid the appropriate permit fees. Mr. Oberle suggested a letter to the Franklin County Prosecutor for guidance.



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**Other issues**

Mark Higdon reported that based upon a conversation with resident Robert Shough, the building at 1278 Community Park will probably be demolished in the future by the Franklin County Land Bank.

Chief Schwind noted the draft newsletter has an article that refers to RKW Blockwatch as the source. The Board's consensus is to remove any reference to community groups as the source of information as a policy matter.

Trustee Smith mentioned he would be going to the upcoming Sharon Memorial Board meeting and will report back to the Board.

**Approval of January 11, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the January 11, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:42 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

2/1/17  
Date

John H. Oberle  
Chair

John A. Kuff  
Fiscal Officer



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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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Joseph Mazzola – Franklin County Public Health Commissioner

**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, John Janning, Dan and Kathy Walters, H. Butch Belszek, Kris Lawson, Ashley Knight, Helen Epps, Linda Jarrett,

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda and Trustee Smith asked for the Star Board to be added.

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

**Resident Comments**

Chair Oberle asked if there were any comments and resident Helen Epps asked if the Board was aware that the Ozem Gardner home at 8221 Flint Road was up for sale. The home was built around 1850 and was part of the 1800s Underground Railroad. She recommended the township purchase the property and use it for cemetery operations. The list price for the home is \$199,900.00.

John Oberle stated the Union Cemetery Board was aware of the property being for sale and that Clerk Elaine Russell was asked to contact the property realtor. Tom Kayati said the Union Cemetery Board was interested in the property and Mr. Oberle stated he had reached out to the realtor and received a text message from him indicating he would receive a telephone call in the near future.

Resident Linda Jarret asked if the property could be annexed into Columbus and Mr. Higdon mentioned a portion of the property is contiguous with Columbus.

Mr. Oberle recognized resident Ashley Knight of 103 West Kanawha Avenue, who presented two letters as part of a request for exemption from paying Local Waste Services for trash collection. One letter requests the exemption and the second one was from the employer who authorized disposal of their trash into his dumpster. Mr. Oberle stated the Board will review the letters and make a decision at the next meeting.



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

Lindsay Duffey updated the Board on recent Technology Committee activities that included a training class on Saturday January 21<sup>st</sup> at the township hall. Discussion included Ms. Duffey and Chief Schwind being the web site administrators and Mr. Higdon noting the web site updates the WordPress security configuration automatically.

**January 2017 Newsletter – Update**

John Oberle noted the newsletter was sent out January 31<sup>st</sup> and he noted the support received from former Trustee Paul Insley.

**Land Bank / Maple Canyon – Update**

Chair Oberle brief the Board on the recent transfer of four parcels to Sharon Township ownership and that they will be sold in March. Bids will be taken by March 31<sup>st</sup> with the proceeds going into the General Fund. A clerical error on the property classification is being taken care of by the Land Bank.

Mr. Higdon reported the house at 1278 Community Park has been torn down by the Franklin County Land Bank. Thanks to resident Robert Shough for his notification to Mr. Higdon. Resident Dan Walters asked how to prevent these properties from being annexed to Columbus. Mr. Oberle indicated a deed restriction requiring the properties to remain in Sharon Township will be attached to the properties.

**Junk Car Issue – Update**

Chair Oberle spoke how efforts are being made to remove the junk car at 277 West Kanawha. Mr. Higdon will send a letter to the owner that he will have one week to obtain a vehicle title so the donation process can be completed. Otherwise, the county prosecutor will pursue legal action.

**Olentangy River bank project – Update**

John Oberle and Tom Kayati spoke about the project and how ODOT is about half done. Mr. Oberle was informed the project will be completed within a week. Trustee Smith and Mr. Kayati noted bad water and an odor on Rosslyn Avenue. Mr. Smith reported the problem to Franklin County Public Health.

Resident Butch Belszek noted good progress is being made. Resident Kathy Walters mentioned FLOW was interested in removing honeysuckle from the river bank.

Mr. Oberle asked for names of ODOT personnel who have been helpful on the riverbank project and would like to send a Thank-You resolution to ODOT.



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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

\_\_\_\_\_20\_\_\_\_\_

**95 E. Wilson Bridge Road****February 1, 2017****Page 3 of 6****Star Board – Update**

Phil Smith said he was going to suggest adding new members to the Star Board. Linda Jarrett stated the Star Board hasn't been asked to do any work.

Mr. Oberle suggested the Star Board become involved in the flood mitigation efforts that are starting up. Additionally, the sump pump issue could be looked at by the Star Board.

Resident John Janning volunteered to help the Star Board or wherever he can be helpful. Lindsay Duffey suggested setting a date for the Star Board to meet. Trustee Smith will coordinate a meeting date/time with Linda Jarrett.

**State Route 161 Corridor Study**

Mr. Oberle announced an ODOT study of State Route 161 with public meetings in March, April and May 2017. The study could result in the widening of State Route 161 from Sawmill Road to State Route 315. The Fiscal Officer commented that OSU Airport has recently announced improvements that could have a direct bearing on the ODOT study.

Lindsay Duffey will develop a letter for Sharon Township residents that could be affected by this study and will mail out the letter in early March.

**Proposed Food Pantry**

John Oberle asked Mr. Higdon to discuss this issue during his meeting segment.

**Cemetery Issue – Rush Run Creek**

John Oberle briefed the Board on a problem dealing with Rush Run Creek, land lost to erosion and how it is affecting the Walnut Grove Cemetery. A dialog has been opened with the Franklin County Prosecutor for their assistance.

Tom Kayati spoke about the upcoming stream cleanup on March 5<sup>th</sup> from 1:00 pm to 4:00 pm. The starting point will be the cemetery bridge in Walnut Grove Cemetery. The event was posted in the newsletter.

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

There was nothing to report on the following subjects: AT&T, Checkbook, UAN, IT Support and Records Retention Schedule.

**2015 to 2016 Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016).

**Julian & Grube – Annual Audit**

The 2016 bank statements were scanned and emailed to the audit team.

**Public Records Requests**

There is one open public record request at this time and Chief Schwind is handling it.



Held \_\_\_\_\_

20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**Township Telephone System**

Rewiring of three telephone lines (2 in Police Dept and the Fiscal Officer) and 2 lines using Cat5 cables were completed. The new telephone system is working very well. CityVoip will stop by February 3<sup>rd</sup> and give a quote to clear the main utility room of excess cabling and telephone wiring.

**Electrical Improvement / Quote**

The township has not received a quote from Quality Electric for the installation of power surge protectors on the two circuit breaker panels that regulate electricity to the north and south side of the building.

**Locksmith Work**

American Eagle Locksmith installed a door lock on the door leading to the HVAC/Electrical room located within the handicap restroom. Additionally, replacement keys were made for the three lateral cabinets in the administrative office.

**Lawn Protection**

Road Superintendent Tom Kayati offered to place several large stones around the curve driveway to reduce damage to the front lawn by large trucks using the curved driveway.

**Lawn Care**

Over the past week, Trustee Smith has been active in ensuring the township lawn is free of trash blown in by the windy weather we been having.

**Life Line Screening**

Jill Taylor of Life Line Screening in Cleveland wishes to rent the township hall on Friday June 23<sup>rd</sup> from 8:00 am to 4:00 pm. The rental charge would be \$240.00. It is hoped that similar events can be hosted 1 to 4 times per year.

**Financial Report – Reviewed by Trustees**

The financial report consists of UAN reports – Fund Status, Cash Summary by Fund, Appropriation Status, Payment Listing and Revenue Status as of January 31, 2017. The bank statements (US Bank, Star Ohio, Park National Bank, Huntington Bank) for the period ending December 31, 2017 were included in the packet.

**Real Estate Tax Advance**

Sharon Township received a \$200,000.00 real estate tax advance. Checks to Worthington and the Walnut Grove / Flint Road Union Cemeteries were created for signatures by the Board.

**POLICE DEPARTMENT**

**Old Business**

**New Cruiser - Update**

Chief Schwind updated the Board on his request to purchase a new cruiser and his January 25, 2017 memorandum on the issue.



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~~SHARON TOWNSHIP TRUSTEES~~

\_\_\_\_\_20\_\_\_\_\_

~~REGULAR SESSION HELD AT~~

95 E. Wilson Bridge Road

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Phil Smith made a motion to approve the purchase of one new police cruiser at a cost not to exceed \$41,000.00, John Oberle seconded. All voted "Aye."

**Public Records Request – Nick Handzel**

Chief Schwind updated the Board on the outstanding public records request. Mr. Oberle will review the documents before being released. The request should be ready for release by next week.

**ROAD DEPARTMENT****NPDES Annual Report**

Tom Kayati reported filing the annual National Pollutant Discharge Elimination System (NPDES) report by the January 31<sup>st</sup> deadline. The report consisted of 347 pages and copies are retained by the township.

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

Prior to the meeting, Mark Higdon distributed the January 31, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 496 Rosslyn Avenue – Warning Citation issued and re-inspection scheduled for February 16, 2017.
- 28 Rosslyn Avenue – Gutter installed and other improvements made, case now in "dormant" file.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees. John Oberle and Mark Higdon working with junk car owner at 277 W. Kanawha to donate vehicle to local charity.
- 1375 and 1391 Home Acre – Static condition on enforcement actions, Prosecutor considering joint case filing.
- 5311 Riverside Drive – Property owner had until February 1, 2017 to clean up the property, there is a February 21, 2017 compliance hearing in the Environmental Court. Franklin County Zoning is monitoring the property.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, EPMC case on hold.
- 518 Rosslyn Avenue – The Environmental Court ruled against defendant on all counts, an appeal is expected.
- 149 Westview Avenue – Bank of America has filed an eviction notice asking the court rule in their favor.

**Proposed "Little Food Pantry"** – A resident on West Kanawha Avenue proposed establishment of a "Little Food Pantry" in her front lawn. Both Zoning and Public Health had issues against the operation of such an activity. The resident was directed to consult with the two agencies.

**Flood Insurance Issue** – A resident on Rosslyn Avenue asked for an "elevation certificate" for the renewal of her flood insurance. The issue is being researched and an email requesting information has been sent to the Deputy Director of Franklin County Emergency Management Agency.



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**SHARON TOWNSHIP TRUSTEES  
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**Suspected Illegal Discharge in Olentangy River** – On February 1<sup>st</sup>, Mark Higdon, Trustee Smith, Tom Kayati and James May of the Franklin County Public Health met at the end of Rosslyn Avenue to discuss illegal discharges. Mr. Kayati will look at sewer camera footage for possible illegal tie-ins to storm drain and Mr. May will survey residents.

**Approval of January 18, 2017 Regular Meeting Minutes**

John Oberle made a motion to approve the January 18, 2017 minutes, 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 7:55 pm citing Economic Development 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 8:16 pm, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:17 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

2/15/17  
Date

John H Oberle  
Chair

John S Kruff  
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****February 15, 2017****Page 1 of 5**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speakers:** Andrew Montooth & David Royer – Olentangy Valley Center

**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, John Janning, Dan and Kathy Walters, H. Butch Belszek, Kris Lawson, Ashlea Knight, Helen Epps, Linda Jarrett, Audrey Redmon, Ryan Thomas, Sara Klips

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda. The following issues were added: Aeration Systems, Star Board, Sheriff's Dispatch contract, Engineers Dinner and Ozem Gardner House.

Phil Smith made a motion to approve the amended Agenda, seconded by John Oberle. All voted "Aye."

**Guest Speakers – Olentangy Valley Center**

Chair Oberle recognized Mr. Montooth and Mr. Royer of Continental Real Estate to speak about their potential purchase of the Olentangy Valley Center. Over a 30 minute period, it was learned that the purchase was scheduled to be completed by the end of the month, they wished to remain in Sharon Township. Plans are in a flux though, with senior housing a component, and construction would not start until Spring 2018 if the purchase is made.

There were a number of questions posed by the Board, Staff and audience and both gentlemen provided answers. The Board assured the two gentlemen that Sharon Township was willing to do whatever it could to support the project.

**Resident Comments**

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

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

Lindsay Duffey and Tom Kayati worked last week on updating web pages. She also reported that Chief Schwind is working with her on a Social Media Policy and asked for input from the Board and Staff. Sharon Township will have a Facebook page in the future.



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**SHARON TOWNSHIP TRUSTEES  
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**Land Bank / Maple Canyon – Update**

John Oberle reported the upcoming sale of the four parcels on Maple Canyon that Sharon Township acquired from the Franklin County Land Bank. The township will hold an auction and sell the parcels. Information will be posted to the township's web site and letters will be sent out to nearby township residents.

Mark Higdon reported the house and garage at 1278 Community Park has been razed.

**Olentangy River bank project – Update**

John Oberle summarized the project and resident Butch Belszek does not believe the project is completed. The question is whether ODOT is required to fix the landscaping to the point prior to the project.

Mr. Smith reported ODOT will seed the properties. Mr. Belszek stated the rock material was good but the landscaping work is poor. Mr. Belszek has contacted ODOT about the lack of a land restoration plan and the dead trees on resident's properties.

**Lawson Exemption**

John Oberle stated that the Board had reviewed the Lawson exemption and determined the need for an active Local Waste Services account before the Board can act. Mr. Lawson will apply for an account and Mr. O'Keeffe will advise Local Waste Services of the Lawson application. The matter has been tabled to the next meeting.

**Aeration Systems**

Phil Smith reported Franklin County Public Health is investigating several homes on Rosslyn Avenue for illegal discharge of effluent into the storm sewer. Mark Higdon summarized the issue with comments from Tom Kayati. Mr. Oberle asked that the Board be advised what property is at fault.

**Star Board – Update**

Phil Smith said that he had met with Linda Jarrett and he indicated the Star Board had a new potential member, resident John Janning. There will be a Star Board meeting on Saturday February 18<sup>th</sup>.

There are a number of issues the Star Board could review to include flood mitigation and sump pump. The flood mitigation will be a big project.

**County Engineer's Dinner**

John Oberle asked who was going to the March 9<sup>th</sup> Franklin County Engineer's annual dinner. He asked those who are going to contact Sharon Lee by March 2<sup>nd</sup> so she can make the reservations.

**Ozem Gardner House**

John Oberle stated Star Board member Helen Epps had made an inquiry about the purchase of the Ozem Gardner home on Flint Road. Mr. Oberle stated the Union Cemetery Board would hire a structural engineer to assess the home's foundation. Tom Kayati stated the cemetery has an interest in purchasing the property. The house was built in 1850 and has not been designated a historical building.



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

There was nothing to report on the following subjects: AT&T, Checkbook, UAN, IT Support and Records Retention Schedule, UAN, Auditor of State/Julian & Grube, Public Records Requests.

**2015 to 2016 Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016).

**Main Utility Room**

Last week, CityVoip eliminated a large amount of excess and unused wiring in the Main Utility Room. The new telephone equipment shelves were installed and now telephone and computer equipment reside on separate shelving.

**Lawn Protection**

In the near future, Tom Kayati is expected to place several large stones around the curved driveway to reduce damage to the front lawn by large trucks.

**POLICE DEPARTMENT****Old Business****New Cruiser - Update**

Chief Schwind told the Board that the new cruiser was ordered the day after the meeting and he was informed that the factory production is 15 weeks behind schedule.

**Public Records Request – Nick Handzel**

Chief Schwind thanked Mr. Oberle for reviewing the public records packet and stated the packet was picked up.

**New Business****Old 2010 Cruiser Sold to Morgan County Sheriff's Office**

Chief Schwind related the story behind the recent sale of the 2010 cruiser to the Morgan County Sheriff's Office. He extended his appreciation to the Board for the quick response to the sale. At the Board request, Chief Schwind crafted Resolution 02152017A, which formally authorized the sale of the vehicle.

Phil Smith made a motion to approve Resolution 02152017A which approved the sale of the 2010 cruiser to the Morgan County Sheriff's Office for \$3,200.00, seconded by Lindsay Duffey. All voted "Aye."

**Resignation – Constable Jacob Matejko – February 24, 2017**

Chief Schwind announced the resignation of Constable Jacob Matejko who will join the Union County Sheriff's Office.

John Oberle made a motion to accept the resignation letter from Constable Jacob Matejko effective February 24, 2017, seconded by Phil Smith. All voted "Aye."



Held \_\_\_\_\_

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**Sheriff Dispatching Contract**

Chief Schwind reported receiving the new Franklin County Sheriff's Office dispatching contract for January 1, 2017 to December 31, 2018. There was a discussion of the contract by the Board.

Phil Smith made a motion to approve the Franklin County Sheriff's Office dispatching contract for the period of January 1, 2017 to December 31, 2018, seconded by Phil Smith. All voted "Aye."

**ROAD DEPARTMENT  
2017 Pay Rate Review**

Tom Kayati distributed the proposed Road Department 3% pay rate increase for consideration and subsequent approval during the March 1<sup>st</sup> meeting.

John Oberle asked that Tom Kayati payroll review be placed on the March 1<sup>st</sup> agenda.

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

Prior to the meeting, Mark Higdon distributed the February 14, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 496 Rosslyn Avenue – Warning Citation issued and re-inspection scheduled for February 16, 2017.
- 502 Rosslyn Avenue – Dead ash tree whose limbs were in contact with the 496 Rosslyn roof has been cut down as promised by the owner.
- 28 Rosslyn Avenue – Gutter installed and other improvements made, case now in "dormant" file.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees. John Oberle and Mark Higdon working with junk car owner at 277 W. Kanawha to donate vehicle to local charity. Owner scheduled for court hearing on April 18, 2017.
- 1375 and 1391 Home Acre – Static condition on enforcement actions, Prosecutor considering joint case filing. Environmental Court hearing scheduled for March 21, 2017.
- 5311 Riverside Drive – Property owner had until February 1, 2017 to clean up the property, there is a February 21, 2017 compliance hearing in the Environmental Court. Franklin County Zoning is monitoring the property.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, EPMC case on hold.
- 518 Rosslyn Avenue – The Environmental Court ruled against defendant on all counts, an appeal is expected. Future action is expected.
- 149 Westview Avenue – Bank of America has filed an eviction notice asking the court rule in their favor. No change in status.



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**Proposed "Little Food Pantry"** – There has been no further word or inquiry from the resident who approached EPMC for information. She was provided with contact information for the county zoning officer and Public Health.

**Flood Insurance Issue** – The result of EPMC inquiries is that the only way for the resident to determine the lower rate between the subsidized rate and the actual risk rate is to acquire first an "*Elevation Certificate*" for her property. The cost would be borne solely by the home owner.

**Approval of February 1, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the February 1, 2017 minutes, seconded by John Oberle. 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, Lindsay Duffey seconded. All voted "Aye."

3/1/17  
Date

John H. Oberle  
Chair

John S. Kufner  
Fiscal Officer



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**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**March 1, 2017**  
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\_\_\_\_\_20\_\_\_\_\_

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Professor Zuzana Bohrevova, OSU College of Engineering

**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, John Janning, Kathy Walters, Isabella Culliton, Jeremy Thompson, Trevor Harrison, Zuzana Bohrerova, Stephen Kopechek, Austin Procys, Cassidy Calaway, Paige Wright, Garrett Legwith

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda. The following issues were added to the Trustee’s New Business: Sharon Memorial Board, Sewer issue, Jeff Young – Flood Mitigation, Olentangy Valley Center and the Ozem Gardner House.

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

**Guest Speaker – Dr. Zuzana Bohrevova**

Chair Oberle recognized Dr. Bohrevova of the OSU College of Engineering. Dr. Bohrevova had been invited by resident John Janning.

Chair Oberle thanked Dr. Bohrevova for her introduction and offer to assist in addressing township engineering issues. Resident John Janning asked what the issues were and Mr. Oberle indicated there are five issues that the township will need to address in the future.

- Sump Pump – Gray Water
- Mount Air – Water System
- River bank erosion
- Flood Mitigation
- Non-permeable surfaces

There was an exchange of information among the Board, Staff and audience about township issues.

**Resident Comments**

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



Held \_\_\_\_\_

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**SHARON TOWNSHIP TRUSTEES  
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**TRUSTEES****Old Business****Technology Committee – Update**

Lindsay Duffey has sent to the Franklin County Prosecutor's Office the proposed township social media policy and worked with Tom Kayati on updating the Road Department's web pages. Tom Kayati asked for resident comments on the township web site and how resident Justin Adkins was key to the successful web site development.

Resident Kathy Walters requested a copy of the proposed social media policy.

**Land Bank / Maple Canyon – Update**

John Oberle reported that the township owns four parcels on Maple Canyon and bids will be accepted until March 31<sup>st</sup>. A letter describing the bid process will be posted to the township web site and mailed to residents near the Maple Canyon address. Lindsay Duffey will post the letter to the web site and the Fiscal Officer will mail out the letter to nearby residents.

**Olentangy River bank project – Update**

John Oberle reported he is waiting for a return call from ODOT's District 6. There was a discussion of river bank issues by Staff, residents and the Board which included a potential picnic area on ODOT's property on the Olentangy River. Residents Pat Kelly and Mary Sue Williams offered insight on the issue.

**Lawson Exemption**

John Oberle raised the Lawson Exemption issue and the Fiscal Officer stated Mr. Lawson was in prior to the start of the meeting and provided the Local Waste Service account statement that the Board had requested in the previous meeting.

Phil Smith made a motion to approve a one-year exemption for Mr. Lawson of 103 Rosslyn Avenue from paying Local Waste Services for trash services, seconded by John Oberle. All voted "Aye."

**Sharon Memorial Hall Board**

Phil Smith reported that he will attend the SMB meeting on March 2<sup>nd</sup> and consideration will be given to resident John Janning's application to the Board.

Mr. Oberle stated that once an application has been reviewed and approved, the Sharon Township Board of Trustees can then appoint an applicant to the Sharon Memorial Board.

**Sewer Relining – Rosslyn Avenue**

Trustee Smith reported seeing sewer work being performed on Rosslyn Avenue and was informed by the City of Columbus employee that the sewer lines would be relined in the future. Mr. Kayati will make an inquiry on the issue.

**Director Jeff Young – Flood Mitigation**

Chief Schwind summarized a recent meeting with Director Jeff Young of the Franklin County Emergency Management agency and possible acquisition of land in the flood plain in the Mount Air area. If the Federal Government does purchase the land, the property would be given to Sharon Township with a



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restriction that no building will be erected in the future on the land. John Oberle thanked Chief Schwind for his summary and indicated this will be a future issue for the Board.

**Olentangy Valley Center**

John Oberle announced that Continental Realty is now the new owner of the Olentangy Valley Center (OVC). He distributed an advisory opinion from the Ohio Ethics Commission that states he is able to work on the future development of the OVC. Resident Kathy Walters had a number of questions concerning the development including tax incentives. Mary Sue Williams offered her opinion that the development could be positive to the township.

**Ozem Gardner House**

Tom Kayati reported on Union Cemetery Board evaluation of the Ozem Gardner home on Flint Road. A structural engineer has inspected the home and Mr. Kayati gave an overview of repairs that could be made to the building. There was a general discussion of the possible purchase by the Union Cemetery Board and the positive impact it would have for cemetery operations. Resident Mary Sue Williams offered comments on the historical aspect of the house.

**TRUSTEES**

**New Business**

**Township Records Commission**

Chair Oberle called into session the Sharon Township Records Commission as required by Section 149.42, Ohio Revised Code. The Fiscal Officer reported the minutes from 1963 to 2017 have been posted to the township's web site. Mr. O'Keeffe stated the process of scanning township resolutions has started and will take a couple months to scan and name the file. He also indicated that by the end of March, administrative records approved for destruction will be merged with Police Department records for an on-site mobile destruction truck. Mr. O'Keeffe expects to start in May 2017 on another group of Administrative records to be reviewed for destruction.

Mr. Oberle thanked the Fiscal Officer for the report and closed the Sharon Township Records Commission session.

**FISCAL OFFICER:**

**Old Business**

**Miscellaneous Issues**

There was nothing to report on the following subjects: Auditor of State/Julian & Grube

**AT&T and YP, LLC**

AT&T is asking for payment of \$478.00, this amount represents late fees on the non-payment of YP, LLC charges that were not authorized by Sharon Township. The Fiscal Officer will contact Nick Soulas and turn the matter over to the County Prosecutor for action.



Held \_\_\_\_\_

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**SHARON TOWNSHIP TRUSTEES  
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**Records Retention Schedule**

The Fiscal Officer reported the volunteer has either been sick or out of town, thus no work has been done to compare Sharon Townships Records Retention Schedule to its peers and other organizations. Completion time is now expected to be around October 2017.

**IT Support**

Overall, the township's network system is working well. There are discussions ongoing about data backup, email provider and network operating system. There is a concern that Sharon Township could fall into the same trap that happened to Licking County.

**Checkbook.com**

The Fiscal Officer expects to review the test site in the coming weeks so the Sharon Township data can go live thereafter.

**Public Records Requests**

Two public records requests have been received. One request from the OpenTheBooks organization in Florida has been closed. On March 1st, a new public records request from Mr. Handzel was received.

**2015 to 2016 Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016).

**UAN**

The 2016 annual report was mailed out to the Auditor of State on February 28th. The next annual requirement is publishing the annual report notice in the Columbus Dispatch.

**Main Utility Room**

Last week, Call Insurance had AT&T out to set the ground work to update their Internet system. Their inspection of the Main Utility Room disclosed the building is not properly grounded to current building codes. They recommended having a #6 ground wire installed. The Electric Connection was contacted and asked for a quote to install a #6 ground wire and electrical panel surge protector and now awaiting a response.

**Lawn Protection**

Several weeks ago, Tom Kayati and the Road Department placed four large stones around the curved driveway in an effort to reduce damage to the front lawn by large trucks. Many thanks to Tom and his crew.

**2017 Permanent Budget**

The Board of Trustees will be receiving 2017 budget materials from the department heads and the Fiscal Officer in the coming week. The permanent budget must be approved and submitted to the Franklin County Budget Commission by March 31st.



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**POLICE DEPARTMENT****Old Business****Carbon Monoxide sensors for Police Cruisers**

Chief Schwind distributed a memorandum which explained why he spent \$964.50 for six carbon monoxide sensors for the Police Cruisers. The memorandum also contained two news reports (CNN, CBS) on the issue that has festered for several years. There was an extended discussion on this issue.

The Board thanks Chief Schwind for being proactive on the issue and asked to keep the Board informed if there are any developments.

**ROAD DEPARTMENT****Rush Run Stream Cleanup – Sunday March 5<sup>th</sup>**

Tom Kayati reminded those present of the upcoming Rush Run Stream Cleanup that has been advertised on the township's web site and at the Worthington Library.

**2017 Road Department Budget**

Tom Kayati distributed the 2017 Road Department Budget to the Board members and Fiscal Officer.

**Tom Kayati Payroll Anniversary**

Chair Oberle noted the Road Superintendent's Tom Kayati payroll anniversary was March 2<sup>nd</sup>. The Board discussed and came to the conclusion that Mr. Kayati should receive a 3% pay increase effective March 2, 2017.

John Oberle made a motion to approve a 3% payroll increase for Road Superintendent Tom Kayati effective March 2, 2017, seconded by Phil Smith. All voted "Aye."

**ROAD DEPARTMENT****2017 Pay Rate Review**

In the previous meeting, Tom Kayati had distributed a proposed Road Department 3% pay rate increase for consideration by the Board. There was a short discussion and the consensus was to approve the Road Department payroll increase.

Phil Smith made a motion to approve a 3% payroll increase for Road Department employees effective March 2, 2017, 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 March 1, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
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Page 6 of 6**

- 496 Rosslyn Avenue – Warning Citation issued.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees. John Oberle and Mark Higdon working with junk car owner at 277 W. Kanawha to donate vehicle to local charity. Case referred for prosecution.
- 1375 and 1391 Home Acre – Static condition on enforcement actions, Prosecutor considering joint case filing. Environmental Court hearing scheduled for March 21, 2017.
- 5311 Riverside Drive – Property owner had until February 1, 2017 to clean up the property and was a no-show at the February 21, 2017 compliance hearing in the Environmental Court. Franklin County Zoning is monitoring the property.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, EPMC case on hold. FCPH has an open case on the properties' aeration system.
- Faulty Aeration Systems on Rosslyn Avenue – FCPH has identified several faulty aeration systems. One location is eligible for a 100% grant to replace the system, if applied for by the property owner.
- 518 Rosslyn Avenue – The Environmental Court ruled against defendant on all counts, no appeal has been filed. Future action is expected.
- 149 Westview Avenue – The property has been posted as vacant with further action by Bank of America to secure the property in the coming week.

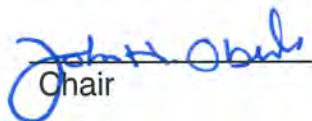
**1278 Community Park** – Property is owned by the Franklin County Land Bank (COCIC). An inspection of the property found no improper disposal or burial of the septic tank. The issue had been raised by a neighbor. Mark Higdon suggested obtaining certification from the COCIC as to the proper disposal of septic tank when the property is transferred to Sharon Township.

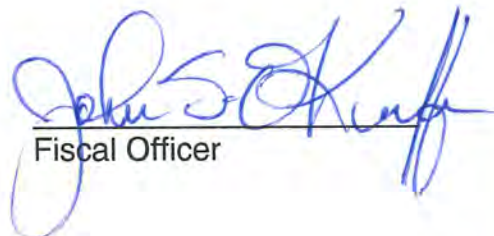
**Approval of February 15, 2017 Regular Meeting Minutes**

John Oberle made a motion to approve the February 15, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:14 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

4/5/17  
Date

  
Chair

  
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 15, 2017****Page 1 of 4**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted****Guest Speaker:** None

**Attendance:** Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

**Guests:** Don Dale, Robert Shough, Pat Kelly, John Janning, Dan & Kathy Walters, Audrey Redmon, H. Butch Belszer

After roll call, John Oberle made a motion to appoint Sharon Lee as the Fiscal Officer Pro Temp due to Mr. O'Keeffe's illness, seconded by Phil Smith. All voted "Aye."

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda, there were none.

**Resident Comments**

Chair Oberle asked if there were any comments and Don Dale asked about a recent Columbus Dispatch news report concerning a reference to Sharon Township. Mr. Oberle indicated he was in contact with the Fiscal Officer who is ill (Bronchitis, Laryngitis) for a full response. Don Dale had questions concerning prior audits and status of current audit.

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

Lindsay Duffey reported the sending to the Franklin County Prosecutor's Office the proposed township social media policy and making changes to the township web site.

Resident Kathy Walters spoke about a letter sent to the township regarding FaceBook and its potential use by the township. Chief Schwind gave the Police Department approach to using FaceBook.

**Land Bank / Maple Canyon – Update**

John Oberle reported that the township owns four parcels on Maple Canyon and bids will be accepted until March 31<sup>st</sup>. A letter describing the bid process was mailed to residents near the Maple Canyon address and posted to the web site. Bids will be opened at the April 5, 2017 meeting.



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
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95 E. Wilson Bridge Road  
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Page 2 of 4**

**Olentangy River bank project – Update**

John Oberle asked resident Butch Belszek if there was anything to report. Mr. Belszek asked that this issue be dropped from agenda. Phil Smith reported on some additional ODOT work to be done.

**2017 Permanent Budget**

John Oberle raised the 2017 Permanent Budget issue and asked for comments or questions. There were none.

Phil Smith made a motion to approve the 2017 Permanent Budget, seconded by Lindsay Duffey. All voted "Aye."

**Sharon Memorial Hall Board**

Phil Smith reported that he attended the SMB meeting on March 2<sup>nd</sup> and gave a brief summary of SMB activities. Resident John Janning had some comments about the meeting and confirmed his continued desire to be appointed to the SMB.

**Star Board**

Trustee Smith had nothing to report. Resident Audrey Redmon stated Linda Jarrett was on vacation.

**New Business****Flood Plain Mitigation FCEMHS**

Chair Oberle asked Chief Schwind to report on the Franklin County Emergency Management agency efforts related to flood plain mitigation. Chief Schwind indicated there will be public meetings on the issue in the near future about acquisition of land along the Olentangy River. John Oberle has been in contact with certain residents on the issue.

**Moment of Silence – Debbie Johnson**

Phil Smith asked for a moment of silence for former resident Debbie Johnson who had resided in Sharon Township since 1963.

**FISCAL OFFICER:**

John Oberle noted the Fiscal Officer had distributed a Summary of Issues prior to the meeting and noted nothing significant.

**POLICE DEPARTMENT****New Business****Letter of Recommended Pay Increase for Police Cruisers**

Chief Schwind distributed a letter outlining a proposed pay increase for the Police Department and he wished to have it on the next meeting agenda for consideration by the Board.



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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****March 15, 2017****Page 3 of 4****ROAD DEPARTMENT****Rush Run Stream Cleanup – Sunday March 5<sup>th</sup>**

Tom Kayati reported that the Rush Run Stream Cleanup was an outstanding success with nineteen volunteers. The cleanup goals were:

- Remove litter from the stream
- Remove log jams
- Remove honey suckle

Mr. Kayati extended his appreciation to all the volunteers. A Willow Stick Project for the Olentangy River bank is being planned. John Oberle outlined how the City of Columbus is helping on the project.

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

Prior to the meeting, Mark Higdon distributed the March 14, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 496 Rosslyn Avenue – Notice of Violation being prepared.
- Resolutions 08172016C and D (authorizing ORC 505.871 notice to remove junk cars) under consideration by Board of Trustees. Junk car has been removed; prosecutor has confirmed dismissal of case.
- 1375 and 1391 Home Acre – FCPH has issued clean-up order for both properties, EPMC Director designated as “client contact” by court. Environmental Court hearing scheduled for March 21, 2017.
- 5311 Riverside Drive – Court hearing continued to 4/21/2017 due to defendant’s health issues and a procedural issue.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, EPMC case on hold. FCPH has an open case on the properties’ aeration system.
- Faulty Aeration Systems on Rosslyn Avenue – FCPH has identified several faulty aeration systems. One location is eligible for a 100% grant to replace the system, if applied for by the property owner.
- 518 Rosslyn Avenue – The Environmental Court ruled against defendant on all counts, no appeal has been filed. Future action is expected.
- 149 Westview Avenue – The property has been posted as vacant with further action by Bank of America to secure the property in the coming week.
- 1278 Community Park – The Franklin County Land Bank (COCIC) provided documents and pictures confirming all demolition and disposal were appropriately executed.
- 8025 Olentangy River Road – Property was sold via Sheriff’s Sale and recently received a complaint about the property’s condition.

The Ohio Code Enforcement Officials Association, which EPMC Director is a member, is offering a first-time-ever opportunity for members: a three-day crash course that ends with an open-book certification examination. The EPMC Director sent a formal proposal to the Trustees for their consideration and approval.



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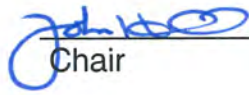
BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
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95 E. Wilson Bridge Road  
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With no further business to bring before the Board a request to adjourn at 7:30 PM - was made. John Oberle moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

4/5/17  
Date

  
Chair

  
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 5, 2017****Page 1 of 6**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

**Attendance:** Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

**Guests:** Don Dale, Robert Shough, Pat Kelly, Linda Jarrett, Audrey Redmond, Dan Walters

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda, there were none.

**Resident Comments**

Chair Oberle asked if there were any comments, there were none.

**TRUSTEES**

**Old Business**

**Land Bank / Maple Canyon – Update**

John Oberle summarized the Maple Canyon bid process for the four (4) parcels on Maple Canyon, now owned by Sharon Township. The bid process was posted to the web site, newsletter and in mailings to residents near the parcels. Only one sealed bid was received by the March 31, 2017 4:00 pm deadline.

The one bid was opened and the bid offer was for \$500.00. Chair Oberle asked for comments and noted the four parcels have a \$20,000.00+ value according to the Franklin County Auditor. There was no minimum bid requirement and the parcels are free of any delinquent property taxes.

Lindsay Duffey suggested placing the parcels up for sale via a realtor with knowledge of the area. Mark Higdon offered to locate such a realtor.

Chair Oberle recommended to accept the receipt of the bid for consideration and extend the bid review for another month. A final decision will be made at the 2<sup>nd</sup> meeting in May 2017.

**Flood Plain Mitigation – Update**

Chief Schwind gave an overview of what FEMA wants to do to reduce flooding issues in Sharon Township. In the near future, there will be a number of meetings with the Franklin County Emergency Management agency on how they will be able to help Sharon Township, including the sensor issue. Mr. Oberle thought the STAR Board could be involved on this issue.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
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Page 2 of 6**

**Technology Committee – Update**

Lindsay Duffey reported there are continuing efforts to improve the township's website.

**Sharon Memorial Board (SMB)**

Phil Smith reported that he will attend the SMB meeting on April 6<sup>th</sup> and report back to the Board on April 19<sup>th</sup>. Mr. Oberle indicated resident John Janning wants to be appointed to the SMB and suggested doing so at the next Board meeting.

**Star Board**

Trustee Smith nor Linda Jarrett had nothing to report. John Oberle offered a document containing two issues for the STAR Board to work on. The document was accepted by Linda Jarret and Phil Smith without exception.

Phil Smith made a motion to adopt the STAR Board memorandum, as amended, dated April 5, 2017, seconded by Lindsay Duffey. All voted "Aye."

**New Business****2<sup>nd</sup> Quarter Newsletter**

After discussion, it was agreed to hold off approval of the 2<sup>nd</sup> Quarter Newsletter until the 2<sup>nd</sup> Board meeting in May.

**Ozem Gardner House purchase**

Chair Oberle noted Helen Epps was not in the audience tonight as she would be happy to hear the good news that the Union Cemeteries would be purchasing the Ozem Gardner house at 8221 Flint Road.

A purchase contract is being prepared for 8221 Flint Road by the Union Cemeteries. Tom Kayati stated the purchase will solve a number of Union Cemeteries' issues. According to Pam Fox, Worthington Law Director, the Union Cemeteries can purchase the property with its money but the land must be titled in Sharon Township's name. Mr. Oberle asked the Board for its approval of the purchase and subject to any legal restrictions, move forward with the purchase of 8221 Flint Road.

John Oberle made a motion to approve the purchase of 8221 Flint Road subject to any legal restrictions, seconded by Phil Smith. All voted "Aye."

**Budget Sustainability Process**

Chair Oberle summarized a meeting with the Fiscal Officer about the General and Police Funds and the need to focus on a sustainable budget. The Board will be looking for solutions and if necessary placing a levy for the residents for approve. A November 2017 ballot must be authorized by August 2017, if the decision is made to move forward.

The Fiscal Officer comments on how the OVC redevelopment will be a positive tax revenue project as well as creating Joint Economic Development District (JEDD) in Sharon Township.

Resident Pat Kelly indicated the "Three-Streets" would support a Police Levy in November 2017.



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The Fiscal Officer announced receiving a donation check from Trustee John Oberle in the amount of \$10,000.00 for deposit into the General Fund as part of its sustainability process. The audience, Board members and staff applauded the gift to Sharon Township.

**Olentangy Valley Center (OVC)**

John Oberle summarized efforts to work with the developer and in the coming months it will become known as to what financial assistance can be offered to the developer.

**Solid Waste Contract**

Mr. Oberle spoke about the need to sign a new solid waste contract with Local Waste Services under the Consortium 2 plan. The current contract ends December 31, 2017 so there will be renewed efforts to get a signed contract in the coming months. A new contract will also include recycling.

**FISCAL OFFICER:**

**Old Business**

**Public Records Requests**

The Fiscal Officer reported there were no open public records requests.

**Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016) that are expected to be completed in the near future.

**Inside Millage Question**

Several weeks ago, the Fiscal Officer posed questions to the Franklin County Prosecutor's office about inside millage. Prior to that action, the Franklin County Budget Commission point-of-contact Kerri Ritchie had expressed doubt about available inside millage for Sharon Township. Assistant Prosecutor Harold Anderson is working on the issue.

**Bank Reconciliation and UAN Reports**

The Fiscal Officer distributed the February 2017 bank reconciliation which had all bank statements attached, plus UAN reports as of March 31, 2017 were enclosed: Fund Status, Cash Summary by Fund, Appropriation Status, and Revenue Status.

**POLICE DEPARTMENT**

**Old Business**

**Police Department Pay Raise Proposal**

Chief Schwind had previously distributed a request for an increase in the Police Department's pay rate schedule. The pay increase was factored into his budget.

John Oberle asked how Sharon Township pay rate compared with other Franklin County police agencies and Chief Schwind said only Mifflin Township had a lower rate than Sharon Township. Discussion continued and the issue of turnover was commented on by the Board and Chief Schwind.



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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Page 4 of 6**

Phil Smith made a motion to approve the proposed Police Department pay raise with an effective date of April 13, 2017, seconded by Lindsay Duffey. All voted "Aye."

**New Business**

**\$500 Donation from Worthington Hills Civic Association**

Chief Schwind announced the receipt of a \$500 donation from the Worthington Hills Civic Association for the purchased of an Automated external defibrillator (AED) by the Police Department. The Chief read the donation letter to the Board and told the background story for the donation. He estimated the cost of an AED would be in the range of \$1,200 and he would check with Worthington Fire Department and Perry Township as to source and cost. Letters of appreciation will be generated.

John Oberle made a motion to approve the receipt of the \$500 donation from the Worthington Hills Civic Association for the purchase of an AED and the Board expressed its appreciation to the civic association, seconded by Phil Smith. All voted "Aye."

**Approval to Hire Daniel Grant as Full Time Constable**

Chief Schwind updated the Board on the hiring of Daniel Grant in the near future when Mr. Grant retires from the Columbus Police Department. The Board discussed the issue and asked the Chief to move forward with the hiring.

Phil Smith made a motion to move forward and hire Daniel Grant in May 2017 upon his retirement from the Columbus Police Department, seconded by Lindsay Duffey. All voted "Aye."

**Cruiser #263 – Extensive Damage to undercarriage**

Chief Schwind reported a constable ran over a stone at the Westview Avenue elementary school and caused over \$6,000 of damage. OTARMA was alerted and the township cost will be the \$250 deductible.

**Final Certification – Ohio Collaborative Community-Police Advisory Board**

Chief Schwind reported the receipt of the Final Certification from the Ohio Collaborative Community-Police Advisory Board. It was noted that eight Franklin County police agencies has not even begun the certification process. Sharon Township is proud of the designation and received a warm applause from the audience.

**April 29<sup>th</sup> – National Take-Back Drugs**

Chief Schwind announced Sharon Township Police Department participation in the National Take-Back Drugs program again on Saturday April 29<sup>th</sup> from 10:00 am to 2:00 pm.



## 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 5, 2017****Page 5 of 6****ROAD DEPARTMENT****New Business****Water Main break on Westview Avenue**

Road Superintendent Tom Kayati reported on a water main break on Westview Avenue that was repaired by the City of Columbus within one week. Phil Smith confirmed the road had been repaved.

**Permit to excavate letter to City of Columbus**

Mr. Kayati had distributed a proposed letter to the City of Columbus requiring the City to apply for a Permit to Excavate when making any excavation within a Sharon Township highway or highway right-of-way.

Mr. Oberle authorized Mr. Kayati to sign the letter as coming from the Sharon Township Road Department and send it to Tracie Davies at the Columbus Department of Public Utilities.

**Metro Parks letter concerning property use along Olentangy River**

Mr. Kayati spoke about a recent Metro Parks letter concerning the use of a road at the east end of Plumtree and Edgecliff along the Olentangy River. He stated the road was on property owned by Metro Parks.

The Fiscal Officer stated a review of the 1963 to 2017 minutes showed no entry related to road located on Metro Park land. Mr. Kayati believes the road was installed in 1940s or 1950s. He has no memory in his 30+ years of Sharon Township service as to when the road was established.

Resident Mary Sue Williams distributed a letter posted in the Delaware Gazette on March 20, 2017 from resident Benjamin Knepper. Discussion expanded to the Bike Trail, purchases of land along the Olentangy River, and Flood mitigation.

**Plumtree Drive - Compensation**

John Oberle announced a Perry Township resident will be sending a check to Sharon Township related to Plumtree Drive road damage.

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

Prior to the meeting, Mark Higdon distributed the March 14, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- Sharon Hill Drive – Residents have complained recently about trash and dead trees related to the 950 Bethel Road property. Meeting scheduled next week with property representatives, Trustee Duffey, and Mark Krausz of the civic association.
- 496 Rosslyn Avenue – Notice of Violation issued on March 23, 2017.
- 1362 Community Park Drive - Notice of Violation issued on March 23, 2017.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

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- 1375 and 1391 Home Acre – FCPH has issued a clean-up order for both properties, EPMC Director designated as “client contact” by court. Environmental Court hearing has been continued, no date set.
- 5311 Riverside Drive – Court hearing continued to 4/20/2017 due to defendant’s health issues and a procedural issue.
- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, EPMC case on hold. FCPH has an open case on the properties’ aeration system.
- Faulty Aeration Systems on Rosslyn Avenue – FCPH has identified several faulty aeration systems. One location is eligible for a 100% grant to replace the system, if applied for by the property owner.
- 518 Rosslyn Avenue – The Environmental Court ruled against defendant on all counts, no appeal has been filed. There is evidence the property owner is beginning work towards compliance.
- 149 Westview Avenue – The property has been posted as vacant with further action by Bank of America to secure the property in the coming week.
- 1278 Community Park – Property is lists the Franklin County Land Bank (COCIC) as the owner.
- 8025 Olentangy River Road – Property was sold via Sheriff’s Sale and new owner address is the same.
- 8220 Flint road – Two junk cars, along with deteriorating block building were ordered by Environmental Court to be repaired or razed by July 2016. County Prosecutor moving to towards a contempt citation against the property owner.

**ICC Certification**

Mark Higdon requested this issue be tabled until more information is available.

**Approval of March 1, 2017 Regular Meeting Minutes**

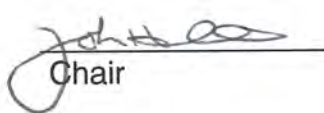
John Oberle made a motion to approve the March 1, 2017 minutes, seconded by Phil Smith. All voted "Aye."

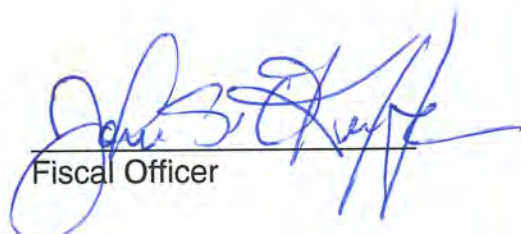
**Approval of March 15, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the March 15, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:03 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

5/3/17  
Date

  
Chair

  
Fiscal Officer



## 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**  
**April 19, 2017**  
**Page 1 of 4**

The meeting was opened in proper form at 6:31 PM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

**Attendance:** Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

**Guests:** Don Dale, Jan Higdon, Helen Epps, H. Butch Belszek

After roll call, John Oberle made a motion to appoint Sharon Lee as the Fiscal Officer Pro Temp due to Mr. O'Keeffe being on vacation, seconded by Phil Smith. All voted "Aye."

**Ozem Gardner House – Resolution 04192017A**

Chair Oberle described the events and the parties involved in the purchase of 8221 Flint Road by the Walnut Grove / Flint Road Union Cemeteries (UNION), with the transfer of the property to Sharon Township and an agreement allowing UNION to use the property.

In the future, the property could be used for non-cemetery activities but Tom Kayati noted that it will take some time to get to that stage. Residents Helen Epps and Butch Belszek had comments/questions about the process.

Phil Smith made a motion to approve Resolution 04192017A, authorizing Sharon Township to receive the property at 8221 Flint Road which was paid for by UNION, as amended, seconded by Lindsay Duffey. All voted "Aye."

John Oberle left the township meeting to join the UNION meeting; Lindsay Duffey took control of the meeting.

**TRUSTEES**

**Old Business**

**Land Bank / Maple Canyon – Update**

Lindsay Duffey reported the bids process is being held open to the second meeting in May. At that time, the Board will make a decision as to how to proceed.

**Flood Plain Mitigation – Franklin County Emergency Management (FCEM)**

Chief Schwind was asked to speak about this issue and he indicated that public meetings would have to be set up in the near future. He also mentioned that there are two separate issues dealing with the flood plain and recommended that the Trustees keep them separate. The issues are the FCEM purchase of township properties to reduce flooding risk and Metro Parks interest in the Mount Air area.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
April 19, 2017  
Page 2 of 4**

**Technology Committee – Update**

Lindsay Duffey reported receiving from the Franklin County Prosecutor's Office the proposed township social media policy. There was no significant change made to the original document.

Phil Smith made a motion to adopt the social media policy, seconded by Lindsay Duffey. All voted "Aye."

Trustee Oberle returned to the township meeting and resumed control.

**Sharon Memorial Board (SMB)**

John Oberle stated resident John Janning had applied for an appointment to the SMB. It was his understanding that Mr. Janning has an honorable military discharge and wishes to serve on the SMB. The Board consensus was John Janning would be an excellent addition to the SMB.

John Oberle made a motion to appoint John Janning to a five-year term on the SMB effective April 19, 2017, seconded by Phil Smith. All voted "Aye."

**Star Board**

Trustee Smith had nothing to report. Mr. Oberle acknowledged that Mr. Smith will work with the Star Board to set a meeting to discuss the two new assignments distributed in the prior Board meeting. Mr. Smith will update the Board on his progress in the future.

**Budget Sustainability Process**

Chair Oberle summarized efforts by the Board, residents, and the redevelopment of the Olentangy Valley Center. He asked for continued efforts to generate township revenue.

**2<sup>nd</sup> Quarter Newsletter - Update**

Chair Oberle asked the Board and staff to send in their newsletter articles to Sharon Lee.

**FISCAL OFFICER:**

The Fiscal Officer is on vacation.

**POLICE DEPARTMENT****New Business****Contract Renewal – Sheriff – Fingerprint, Photo, DNA \***

Chief Schwind provided a summary of events and Ohio law concerning the Franklin County Sheriff's Department Fingerprint, Photo and DNA contract. The new contract will end in 2020. There was no Board discussion.

John Oberle made a motion to approve the new Franklin County Sheriff's Department contract for Fingerprint, Photo and DNA services, seconded by Phil Smith. All voted "Aye."



## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**Annual Lexipol Subscription**

Chief Schwind requested Board approval for the annual Lexipol subscription, Lexipol is a service that provides updated policies and regulations. The online system tests personnel on updated policies and is a component of the recent certification issued to the Sharon Township Police Department. The cost is \$5,181.00 and was factored into the Police budget.

Phil Smith made a motion to approve the purchase on the annual Lexipol subscription, seconded by Lindsay Duffey. All voted "Aye."

**Old Business****\$300 Donation from Resident for New AED**

Chief Schwind reported receiving a \$300.00 donation from a Sharon Township resident who wished to remain anonymous. He described his efforts to obtain lowest and best price for an AED and express his hope to have such a price at the next Board meeting. Chair Oberle thanked the donor on behalf of the Board.

**ROAD DEPARTMENT****New Business****2017 Road Resurfacing Program**

Road Superintendent Tom Kayati distributed the Franklin County Engineer's estimate for the 2017 Road Resurfacing Program. The total cost was estimated at \$103,211.25 and two of the roads being done are Westview Avenue and Riverside Drive. The Board asked a number of questions as to the scope of the program.

Phil Smith made a motion to approve the 2017 Road Resurfacing Program, 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 April 18, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- Sharon Hill Drive – Residents have complained recently about trash and dead trees related to the 950 Bethel Road property. Meeting with property representatives, Trustee Duffey, and Mark Krausz of the civic association went well. Clean up action is expected.
- 496 Rosslyn Avenue – Notice of Violation issued on March 23, 2017.
- 1362 Community Park Drive - Notice of Violation issued on March 23, 2017.
- 1375 and 1391 Home Acre – FCPH has issued clean-up order for both properties, EPMC Director designated as "client contact" by court. Environmental Court hearing has been set for May 30, 2017.
- 5311 Riverside Drive – Property owner entering Environmental Court "hoarder" program which includes abatement of nuisances caused by hoarding.



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
April 19, 2017  
Page 4 of 4**

- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, EPMC case on hold.
- 518 Rosslyn Avenue – The Environmental Court ruled against defendant on all counts, no appeal has been filed. Owner's horse trailer now on street in front of property. EMPC Director requests Board approval to file motion of contempt against property owner. Board discussion followed.

Phil Smith made a motion to authorize the EPMC Director to file a motion of contempt against the property owner of 518 Rosslyn Avenue, seconded by John Oberle. All voted "Aye."

- 149 Westview Avenue – The property has been secured against intruders by Bank of America.
- 1278 Community Park – Franklin County Land Bank (COCIC) is still the owner.
- 8025 Olentangy River Road – EPMC Director will attempt informal contact with new owner.
- 8220 Flint road – The County Prosecutor moving towards a contempt citation against the property owner. He signed an Agreed Entry in 2016.

In addition to the Case Tracker report, "Report on Sump Pump Drainage onto Township Roadways" and an email from resident Elise Von Borries concerning the horse trailer at 518 Rosslyn Avenue.

**ICC Certification**

Mark Higdon has a plan to take the ICC Certification test in the near future and will not be charging the General Fund for reimbursement. He will be paying for the course with his own money. The Board thanked Mr. Higdon for his donation to the township and the room roar with the sound of applaud by those present.

With no further business to bring before the Board a request to adjourn at 7:13 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

5/17/17  
Date

John H. Oberle  
Chair

John S. Kuff  
Fiscal Officer



## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_

**SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
May 1, 2017  
Page 1 of 1**

The meeting was opened in proper form at 7:35 AM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Tom Kayati – Road Superintendent

**Guests:** None

**TRUSTEES**

**New Business**

**Flint Road Property**

Chair Oberle opened the meeting by outlining the purpose of the Special Meeting – Discuss a potential agreement between Sharon Township, City of Worthington and the Walnut Grove and Flint Road Union Cemeteries (Cemeteries) related to the purchase of the 8221 Flint Road property and passage of Resolution 05012017A.

The proposed agreement would be covered during the annual Joint Meeting with Worthington City Council later that evening. Mr. Smith reminded the Board that he would not be able to attend the meeting. There were no questions or issues raised concerning the proposed agreement.

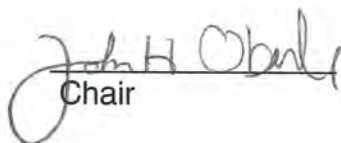
Mr. Oberle gave an overview of Resolution 05012017A noting that Cemeteries money would be used to purchase the 8221 Flint Road property, but the property would be owned by Sharon Township. He cited Pam Fox, Worthington Law Director and Cemeteries legal counsel as being most helpful on the transaction.

Those present made observations and comments about the proposed purchase and there was a consensus to move forward.

Lindsay Duffey made a motion to approve Resolution 05012017A, entitled "Approving the Walnut Grove and Flint Road Cemetery's Purchase of 1.6+/- Acres of Land Adjacent to the Flint Road Cemetery to be Use for Cemetery Purposes", seconded by Phil Smith. All voted "Aye."

With no further business before the Board, a request to adjourn at 7:45 AM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

5/3/2017  
Date

  
Chair

  
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  
May 3, 2017  
Page 1 of 5**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

**Attendance:** Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

**Guests:** Don Dale, Helen Epps, Pat Kelly, David Landis

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda, there were none.

**Resident Comments**

Helen Epps asked about the Ozem Gardner house purchase and was informed it will be covered later in the meeting.

**TRUSTEES**

**Old Business**

**Land Bank / Maple Canyon – Update**

John Oberle said he had reached out to the two realtors who work in the Maple Canyon area that were recommended by Mark Higdon. Mr. Oberle spoke with the one realtor who had returned his telephone call and that person suggested the property would sell for a maximum amount of \$20,000.00. The Board discussed the issue and came to a consensus to hire a realtor and move forward in selling the property.

John Oberle made a motion to hire a realtor to sell the Maple Canyon property which would be subject to approval by the Board of Trustees, seconded by Phil Smith. All voted "Aye."

**Ozem Gardner House – Update**

John Oberle announced the purchase of the Ozem Gardner house. Sharon Township owns the property and will contract it out to the Union Cemeteries for their use. The development of a plan as how the house will be used has started, but there will be a number of steps in the process. Resident Helen Epps had positive comments for future public use of the house.

**Flood Plain Mitigation**

Chief Schwind indicated Director Young wishes to coordinate a public meeting with the township. John Oberle asked Chief Schwind for suggestions for the best time to hold the meeting and Chief Schwind suggested June. The Board consensus was to start out with the public meeting for one hour then go into the normal regular meeting of the Board.



Held \_\_\_\_\_

20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 3, 2017  
Page 2 of 5**

**Technology Committee – Update**

Lindsay Duffey reported she and Chief Schwind are working on the FaceBook policy. She also reported a volunteer is taking pictures of various parts of the township for the web site.

**Sharon Memorial Board (SMB) - Update**

Phil Smith reported that he will attend the SMB meeting on May 4<sup>th</sup>. John Oberle asked Mr. Smith to have the Certificate of Appointment for resident John Janning finalized.

**Star Board - Update**

Trustee Smith had nothing to report.

**Budget Sustainability Process - Update**

John Oberle asked the Board to consider using a realtor to evaluate the current use of the township hall as a way to increase revenue. Tom Kayati noted any additional tenants would call for a solution to the limited parking status. The consensus was to move forward and obtain a third-party opinion on how to use the property to its best use.

John Oberle made a motion to ask a realtor as to how to best use the township hall, seconded by Phil Smith. All voted "Aye."

**2<sup>nd</sup> Quarter Newsletter - Update**

John Oberle noted that a draft document has been done and asked that articles be submitted to Sharon Lee by the following Wednesday. Lindsay Duffey spoke about the Aqua Ohio meter replacement project that will be in the newsletter.

**New Business****Friend Street**

Lindsay Duffey reported a new proposal for Friend Street and Mark Higdon attended the meeting. Mr. Higdon reported the proposed development would consist of six 2-story houses and noted the proposal has NOT been submitted to Columbus Zoning for consideration.

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

The Fiscal Officer reported there were no open public records requests.

**Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016) that are expected to be completed in the near future.

**Auditor of State / Julian & Grube**

The Julian & Grube audit team for the 2015-2016 audit will be at the township May 9 to 12 to perform their fieldwork.



Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_

**REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 3, 2017  
Page 3 of 5**

**CheckBook.Com**

On May 11th, a representative from the Ohio Treasurer of State's office will work with the Fiscal Officer on the review of the township's CheckBook system. Once the review is completed, the township's data will be scheduled to go public.

**UAN**

There has been an on-going discussion with UAN and the County Prosecutor on closing the Garbage and Waste Disposal Fund, which was established in 2001. There has been no money in this fund since it was established. The Fiscal Officer expects to present a resolution to dissolve the Fund in a future meeting.

**Damage Window**

On Monday May 1st, the township office cleaning person notified the Fiscal Officer that the safety-glass window next to the Call Insurance entrance door was cracked. Worthington Police was contacted and a report was taken. Cause for the damaged window is unknown. Efforts are underway to replace the window and an insurance claim is expected to be filed with OTARMA, Repair cost is estimated to be in the range of \$1,500.00.

**WOW Price Increases**

Recently, WOW sent out a memorandum announcing a cable service price increase ranging from \$6.75 to \$10.20 per month plus \$1.55 increase for network broadcast (NBC, CBS, ABC).

**Pedestrian Hybrid Beacons**

The City of Worthington Pedestrian Hybrid Beacon information sheet has been copied and distributed for this meeting. It is hoped that the information sheet will reduce any confusion when one drives through Worthington and encounters these beacons.

**CareWorks Seminar**

The Fiscal Officer attended a 4-hour BWC Safety seminar hosted by CareWorks at the Bridgewater Conference Center on Tuesday May 2nd. The annual attendance results in a percentage point reduction of the annual BWC premium. There was a \$40.00 charge for the seminar.

**Tax Increment Financing (TIF) Explained**

The Fiscal Officer will attend the Franklin County Township Association's TIF Explained meeting at Mifflin Township on Thursday May 4th from 6:30 pm to 8:00 pm.

**Possible Web Site Revenue**

Substitute House Bill 49 contains language to permit a township to sell commercial advertising on its website, so long as the website is not a dot.gov site. The proposed law should also include Union Cemeteries. Source: OTA Legislative Alert – April 25 2017.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 3, 2017  
Page 4 of 5**

**POLICE DEPARTMENT****Old Business****AED Purchase**

Chief Schwind summarized the events and amounts related to the proposed purchase of an AED which would be valuable for residents. The AED cost is \$1,541.00 and \$800 in donations has been received and OTARMA grant of \$500 is expected. The balance of \$241 would come from the Police budget.

Phil Smith made a motion to approve the purchase of an AED for \$1,541.00, seconded by Lindsay Duffey. All voted "Aye."

**Drug Take Back results**

Chief Schwind reported on the recent Drug Take Back event held at the Sharon Township Hall where nine pounds of pills was collected. The low collection rate was attributed to other nearby locations and he will reconsider future participation due to the payroll cost.

**ROAD DEPARTMENT****New Business****Plum Tree and Franklin County Engineer**

Trustee Lindsay Duffey and Road Superintendent Tom Kayati recently met with the Franklin County Engineer's office and discussed the Plum Tree Drive drainage issue. The county engineer's office will use their camera/cable system next week to determine what the problem is and where it is located.

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

Prior to the meeting, Mark Higdon distributed the May 2, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- Sharon Hill Drive – Bethel Road property owners are acting on cleaning up their land of dead, dying and diseased trees. Quote on tree work behind 974 Bethel Road to include removal of dead ash tree.
- 496 Rosslyn Avenue – Notice of Violation issued on March 23, 2017, re-inspection due May 12, 2017.
- 1375 and 1391 Home Acre – FCPH clean-up order appears to be on hold. Environmental Court hearing continued to May 30, 2017.
- 5311 Riverside Drive – Owner John Winborne signed an Agree Entry as first step in court's "hoarder" program.



## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**May 3, 2017**  
**Page 5 of 5**

- 406 Rosslyn Avenue – Property is in extensive foreclosure litigation, owner called and reiterated hardships in abating the EPMC violations.
- 518 Rosslyn Avenue – Property still non-compliant, dead ash trees observed from adjacent back yards.
- 149 Westview Avenue – House now for sale.
- 1278 Community Park – Property still owned by the Franklin County Land Bank (COCIC).
- 8025 Olentangy River Road – Still seeking informal contact with new property owner.
- 8220 Flint road – The Environmental Court issued a motion of contempt on April 20, 2017 for failure to meet the May 2016 Agreed Entry.
- Friend Street – Attended FNCCC meeting where a developer proposed six 2-story houses, the plan has not been submitted to Columbus.
- ECCSC – New position of Environmental Court Community Service Coordinator. Will see if there are any Sharon Township cases the ECCSC can work on.

**ICC Certification**

Mark Higdon has taken the ICC Certification test and expects the results in 2 to 3 weeks.

**Approval of April 5, 2017 Regular Meeting Minutes**

Lindsay Duffey made a motion to approve the April 5, 2017 minutes as amended, seconded by Phil Smith. All voted "Aye."

**Approval of May 1, 2017 Special Meeting Minutes**

John Oberle made a motion to approve the May 1, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:41 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

5/17/17  
Date

John H. Oberle  
Chair

John S. Kuff  
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**  
**May 17, 2017**  
**Page 1 of 6**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

**Attendance:** Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

**Guests:** Don Dale, Helen Epps, Pat Kelly, Laura Smith, Audrey Redmon, Kathy and Dan Walters, Al Bordelon, Henry "Butch" Belszek

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda and Phil Smith added Three-Streets to the Trustee – New Business section. There were no further agenda changes.

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

**Resident Comments**

Pat Kelly reported that at a recent Block Watch meeting, residents were asking whether there will be a Police Department levy on the ballot this fall and when public meetings would be held on the levy and what was the financial condition of the General Fund.

John Oberle asked Chief Schwind to comment and the Chief stated he was in the final stage of obtaining information from the Franklin County Budget Commission and should have his future projection ready soon. Mr. Oberle indicated a decision would be made at a public meeting in July.

The Fiscal Officer indicated the development of JEDDs would have a favorable impact on the General Fund and agreed with Mr. Oberle that redevelopment of the Olentangy Valley Center would have a positive impact on the township financial condition.

**Swearing In – Constable Daniel Grant**

Chief Donald Schwind introduced Daniel Grant to the Board and public and gave a brief summary of his work experience. He recently retired from the Columbus Police and had worked as a Sharon Township Constable in the 1980s.

Phil Smith made a motion to approve the hiring of Daniel Grant as a full-time Constable effective May 18, 2017 at the Police Department's top pay rate, seconded by Lindsay Duffey. All voted "Aye."

The Fiscal Officer swore Daniel Grant in as a Sharon Township Constable and he was congratulated by the Board and the Public.



Held \_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 17, 2017  
Page 2 of 6**

**TRUSTEES****Old Business****Land Bank / Maple Canyon – Update**

John Oberle thanked everyone for their input on the property disposal document and indicated Sharon Township would be in an agreement shortly with a local realtor to sell the four parcels for \$20,000.00.

**Technology Committee – Update**

Lindsay Duffey reported she had been helping Tom Kayati update the web site with Memorial Day activities and has reached to resident Justin Adkins on obtaining usage reports. Ms. Duffey wishes to have periodic analytical reporting on which web site components are being used.

**Sharon Memorial Board (SMB) - Update**

Phil Smith had nothing to report. John Oberle asked Mr. Smith if he is working on the Certificate of Appointment for resident John T. Janning and he replied in the affirmative.

**Star Board - Update**

Trustee Smith expects to have a meeting in the near future. Mr. Oberle asked if there were any comments from Star Board members in the audience and there were none.

Helen Epps spoke about a neighbor at 201 Melyers Court who is building a large garage and asked what the township could do. Mr. Oberle stated that if Franklin County Zoning had issued the building permit that there wasn't anything the township could do. There was a general discussion of the issue by staff members that agreed with Mr. Oberle's comment. Mr. Oberle believes it is a private matter that the residents should take to a private legal counsel.

Mary Sue Williams compared Sharon Township to Worthington and asked why the difference. Tom Kayati pointed out City of Worthington has more restricted zoning laws than Franklin County.

**Flood Plain Mitigation**

Chief Schwind indicated news about the Flood Plain Mitigation would be in the Newsletter about a public meeting on June 21<sup>st</sup> to discuss the issue. He stated that there are two issues: Flood Plain Mitigation and residents vs Metro Park.

Mary Sue Williams spoke about a Metro Parks letter sent to Mount Air residents concerning Metro Parks. A general discussion followed with Mr. Oberle stating the township is involved in obtaining a solution.

Don Dale asked about the flood stage sensors and Chief Schwind stated he had received the estimated fixed and annual cost of installing an additional sensor. Kathy Walters asked if the township would have to pay for the sensor costs and was told yes by Chief Schwind. Mr. Oberle stated the issue would be discussed during the June 21<sup>st</sup> public meeting. Kathy Walters asked for a copy of the Metro Parks letter. John Oberle outlined the three issues: resident use of Metro Park land, purchase of land in the flood plan, extension of the bike path.

Pat Kelly informed the Board that resident Butch Belszek is attending a meeting at the Northwest Civic Association on the State Route 161 bike path.



## 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****May 17, 2017****Page 3 of 6**

Kathy Walters spoke about river bank erosion in the township area and the need for the township to represent its citizens.

**2<sup>nd</sup> Quarter Newsletter - Update**

John Oberle asked if there were any updates and Mr. Higdon had an additional article to publish and was advised to send the document to Sharon Lee so she could incorporate it in the newsletter.

**New Business****Three Streets**

Phil Smith updated the Board on the recent visit by Franklin County Health Department Inspector James May to test aerators.

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

The Fiscal Officer reported there were no open public records requests.

**Minutes**

There are several outstanding regular meeting minutes (2015) and one special meeting minutes (2016) that are expected to be completed in the near future.

**Auditor of State / Julian & Grube**

The Julian & Grube audit team completed their field work and the following issues were identified:

- a. An attempt to rollover a cash advance from the General Fund to the Police Fund did not result in the resetting of the date for the \$60,000 cash advance. The General Fund now has a \$120,000 accounts receivable balance.
- b. When a constable went from part-time to full-time status in January 2016, an error by the fiscal officer resulted in the employee still having an OPERS-Government payroll deduction rather than an OPERS-Law payroll deduction. As a result, the employee and Sharon Township will need to pay for one year of difference between of the OPERS payroll deductions. OPERS is working on the calculation. The employee error is estimated to be in the range of \$3,000 and the township charge is estimated to be \$5,000 which will result in a Findings-for-Recovery against the employee and Fiscal Officer.
- c. Recommended a formal contract between Sharon Township and Walnut Grove / Flint Road Union Cemeteries for use of Road Department personnel to maintain the cemeteries.
- d. Suggested the creation of an advertising pricing standard to be applied to newsletter ads.
- e. Suggested reducing the number of Then/Now Purchase Orders, which was rejected by the Fiscal Officer. The Then/Now approach is legal and provides flexibility to the fiscal office.
- f. Noted the 2015 Budget was not reported at the legal level, but 2016 and 2017 were.
- g. New bonds were requested from OTARMA for Chief Schwind and Tom Kayati and three Constables. Bond book revised into four groups.
- h. The Auditor of State is expected to release the audit report in early August.



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 17, 2017  
Page 4 of 6**

**CheckBook.Com**

During last week's visit, CheckBook representative Mary Crall stated that the Sharon Township historic financial data will be active on its web site within a week or so with a definitive May 31st deadline. As of last week, there are 208 townships on the system.

**UAN**

There has been an on-going discussion with UAN and the County Prosecutor on closing the Garbage and Waste Disposal Fund, which was established in 2001. There has been no money in this fund since it was established. The Fiscal Officer expects to present a resolution to dissolve the Fund in a future meeting.

**Damaged Window**

The safety-glass window next to the Call Insurance entrance door was recently damaged. Two bids were finally obtained (American Image and Glass Guru) and the work was awarded to Glass Guru which had the lowest bid of \$200.00. A copy of the Worthington Police report was obtained and no insurance claim will be filed.

**Ohio Ethics Commission Advisory Opinion**

The Fiscal Officer requested and received an Advisory Opinion from the Ohio Ethics Commission because of recent work he would perform as Assistant Treasurer at the Worthington Historical Society. The opinion cited no conflict of interest.

**Ohio Traffic Safety Office Grant**

The 2018 Grant proposal was submitted to the Ohio Traffic Safety Office recently. Revenue for the General Fund is expected to range from \$500 to \$800 from the 2018 Grant.

**Fake Emails**

On a daily basis, Sharon Township is receiving five emails from Europe or Asia containing either PDFs, Word Documents or links to web sites. All such emails are classified as "junk" and sender's email address are blocked in Outlook. Additionally, all administrative computers are current on the Windows 7 operating system, have anti-virus software and Malware Bytes.

**POLICE DEPARTMENT****Old Business****New Police Department Server – Email Solution**

Chief Schwind spoke about the possible replacement of the Police Department server and using an outside service for township emails.

He believes it will be better for the township to use a third-party to host township email system.



## 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**  
**May 17, 2017**  
**Page 5 of 6**

**ROAD DEPARTMENT****New Business****Plum Tree and Franklin County Engineer**

Road Superintendent Tom Kayati updated the Board on a water repair on Westview Avenue, working on getting the cemeteries ready for Memorial Day, and that there has been and will be a number of funerals to handle,

Kathy Walters had questions about water line repairs on Westview Avenue and Mr. Kayati responded.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the May 17, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- Sharon Hill Drive – Bethel Road property owners in process of obtaining tree removal quotes.
- 496 Rosslyn Avenue – Multiple structural and grounds issues and recent re-inspection found property not code-compliant. CED requested authorization from Board to refer case to county prosecutor. Board passed motion approving referral.
- 1362 Home Acre – Owner cited for collapsed outbuilding(s) and is working with CED on abating the problem.
- 1375 and 1391 Home Acre – FCPH case against 1375 has been closed, though exterior issues remain. 1391 is scheduled for May 30, 2017 court hearing, CED efforts to get compliance is on-going.
- 5311 Riverside Drive – Owner John Winborne signed an Agree Entry as first step in court's "hoarder" program.
- 406 Rosslyn Avenue – Aeration system now compliant. Property is in extensive foreclosure litigation; owner called and reiterated hardships in abating the EPMC violations.
- 518 Rosslyn Avenue – Property still non-compliant, dead ash trees observed from adjacent back yards. CED will file compliant on tree removal.
- 149 Westview Avenue – House now for sale.
- 1278 Community Park – Property still owned by the Franklin County Land Bank (COCIC).
- 8025 Olentangy River Road – A contact letter will be mailed to new property owner.
- 8220 Flint Road – CED will deliver second affidavit to county prosecutor in support of contempt proceedings.
- Friend Street – No update.
- ECCSC – CED has identified one case that might be eligible for this program. The program is not used on houses in foreclosure.
- Courtesy Advisories – When appropriate, CED uses "friendly" green stationary to alert property owners of issues before using enforcement procedures.
- Tech Matters – Indistinct emails headers are being addressed. Also, CED is looking into acquisition of new cell phone due to issues with current phone.
- ICC Certification – No test results at this time.



Held \_\_\_\_\_

\_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 17, 2017  
Page 6 of 6**

Phil Smith made a motion to approve referring 496 Rosslyn Avenue to the Franklin County Prosecutor's office for legal action in cleaning up the property, seconded by John Oberle. All voted "Aye."

**Approval of April 19, 2017 Regular Meeting Minutes**

John Oberle made a motion to approve the April 19, 2017 minutes, seconded by Phil Smith. All voted "Aye."

**Approval of May 3, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the May 3, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:47 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

5/17/17  
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****June 7, 2017****Page 1 of 6**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted****Guest Speaker:** None

**Attendance:** Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director

**Guests:** Don Dale, Helen Epps, Pat Kelly, Laura Smith, Audrey Redmon, Henry "Butch" Belszek, Linda Jarrett, Ross Brown, Bradley Horn

**Approval of Agenda**

Chair Oberle asked if there were any changes to the agenda and Lindsay Duffey asked for the addition of Sharon Hills tree removal, Mr. Oberle added Memorial Day preparation to Road Department and congratulations to Mark Higdon for obtaining certification from the International Code Council.

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

**Resident Comments**

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

**TRUSTEES****Old Business****Maple Canyon – Update**

John Oberle indicated that a realtor has been retained to sell the Maple Canyon property for \$20,000.00.

**Flood Plain Mitigation**

Chief Schwind stated the flood plain mitigation meeting would start at 6:30 pm on June 21<sup>st</sup> and that representatives from the local and state emergency management agencies would attend. Metro Parks will also attend.

**Technology Committee – Update**

Lindsay Duffey has reached out to resident Justin Adkins on making some changes to the web site requested by the Fiscal Officer.

Chief Schwind commented that he is looking at a different way of hosting township emails. He noted the Fiscal Officer is looking at establishing an email retention period.

Lindsay Duffey indicated the Facebook procedure is moving along.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 7, 2017  
Page 2 of 6**

**Sharon Memorial Board (SMB) - Update**

Phil Smith reported he had attended the last SMB meeting and resident John Janning did not. The SMB has an issue of a dead tree on its property and whether the City of Worthington should cut it down. There was a brief discussion of the current members on SMB.

**Star Board - Update**

Trustee Smith reported the next meeting is being coordinated with Linda Jarrett. Mr. Oberle related speaking with Ms. Jarrett to ensure work begins on the two assigned tasks.

**Mosquito - Update**

Trustee Smith reported that no West Nile disease has been detected by the Board of Health. Township residents are encouraged to ensure no standing water is on their property.

Mr. Oberle noted that sometime in June, there will be Gypsy Moth spraying. Discussion included methods to ensure residents are notified.

**Budget Sustainability Process - Update**

Trustee Oberle reported realtor Bob Monahan will perform an analysis of the township hall to determine how more revenue can be generated by leasing building space. Resident Don Dale asked how much the analysis would cost and Mr. Oberle said it was without charge.

Mr. Oberle mentioned the Olentangy Valley Center redevelopment project is moving forward and would be beneficial to the township.

Chief Schwind reported on his activities related to a budget projection out to 2022. At the request of Mr. Oberle, Chief Schwind provided options that could be used in the future.

Resident Pat Kelly offered to allow Chief Schwind to make a presentation about a police levy to the Block Watch group in the Three-Street area on Tuesday June 12<sup>th</sup> at 7:00 pm. The Board of Trustees would attend and respond if questions are posed to them during the Block Watch regular meeting.

STAR Board member Audrey Redmon will arrange a date/time/place in the Sharon Hills area. The Worthington Hills and Mount Air residents will look for a place to host a police levy meeting.

**New Business**

**Trash Pickup Exemption – 8221 Flint Road**

John Oberle asked the Fiscal Officer to contact Local Waste Service to exempt the property from trash pickup at the new property now part of the Flint Road Cemetery.



## 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****June 7, 2017****Page 3 of 6****New Business****Three Streets**

Phil Smith updated the Board on the recent visit by Franklin County Health Department Inspector James May to test aerators.

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

The Fiscal Officer reported there were no open public records requests.

**Minutes**

The March 18, 2015 meeting minutes are the last outstanding minutes. The lapse was found during the 1963 to 2017 minutes scanning project.

**Auditor of State / Julian & Grube**

The Julian & Grube audit team recommended a formal contract between Sharon Township and Walnut Grove / Flint Road Union Cemeteries. Tom Kayati indicated he would provide the contract.

**CheckBook.com**

Sharon Township's entry on CheckBook.Com is up and running with 2013 to 2015 data. The 2016 financial data will be added in the near future.

**Records Retention Schedule**

At the June 21st meeting, a resolution will be introduced to establish an email retention period of 30 days for Sharon Township. At the 30-day mark, the document can either be erased or printed and retained in accordance with the records retention schedule. This retention period is the same as used by the Ohio Auditor of State and Franklin County Auditor.

**Uniform Accounting Network (UAN)**

There has been an on-going discussion with UAN and County Prosecutor on closing the Garbage and Waste Disposal Fund, which was established in 2001. There has been no money in this fund since it was established. The Fiscal Officer expects to present a resolution at the June 21st meeting.

**Damaged Window**

The replacement of the safety-glass window next to the Call Insurance entrance door has been delayed. Glass Guru was unable to remove the screws from the metal strips holding the glass. Drilling through the screws failed.

**Life Line Screening**

The township hall is rented out on June 24th to Life Line Screening, who has scheduled 80 individuals for screening. Such a large amount of work suggests future rentals.



Held \_\_\_\_\_

20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 7, 2017  
Page 4 of 6**

**Exit Conference Letter**

The Fiscal Officer presented an audit exit conference letter to be signed by all elected officials for the Friday June 16<sup>th</sup> 12:00 pm exit conference meeting. Mr. Oberle questioned whether he had not received the latest draft audit report from Julian & Grube.

**Boys Scouts - Painting**

Mr. O'Keeffe related how he had asked resident Pat Kelly whether the local Boy Scout Troop could paint the sign in front of the township hall. Mr. Kelly thought it would be a good project for the Boy Scouts and expected to complete the project in late summer.

**POLICE DEPARTMENT****Old Business****New Police Department Server – Email Solution**

Chief Schwind spoke about the possible replacement of the Police Department server and using an outside service for township emails.

He believes it will be better for the township to use a third-party to host township email system.

**ROAD DEPARTMENT****New Business****Fire Hydrant Repair**

Road Superintendent Tom Kayati summarized the events that led to the need for Board approval to replace a non-working fire hydrant. Mr. Kayati received a quote from Michael Edwards in the amount \$4,200.00 to replace the fire hydrant.

Phil Smith made a motion to approve the payment of not more than \$4,200.00 to Michael Edwards to replace a fire hydrant, seconded by Lindsay Duffey. All voted "Aye."

Mr. Kayati also asked the Board to approve a temporary no parking zone near the fire hydrant in the vicinity of 518 Rosslyn Avenue during the replacement time period.

John Oberle made a motion to approve a no parking zone in the vicinity of 518 Rosslyn Avenue during the period designated by the Road Department for the repair of a fire hydrant, seconded by Phil Smith. All voted "Aye."

**Congratulations to Road Department**

Mr. Oberle noted the fine condition of Walnut Grove Cemetery on Memorial Day that was the result of hard work by the township's Road Department.

Phil Smith made a motion to congratulate the Sharon Township Road Department for working hard in getting Walnut Grove Cemetery in outstanding condition for the Memorial Day activities, seconded by Lindsay Duffey. All voted "Aye."



## 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****June 7, 2017****Page 5 of 6****EXTERIOR PROPERTY CODE ENFORCEMENT****Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the June 7, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- Sharon Hill Drive – Trustee Duffey updated Board.
- 1362 Home Acre – Owner cited for collapsed outbuilding(s) and is working with CED on abating the problem.
- 1375 and 1391 Home Acre – Property owner did not show for May 30, 2017 court hearing.
- 5311 Riverside Drive – Owner John Winborne signed an Agree Entry as a first step in the court's "hoarder" program. CED has observed no noticeable abatement of property. Mr. Oberle asked about conditions to cause improvements or process will drag on. Mr. Higdon will write a letter to the Environmental Court for Trustee signatures asking for performance indicators used by the court.
- 518 Rosslyn Avenue – On advice of legal counsel, CED is preparing a new complaint for code violations behind the house.
- 149 Westview Avenue – House is in "contract."
- 1278 Community Park – Property still owned by the Franklin County Land Bank (COCIC).
- 8025 Olentangy River Road – A contact letter will be mailed to new property owner, there has been no response.
- 8220 Flint Road – Status unknown on court contempt proceedings.
- Friend Street – No update.
- 895 Clover Drive – On going investigation on drainage issues, awaiting word from Franklin County Engineer.
- Special Courtesy Advisory – CED has prepared a special courtesy advisory for all residences that back up to the Rosslyn/Kanawha alley. The Board passed a motion indicating the Advisory applied to only this alley until the end of July.
- Tech Matters – Awaiting information on new cell phone.
- ICC Certification – CED has received confirmation of Certification as a Property Maintenance and Housing Inspection by the International Code Council.

Lindsay Duffey reported on the successful removal of a dead ash tree in the Sharon Hills area by the doctor's office on Bethel Road. The civic association has asked the Columbus-based property owner about makes some cosmetic improvements.

Mark Higdon will draft a letter requesting 1278 Community Park stay in Sharon Township.



Held \_\_\_\_\_, 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road**

*JUNE* ~~May~~ 17, 2017  
Ⓟ Page 6 of 6

**Approval of March 4, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the March 4, 2015 minutes, seconded by John Oberle. All voted "Aye."

**Approval of July 26, 2016 Special Meeting Minutes**

Phil Smith made a motion to approve the July 26, 2016 minutes, seconded by Lindsay Duffey. All voted "Aye."

**Approval of May 17, 2017 Regular Meeting Minutes**

John Oberle made a motion to approve the May 17, 2017 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:10 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

6/21/17  
Date

John H. Oberle  
Chair

John S. Kuff  
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****June 21, 2017****Page 1 of 5**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speakers :** Jeff Young – Franklin County Emergency Management Agency, Steve Ferryman – Ohio Emergency Management Agency, Larry Peck – Metro Parks None

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

**Guests:** Alicia Silverno – ODNR, Don Dale, Helen Epps, Pat Kelly, Laura Smith, Audrey Redmon, Henry “Butch” Belszek, Linda Jarrett, Bradley Horn, Mary Sue and Dennis Williams, Linda Krikos, Kathy & Dan Walters

**Meeting Agenda**

Tonight’s meeting consists of two parts – The first hour will be about possible FEMA purchase of land along Olentangy River as a method of flood mitigation. Metro Parks will be available to answer Trustee questions.

The meeting’s first part ends at 7:30 pm and will proceed into the normal Trustee business meeting.

Chair Oberle recognized the three speakers and their associates for the first part of the evening’s meeting, which is a follow-up to the flooding on June 23, 2016. Mr. Young gave a brief overview of what would be presented and turned the meeting over to Mr. Ferryman.

Mr. Ferryman’s PowerPoint presentation walked the audience through the FEMA process at a high level and was augmented by Mr. Young during the presentation. Resident Kathy Walters had a number questions pertaining to the Olentangy River, Delaware Dam and river sensors.

The installation of another river sensor by the U.S. Geological Survey would cost an estimated \$44,500.00 (\$30,000 for equipment purchase and installation, \$14,500 annual maintenance fee). Mr. Young encouraged all township residents to sign up for the Franklin County Alert Notification System as a way to reduce the risk of being caught in a natural disaster. Tom Kayati pointed out that the sensor does not give out an audible sound, residents were urged to visit the USGS web site to obtain information about the one sensor in Sharon Township.

The meeting subject topic changed to how FEMA performs flood risk mitigation by buying properties along waterways. The mitigation process can be started by a homeowner and eventually local government will be involved. A risk mitigation example as to how properties on the near west side of Columbus were purchased was discussed. The entire process took about two years.



Held \_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 21, 2017  
Page 2 of 5**

**Resident Comments**

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

**TRUSTEES****Old Business****Land Bank / Maple Canyon – Update**

John Oberle reported the Maple Canyon property is up for sale and the township has retained a realtor to market the property.

**Technology Committee – Update**

Lindsay Duffey reported a meeting with resident Justin Adkins has been scheduled for June 26<sup>th</sup> at the township hall. She also stated Mr. Kayati has been trained on FaceBook.

**Sharon Memorial Board (SMB) - Update**

John Oberle and Phil Smith reported on several issues, including the news that Jeremy Herman wished to be re-appointed to SMB along with several others. Mr. Oberle suggested a group appointment later this summer in August. Mr. Smith wished to increase the number of SMB members as it is at the minimum level required by Ohio law.

**Star Board - Update**

Linda Jarrett reported Star Board members were willing to host meetings where the Police Department could discuss its budget situation. After a discussion with various Star Board members, the following locations, dates and time were established for residents to hear a presentation.

Flint Rd and Pocono Area Meeting – 6:30 p.m., June 29th at Sharon Township Administrative Offices  
Worthington Hills/ Mt Air Area Meeting – 6:30 p.m., July 6th at Worthington Hills Country Club  
Sharon Hills Area Meeting – 6:30 p.m., July 10th at 5030 Sharon Hills Drive (This is a private residence, seating is limited)

**Mosquito - Update**

Trustee Smith reported that no West Nile disease has been detected by the Franklin County Board of Health. Township residents are encouraged to ensure no standing water is on their property.

**Budget Sustainability Process - Update**

Mr. Oberle mentioned the Olentangy Valley Center (OVC) redevelopment project is moving forward and would be beneficial to the township. Resident Kathy Walters had several questions concerning tax abatements and the OVC property.

**New Business****1278 Community Park – Transfer to Sharon Township**

Mark Higdon updated the Board on the 1278 Community Park transfer to Sharon Township. He had a copy of the title insurance document and had several questions. John O’Keeffe will submit the document to Assistant Prosecutor Harold Anderson for his review and approval.



Held \_\_\_\_\_ 20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**June 21, 2017**  
**Page 3 of 5**

**FISCAL OFFICER:****Old Business****Records Retention Schedule**

A copy of the Ohio Electronic Records Committee's Guidelines for Managing Email was distributed to the Board and staff for use in considering the establishment of a short-term e-mail life. Currently, the Sharon Township Records Retention Schedule (RRS) does not include e-mail.

**Auditor of State / Julian & Grube**

Last Friday, the Board of Trustees and the Fiscal Officer attended the 2015-2016 audit exit conference with the Julian & Grube audit team. There are a number of issues to be addressed in the future, one of which is whether the Board wishes to officially acknowledge their review of the monthly financial report. As mentioned in the exit conference, there is no Ohio law or administrative rule mandating how to handle review of financial reports nor are there any published standards. A scan of a number of minutes in other townships showed a wide diversity of actions. It is the Fiscal Officer's opinion that the current practice of presenting to the Board the monthly bank reconciliation and supporting bank statements plus Uniform Accounting Network reports exceeds the actions of other townships.

**Financial Report**

The May 2017 bank reconciliation and bank statements plus UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) were presented to the Board. The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.

**Public Records Requests**

In the past week, there was one public records request by resident Steve Daley and he was directed to the township web site for most of the requested information. A payroll report listing elected officials and employees pay rates was emailed to Mr. Daley.

**Outstanding Minutes**

With tonight's approval of the March 18, 2015 meeting minutes, all township minutes will be current. The Fiscal Officer thanks the Board for their patience.

**Uniform Accounting Network (UAN)**

A draft resolution to close the Garbage and Waste Disposal Fund will be presented to the Board for consideration at a future meeting.

**Damaged Window**

The safety-glass window next to the Call Insurance entrance door was repaired on Monday June 19th.

**Life Line Screening**

The township hall is rented out on Saturday June 24th to Life Line Screening, who has scheduled 90+ individuals for screening. The Life Line Screening coordinator, Jill Taylor, wishes to return to Sharon Township on a Saturday in November.



Held \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 21, 2017  
Page 4 of 5**

**PCORF**

Recently, the Fiscal Officer received an email from Burnham & Flower advising the township to not forget to file IRS Form 720 (Quarterly Federal Excise Tax Return) by July 31st to pay its Patient-Centered Outcomes Research Fee (PCORF). The Fiscal Officer was not aware Sharon Township had to pay this fee. After he raised this issue with the township's healthcare broker, he was advised that since the township has a Health Reimbursement Account (HRA) as part of its healthcare insurance plan, the township is obligated to pay the excise tax. Medical Mutual of Ohio bills Sharon Township for the PROCF on its healthcare insurance plan and remits the money to the IRS on behalf of the township. Apparently, federal law dictates the HRA PROCF is to be paid by the employer. The estimated cost is \$30.00.

**Boys Scouts – Painting of Township Sign**

Mr. O'Keeffe related how resident Pat Kelly and Boy Scout Troop 682 recently painted the sign in front of the township hall. The Board of Trustees expressed their appreciation to Boy Scout Troop 682 and Mr. Kelly for their community service work.

**POLICE DEPARTMENT****Old Business****Letter from Perry Township Police Chief**

Chief Schwind reported receiving a thank you letter from the Perry Township Police Chief in regards to assistance for a drowning at the Worthington Hill Country Club pool.

**ROAD DEPARTMENT****New Business****Fire Hydrant Repair**

Road Superintendent Tom Kayati summarized the non-working fire hydrant in the vicinity of 518 Rosslyn Avenue has been replaced.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the June 20, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – County prosecutor is seeking a continuance on the 1391 case.
- 5311 Riverside Drive – CED mailed a letter signed by all Trustees to Environmental Specialist Josh Harmon requesting periodic status reports and information on the "hoarder" program.
- 496 Rosslyn – As authorized by the Trustees, this property has been referred for prosecution.
- 518 Rosslyn Avenue – CED is seeking advice from legal counsel on opening an expanded case on this property while the original case remains open.



## 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****June 21, 2017****Page 5 of 5**

- 1278 Community Park – Property title insurance issue in Trustees folder, conveyance of the deed appears imminent.
- 8025 Olentangy River Road – No response to repeated efforts to contact property owner.
- 8220 Flint Road – A contempt hearing is scheduled for the owner on July 13<sup>th</sup>.
- 149 Westview Avenue – The Bank has authorized a neighbor to take possession of former owner's ashes.
- Friend Street – No update since May 3<sup>rd</sup>.
- Olentangy River Road and Carruthers – Following resident complaints, CED requested Franklin County Engineer to cut back vegetation in right-of-way and the request was promptly completed.
- Special Courtesy Advisory – The "Alley Amnesty" – authorized by the Trustees on June 7<sup>th</sup>, is currently in force. CED distributed the relevant advisories to all affected properties.
- Tech Matters – Awaiting information on new cell phone.

**Approval of March 18, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the March 18, 2015 minutes, seconded by John Oberle. All voted "Aye."

**Approval of June 7, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the June 7, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:20 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

July 12 2017  
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 \_\_\_\_\_

**SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
July 5, 2017  
Page 1 of 1**

The meeting was opened in proper form at 7:30 AM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

**Attendance:** John S. O'Keeffe – Fiscal Officer

**Guests:** None

**Approval of Agenda**

Chair Oberle stated the purpose of the meeting was to discuss a real estate purchase offer of \$12,500.00 cash for the 6790 Maple Canyon Avenue property that is owned by Sharon Township. The offer was received by Howard Hanna Realcom, a realtor under a 6-month contract with Sharon Township.

There were three documents to review:

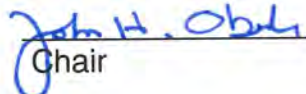
1. Contract with Howard Hanna – 6% realtor fee;
2. Proposed real estate purchase contract at \$12,500.00 for the four parcels from Kevin Wade;
3. Counter Offer from Sharon Township.

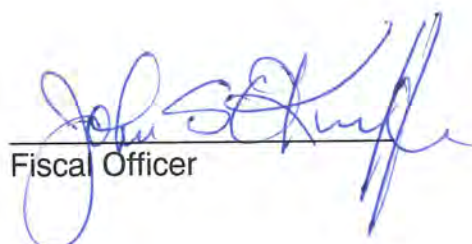
There was discussion by Board members and Fiscal Officer on merits of the offer and the Board's consensus was to accept the offer. Mr. Oberle will draft a formal resolution (07052017A) for Board approval at their next meeting and upon unanimous vote of the Board will sign the counter offer on behalf of Sharon Township. Sale proceeds to go into the General Fund.

John Oberle made a motion to approve Resolution 07052017A, a real estate contract as written for 6790 Maple Canyon Avenue parcels at the offer price of \$12,500.00, restriction on parcels to remain in the township, proceeds to go into the General Fund and subject to review by the Franklin County Prosecutor, seconded by Phil Smith. All voted "Aye."

With no further business, the Board entertained a request to adjourn at 7:39 AM. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

July 12 2017  
Date

  
Chair

  
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  
July 12, 2017  
Page 1 of 5**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speakers:** None

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

**Guests:** Don Dale, Pat Kelly, Audrey Redmon, Henry “Butch” Belszek, Kathy & Dan Walters, Joshua Preston, Stephen Daley, Ross Brown, Julie Ballinger, Rich James.

**Meeting Agenda**

Chair Oberle noted the new Franklin County Engineer has asked to attend the August 16<sup>th</sup> meeting as a guest speaker.

Mr. Oberle asked if there were any changes to the agenda, there were none.

**Resident Comments**

Chair Oberle asked if there were any resident comments and resident Joshua Preston of 122 Westview Avenue asked if he could obtain asphalt for a parking area located in front on his house during the repaving project on Westview. The Road Superintendent said no, such materials and labor can only be used for township roads.

**TRUSTEES**

**Old Business**

**Land Bank / Maple Canyon – Update**

John Oberle reported that the Maple Canyon property is under contract for \$12,500.00. Early August is the expected closing on the property. Mr. Kayati asked if the property should be mowed and Mr. Oberle believed that the property needs to be mowed one more time. Resident Kathy Walters asked for the realtor’s commission rate and Mr. Oberle said it was 6%.

**Flood Plain Mitigation – Update**

There was nothing to report.

**Technology Committee – Update**

Lindsay Duffey reported on a meeting with resident Justin Adkins and Chief Schwind and how a team member made a security recommendation. She noted the Police Department PowerPoint document was updated several times on the township’s website.

**Star Board - Update**

Chair Oberle thanked the Star Board for the four meetings located throughout the township to discuss the Police Department budget situation. There were a number of questions answered about the budget and



Held \_\_\_\_\_

20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
July 12, 2017  
Page 2 of 5**

resident feedback was given to the Trustees. Star Board member Ross Brown asked the Board to send a thank you note to the hosts of the meetings.

**Mosquito - Update**

Trustee Smith reported that no West Nile disease has been detected by the Franklin County Board of Health. Township residents are encouraged to ensure no standing water is on their property.

**Budget Sustainability Process - Update**

Mr. Oberle mentioned that the Olentangy Valley Center (OVC) redevelopment project is moving forward, but that has not come up with their final figures and project. In the near future, Mr. Oberle expects additional insight from the OVC developer on the development of a multi-million-dollar project.

**New Business**

**Rosslyn Avenue – Party and Parking**

Chair Oberle recognized Julie Ballinger and Rich James, residents at 165 Rosslyn Avenue. The residents requested a special parking permit for Saturday August 5<sup>th</sup> from 7:00 pm to 12:00 am. The residents do not have a driveway and have discussed the social event with their neighbors. The township does not have a policy on special parking permits.

It was decided that the Board meet next week in a Special Meeting and approve a special parking policy. A Special Meeting will be scheduled for Tuesday July 18<sup>th</sup> at 7:30 am for the Board to consider a special parking policy.

**FISCAL OFFICER:**

**Old Business**

**Records Retention Schedule**

The Sharon Township Records Retention Schedule (RRS) does not include e-mail. The Fiscal Officer wishes to discuss adding the short-term e-mail life to the RRS during the August 16<sup>th</sup> meeting.

**Monthly Financial Report**

The June 2017 bank statements (Star Ohio and Huntington Bank have not been received) and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) were placed in the Board's folders. The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.

**Township Hall Income / Expenditures**

The Township Hall Income and Expenditure report for the period ending June 30, 2017 was placed in the Board folders. If the current expenditure rate holds for the next two months, it is possible to replace 1 or 2 air conditioning units. Atlas Butler was requested to provide an A/C replacement quote for work in September.

**Life Line Screening**

The Life Line Screening coordinator, Jill Taylor, wishes to return to Sharon Township on Saturday November 11<sup>th</sup>.



## 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**  
**July 12, 2017**  
**Page 3 of 5**

**Insurance Quote**

Ken Carey of Lauterbach & Eilber has been asked to provide an insurance coverage quote. Currently the township is insured by OTARMA via Burnham & Flower. A five-year loss rate report was requested from Burnham & Flower for Mr. Carey. If a competitive bid is offered, the Fiscal Officer may ask the Board for a Special Meeting to consider changing the township's insurance firm before the July 19th renewal date.

**Tax Revenue Resolution 07122017B**

Enclosed in the Board's folders is the annual tax revenue resolution that must be approved and submitted to the Franklin County Budget Commission by July 20th. Using the same methodology from last year, there does not appear to be any material increase in revenue in 2018 and the Trustees are asked to approve the resolution. The potential approval of a Police Department levy on the November ballot cannot be factored into the 2018 tax revenue budget and its resolution.

Phil Smith made a motion to approve Resolution 07122017B entitled "2018 Tax Revenue Budget" and for the Fiscal Officer to transmit the resolution and budget to the Franklin County Auditor before July 20<sup>th</sup>, seconded by Lindsay Duffey. All voted "Aye."

**Financial Depository Contracts**

Later this month, a Request For Proposal will be sent to local financial institutions for the five-year Financial Depository Contracts for our active (checking) and interim (CDs, Money Market) accounts. The previous methodology used in 2012 will be used in the selection process so that the Board can make its decision at their August 16th meeting. US Bank, Huntington Bank and Park National Bank are very interested in the township's financial business.

**Uniform Accounting Network (UAN)**

A new laptop computer has been received and the transfer of financial data should happen within the next two weeks. The new computer uses Windows 10 and there have been some operating system issues noted by other townships.

**Real Estate Tax Advance**

The Franklin County Auditor was asked for an advance on the 2nd Half Real Estate Tax Distribution and a check is expected this coming Friday.

**POLICE DEPARTMENT****Old Business****Police Department Budget**

Chief Schwind asked about the process to place a levy on the November ballot, citing an August 9<sup>th</sup> deadline. The Board discussed the issue and will make the decision on August 2<sup>nd</sup> and can hold a Special/Emergency meeting to approve a Police levy for the November 2017 ballot.



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Resident Butch Belszek offered comments on the Police levy and then asked the Board to approve the levy now rather than later. The Board came to a consensus to make their decision on August 2<sup>nd</sup>. Kathy Walters asked about the number of residents attending the Star Board meetings.

**ROAD DEPARTMENT**

**New Business**

**Trees on Westview**

Road Superintendent Tom Kayati asked for Board approval of a contract to cut down five trees on Westview Avenue for \$3,900.000. Mr. Kayati asked that his request be tabled to the next meeting as resident Kathy Walters informed him that AEP may be able to do the work for the township without any cost.

**Resolution 07122017A – Davis K. Wayne – Season Position**

Mr. Kayati requested Board approval of Resolution 07122017A which hires Davis K. Wayne for the open seasonal position at a rate of \$9.25 effective July 13, 2017. There was a brief Board discussion.

Phil Smith made a motion to approve Resolution 07122017A which hires Davis K. Wayne at a rate of \$9.25 effective July 13, 2017 for a seasonal position, seconded by Lindsay Duffey. All voted "Aye."

**EXTERIOR PROPERTY CODE ENFORCEMENT**

**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the July 11, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Owner signed an Agreed Entry to abate cited violations on both properties by August 31, 2017.
- 5311 Riverside Drive – On June 14<sup>th</sup> CED mailed a letter signed by all Trustees to Environmental Specialist Josh Harmon requesting periodic status reports and information on the "hoarder" program. No response to date and CED is receiving reports of more vehicles being delivered/hailed away from property.
- 496 Rosslyn – As authorized by the Trustees, this property has been referred for prosecution.
- 518 Rosslyn Avenue – CED noted extensive rehabilitation work at the property, a "beater" pickup was moved to the street and the police department found the pickup truck to be duly registered and legally parked.
- 1278 Community Park – No reportable activity.
- 8025 Olentangy River Road – Lot cleanup is scheduled to begin next week.
- 8220 Flint Road – A contempt hearing is scheduled for the owner on July 13<sup>th</sup>.
- 149 Westview Avenue – A neighbor is now in possession of the former owner's ashes. The property is in a sale contract.
- Friend Street – No update since May 3<sup>rd</sup>.



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- 155 Park Road – A notice of violation was issued to the out-of-state Bank owner who is a repeat offender. Issue will be covered at the August 2<sup>nd</sup> meeting.
- Special Courtesy Advisory – The “Alley Amnesty” – authorized by the Trustees on June 7<sup>th</sup>, is currently in force until July 31<sup>st</sup>.

**Approval of June 21, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the June 21, 2017 minutes, seconded by John Oberle. All voted "Aye."

**Approval of July 5, 2017 Special Meeting Minutes**

Phil Smith made a motion to approve the July 5, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:03 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

8/2/17  
Date

John H. Oberle  
Chair

John S. Kuff  
Fiscal Officer



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Held \_\_\_\_\_ 20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
July 18, 2017  
Page 1 of 1**

The meeting was opened in proper form at 7:45 AM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Vacation

**Pledge of Allegiance was conducted**

**Attendance:** John O’Keeffe – Fiscal Officer

**Guests:** Kim Michallow & Deborah McCarty – Lauterbach & Eilber, Inc.

**Meeting Agenda**

Today’s meeting is for the purpose of selecting a new general insurance provider. Current insurance provider OTARMA replaced Lauterbach & Eilber in 1997 as the township’s insurance provider. Kim Michallow & Deborah McCarty of Lauterbach & Eilber were present to answer any questions about their firm’s quote.

Prior to today’s meeting, the Fiscal Officer had received the annual renewal quote from OTARMA and as in past years also obtained a quote from Lauterbach & Eilber. Both quotes were distributed to the Board prior to the meeting. In previous years, Call Insurance had provided insurance quotes.

The Fiscal Officer pointed out the Lauterbach & Eilber quote was over \$1,130 less than the OTARMA quote and recommended the Board select Lauterbach & Eilber to be township’s insurance provider. The Board asked several questions about insurance coverage and they were answered by the Ms. Michallow.

Phil Smith made a motion to accept the Lauterbach & Eilber quote and its insurance coverage effective July 19, 2017, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:54 am - was made. Phil Smith moved to adjourn the special meeting, John Oberle seconded. All voted "Aye."

7/2/17  
Date

John H. Oberle  
Chair

John O'Keeffe  
Fiscal Officer



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**SHARON TOWNSHIP TRUSTEES  
SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
July 18, 2017  
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The meeting was opened in proper form at 7:54 AM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Vacation

**Attendance:** John O'Keeffe – Fiscal Officer

**Guests:** None

**Meeting Agenda**

Today's meeting is for the purpose of crafting a policy whereby a resident may obtain a restricted parking permit for a social event at their home. Residents Julie Ballinger and Rich James of 165 Rosslyn Avenue at the regular meeting on July 12<sup>th</sup> had requested a special parking permit for August 5, 2017 for the hours of 7:00 pm to 12:00 am for a social function at their home.

Chair Oberle outlined the issue, reported on his recent tour of the neighborhood and suggested a solution for the residents. The Board discussed the issue and came to an agreement that a special parking permit could be issued by the Board of Trustees provided there is neighborhood support of the event and that parking would only be within the designated parking zone.

The township's special parking permit policy will apply to residents without a driveway, who have obtained neighbor support of the resident's event, that special no parking signs would be posted for the resident's event, and that a majority of the Board is required to approve a permit.

Phil Smith made a motion to approve the special parking permit policy, seconded by John Oberle. All voted "Aye."

Mr. Oberle will coordinate the designation of the special parking zone with Road Superintendent Tom Kayati and the Fiscal Officer will generate a special parking permit to be picked up by Ms. Ballinger or Mr. James prior to the event.

With no further business to bring before the Board a request to adjourn at 7:59 AM - was made. Phil Smith moved to adjourn the special meeting, John Oberle seconded. All voted "Aye."

8/2/17  
Date

John H. Oberle  
Chair

John O'Keeffe  
Fiscal Officer



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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
August 2, 2017  
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The meeting was opened in proper form at 6:30 PM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Ken Carey – Lauterbach & Eilber, Inc.

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

**Guests:** Don Dale, Pat Kelly, Audrey Redmon, Henry “Butch” Belszek, Kathy & Dan Walters, Joshua Preston, Stephen Daley, Debbie & Bob Volsin, Thomas Welsh, Mark Krausz, Kate Florkre, Robert Shough, Palmer Calderone, Laura Knuze.

Chair Oberle recognized Ken Carey of Lauterbach & Eilber, Inc. the township’s new general insurance provider. Mr. Carey gave a brief summary of his firm and noted his firm had insured Sharon Township up to 1996.

**Meeting Agenda**

Mr. Oberle asked if there were any changes to the agenda, there were none.

**Resolution 08022017 – Authorization for Police Levy**

Chair Oberle gave an overview of the levy authorization process and each Board member praised the community support and assistance of the STAR Board in hosting meetings throughout the township. Various residents spoke up about their support for the Police Levy.

Each of the Board members expressed their support for a four (4) mill permanent real estate tax levy.

Phil Smith made a motion to approve Resolution 080217 entitled “*Resolution declaring the necessity for levying a tax exceeding the ten-mill limitation and requesting the county auditor to provide certain information pursuant to Ohio Revised Code Section 5705.03(B)*” for a four (4) mill permanent real estate tax levy for the Police Department, Lindsay Duffey seconded. All voted “Aye.”

The Fiscal Officer will scan the resolution and transmit it to the Franklin County Auditor to provide the tax levy certification. A special meeting will be scheduled for Friday August 4, 2017 at 7:30 am at the township hall to complete the tax levy approval process.

**TRUSTEES**

**Old Business**

**Land Bank / Maple Canyon – Update**

John Oberle reported that the Maple Canyon property will be closing soon at the agreed upon price of \$12,500.00.



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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**Trash Collection – Local Waste Services**

Chair Oberle indicated the first Board meeting in September will focus on new trash collection contract. Resident Kathy Walters raised the issue of recycling containers in the township and resident Mary Sue Williams asked about the impact additional trash trucks would have on Mount Air roads.

**Technology Committee – Update**

Lindsay Duffey reported on continued efforts to establish a FaceBook page for Sharon Township and will report on such in the upcoming newsletter.

**Star Board - Update**

Chair Oberle thanked the Star Board for their participation on the Police Department budget situation. Linda Jarrett indicated efforts will continue on meeting in the near future.

**Mosquito - Update**

Trustee Smith reported the Franklin County Board of Health will be spraying in the near future. He again encouraged Township residents to ensure no standing water is on their property.

**Sharon Memorial Board – Board Appointments**

Mr. Oberle raised the issue of re-appointing Megan Kelly and Valerie Kerbler to the Sharon Memorial Board and there were no objections from the other Board members.

Phil Smith made a motion to re-appoint Megan Kelly and Valerie Kerbler for a five (5) year term beginning July 1, 2017 and ending June 30, 2022 on the Sharon Memorial Hall Board, John Oberle seconded. All voted "Aye."

**Rossllyn Avenue – Party and Parking**

Chair Oberle summarized the recent Special Meeting were a Parking Policy was adopted and will be put in place for the Saturday August 5<sup>th</sup> social event at 165 Rossllyn Avenue. Mr. Oberle will coordinate the posting of no parking signs with Road Superintendent Kayati and the Fiscal Officer will prepare parking permits for the guest's cars.

**New Business**

**Tax Incentive Review Council (TIRC)**

Chair Oberle gave an overview of the TIRC at the Worthington City Hall that was also attended by the Fiscal Officer.

**FISCAL OFFICER:**

**Old Business**

**Monthly Financial Report**

The June 2017 bank statements and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) were placed in the Board's folders. If you recall, all the bank statements had not been received before the last Board meeting. The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.



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\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
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**Financial Depository Contracts**

A Request for Proposals was sent to local financial institutions (US Bank, Huntington Bank, Park National Bank) for the five-year Financial Depository Contracts for our active (checking) and interim (CDs, Money Market) accounts. Recommendations will be provided to the Board so the Board can make its decision during their August 16th meeting.

**Local Waste Services**

Eric DeHays has been asked to attend the August 16th Board of Trustees meeting to answer questions concerning recycling and the end of the current trash disposal contract.

**Hot Water Tank**

The hot water tank in the handicap restroom has been replaced and we are awaiting inspection by Franklin County Public Health.

**ROAD DEPARTMENT****New Business**

Road Superintendent Tom Kayati attending a seminar.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the August 1, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Owner signed an Agreed Entry to abate cited violations on both properties by August 31, 2017.
- 5311 Riverside Drive – On July 13<sup>h</sup> CED emailed Trustees with information and analysis regarding property. CED will confer with prosecutor's office on best way to file a new case that includes all owner's parcels.
- 406 Rosslyn – CED referred owner to MORPC for assistance through its rehabilitation program.
- 412 Rosslyn – Progress is being made towards compliance, CED extended deadline to August 15<sup>th</sup>.
- 496 Rosslyn – This property has been referred for prosecution.
- 518 Rosslyn Avenue – Property in "marginal" compliance, horse trailer and pickup truck now on street.
- 1278 Community Park – Property has been conveyed to Sharon Township. CED will call Land Bank for last mowing.
- 8025 Olentangy River Road – CED observed considerable clearing in progress and noted heavy equipment on site.
- 8220 Flint Road – A contempt hearing scheduled for July 13<sup>th</sup> has been continued to October 3<sup>rd</sup>. A lot of issues going on in the background.
- 149 Westview Avenue – The property is still in contract.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – No changes to property as depicted in pictures distributed to the Board. CED requested authorization to refer the case for prosecution against the owner – an out-of-state bank.



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- "Alley Amnesty" – Expires on July 31<sup>st</sup>, normal code enforcement policy will resume.
- Trees – Dead or dying trees (mostly ashes) are factors in about eight or more of CED's cases.
- High Street Baptist Church – May be sold and property developed as a hotel.

**POLICE DEPARTMENT****New Business****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 7:41 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 8:25 pm, seconded by Phil Smith. All voted "Aye."

**Approval of July 12, 2017 Regular Meeting Minutes**

John Oberle made a motion to approve the July 12, 2017 minutes, seconded by Phil Smith. All voted "Aye."

**Approval of July 18, 2017 Special Meeting Minutes**

Phil Smith made a motion to approve the July 18, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:29 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

8/16/17

Date

*John H. Oberle*  
Chair

*John Schwind*  
Fiscal Officer



RECORD OF PROCEEDINGS

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_

**SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
August 4, 2017  
Page 1 of 1**

The meeting was opened in proper form at 7:30 AM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Present

**Pledge of Allegiance was conducted**

**Attendance:** John O’Keeffe – Fiscal Officer, Police Chief Donald E. Schwind

**Guests:** None

**Meeting Agenda**

Today’s meeting is for the purpose of approving Resolution 0804147 which authorizes the Franklin County Board of Elections to post a four (4) mill permanent real estate property tax on the November 7, 2017 ballot for consideration by the unincorporated voters. The Franklin County Auditor has certified the millage in the resolution.

Chair Oberle summarized the process to generate the resolution and how he had reached out to the Franklin County Prosecutor and Board of Elections for assistance. He suggested that there be one more review to ensure the resolution meets the full requirements of Ohio law and is accepted by the Franklin County Board of Elections.

The Board discussed the four (4) mill permanent real estate tax levy for the Police Department and came to a consensus the levy was needed.

Phil Smith made a motion to approve Resolution 080417 authorizing the Franklin County Board of Elections to post a four (4) mill permanent real estate property tax on the November 7, 2017 ballot for consideration by the unincorporated voters, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:44 am - was made. Phil Smith moved to adjourn the special meeting, John Oberle seconded. All voted "Aye."

8/16/17  
Date

John H. Oberle  
Chair

John O'Keeffe  
Fiscal Officer



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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 16, 2017****Page 1 of 6**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

**Pledge of Allegiance was conducted**

**Guest Speakers:** Cornell R. Robertson – Franklin County Engineer, Eric DeHays – Local Waste Services, Liam Dorwart – Eagle Scout Project

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

**Guests:** Don Dale, Pat Kelly, Audrey Redmon, Henry “Butch” Belszek, Stephen Daley, Kate Florkre, Helen Epps, Liam & Doug Dorwart.

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda. Mr. Smith added a proposed park on Rosslyn Avenue and Mr. Oberle added the remembrance for former Worthington Mayor Harvey Minton.

Phil Smith made a motion to approve the amended agenda, John Oberle seconded. All voted "Aye."

**Guest Speakers**

Chair Oberle recognized the newly appointed Franklin County Engineer Cornell R. Robertson who gave a summary of his work and life experiences. He offered to be supportive of townships and stated his office is open to all.

Chair Oberle summarized the township activities that will lead to an approval of a new contract with Local Waste Services effective January 1, 2018. With the new contract will be a recycling component. Eric DeHays spoke about what would be happening in the future and indicated he would return to several more township meetings to provide details on recycling containers, pick-up schedule and cost.

Eagle Scout Liam Dorwart introduced himself and asked for permission to paint house numbers on curbs in the Tremont Gardens area at no charge to residents. The project is part of his Eagle Scout plan. The Board posed several questions and asked Scout Dorwart to keep the township informed of his activities.

Phil Smith made a motion to approve the Eagle Scout project, Lindsay Duffey seconded. All voted "Aye."



Held

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**SHARON TOWNSHIP TRUSTEES  
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**TRUSTEES****Old Business****Land Bank / Maple Canyon – Final Entry**

John Oberle gave the Fiscal Officer a \$10,729.00 check which represented the net value of the recent sale of 6790 Maple Canyon Drive.

**1278 Community Park Drive**

Chair Oberle spoke about the recent transfer of 1278 Community Park Drive from the Franklin County Land Bank to Sharon Township. He asked the Board to sell the property via the same realtor so the property can get back on to a taxable status. There was Board consensus on the issue.

Phil Smith made a motion to use realtor Needles to sell 1278 Community Park Drive under the same conditions as 6790 Maple Canyon drive subject to Franklin County Prosecutor Office review, Lindsay Duffey seconded. All voted "Aye."

**Technology Committee – Update**

Lindsay Duffey reported on continued efforts by both she and Chief Schwind and her on developing the township's FaceBook page. Information about the FaceBook page will be included in the upcoming newsletter.

**Mosquito - Update**

Trustee Smith had nothing to report and expects to invite Franklin County Public Health personnel to the next meeting. Lindsay Duffey suggested adding certain Public Health information to the web site.

**Sharon Memorial Board (SMB) – Board Appointments**

Mr. Smith reported the SMB needs more members and Chair Oberle highlighted the updated Sharon Township Memorial Hall Board Application. Efforts will be made to add new SMB members, including an article in the 3<sup>rd</sup> quarter newsletter.

**Star Board - Update**

Trustee Smith indicated Chief Schwind will be arranging a meeting with the Star Board in the near future. Chair Oberle suggested adding recycling education to the Star Board agenda to help facilitate a smooth transition in 2018.

**New Business****3<sup>rd</sup> Quarter Newsletter**

The Board discussed what issues would be in the 3<sup>rd</sup> quarter newsletter. It is hoped that the newsletter will be finalized at the September 20<sup>th</sup> meeting and mailed out to township residents. Police Levy activities were discussed, caution has been used by the Board to ensure compliance with Ohio law.

**Mayor Harvey Minton – Moment of Silence**

Chair Oberle asked all present for a moment of silence for former Worthington Mayor Harvey Minton who recently passed.



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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 16, 2017****Page 3 of 6****Rosslyn Park**

Trustee Smith was asked by a resident if a park could be developed on the land at the end of Rosslyn Avenue. It was noted by John Oberle that the land is privately owned and suggested the local Block Watch put the issue on their agenda. Mr. Smith will share information with resident Pat Kelly.

**FISCAL OFFICER:****Old Business****Monthly Financial Report**

The July 2017 bank statements and copies of bank statements was distributed to the Board for its review. The UAN Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.

**Financial Depository Contracts**

A Request For Proposals was sent to local financial institutions (US Bank, Huntington Bank, Park National Bank) for the five-year Financial Depository Contracts for our active (checking) and interim (CDs, Money Market) accounts.

Based upon the review of all proposals, Park National Bank offers a system to invest checking account cash daily and its branch location will improve operational efficiency. Park National Bank is recommended to be awarded the active account and Huntington Bank and US Bank are recommended for the interim accounts. Resolution to be tabled until September 6, 2017 Board meeting.

**Revision of Township credit card policy**

In late July, House Bill 312 was introduced regarding the use of credit and debit cards by political subdivisions. The Fiscal Officer has started updating the current township credit card policy and will make suggestions to the Ohio Township Association on this bill.

**Hot Water Tank – Utility Room**

The Board is asked for approval to replace the hot water tank located in the main utility room. The estimated cost by Water Works was \$1,600. The high cost is due to ensure replacement unit meets building code and at the same time eliminates a potential safety hazard. The Board consensus was to move forward to fix the potential safety hazard.

The Fiscal Officer noted the new hot water tank recently installed in the handicap restroom was inspected by Franklin County Public Health and that it meets building code.

**Cemetery Board Banquet**

Elaine Russell requested the township hall be set aside on Friday November 17th from Noon to 11:00 pm for a banquet hosted by the Union Cemetery Board. The annual banquet is usually held at Courtney Chapman's home.

The Board discussed the issue and agreed to a no-charge use of township hall by the Cemetery Board for that night. The Board expects all normal rules such as clean-up and alcohol restrictions will apply to this event.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**Ohio Traffic Safety Office Review**

Last week, Laura McCall of the Office of Criminal Justice Services performed a review of the 2017 Ohio Traffic Safety Office grant. The review lasted about two hours and there were no comments on the procedures and records used by the Fiscal Officer. A written report will follow in two weeks.

**POLICE DEPARTMENT****Old Business****New Cruiser Delivered and In Use**

Chief Schwind informed the Board that the new police cruiser has been placed into operation. The vehicle will go back to the dealer soon for a trailer hitch.

**Step Pay for Four Constables**

Chief Schwind spoke to the Board about the step pay for four constables that had been delayed for a short period of time. There was a brief discussion of the pay increase and the consensus was to give their approval.

Phil Smith made a motion to approve the Police Department Step Increase for the four named Constables with an effective date of August 17, 2017, Lindsay Duffey seconded. All voted "Aye."

**Approve Contract – Interact Public Safety Systems**

Chief Schwind requested Board approval to pay \$1,227.45 to Interact Public Safety Systems for a one-year maintenance contract on cruiser computers.

Phil Smith made a motion to approve payment of \$1,227.45 to Interact Public Safety Systems, John Oberle seconded. All voted "Aye."

**New Business****Monthly Crime and Traffic Report**

Chief Schwind distributed the July 2017 Crime and Traffic Report. He explained the lapse in reporting had been corrected by Constable Aisel, who was able to decipher the report generation process used by Sgt. Booth before he passed.

**ROAD DEPARTMENT****New Business****Retraction of Job Offer – Kevin Davis**

Road Superintendent Tom Kayati asked the Board to retract its offer of employment to Kevin Davis. Mr. Davis has not shown up for work.

Phil Smith made a motion to retract the Sharon Township Board of Trustees employment offer to Kevin Davis, John Oberle seconded. All voted "Aye."

**Resolution 08162017A – Seasonal Hire – John S. Palmer**

Tom Kayati asked the Board to approve hiring John S. Palmer as a seasonal hire at the hourly rate of \$9.25 effective August 17, 2017 as outlined in Resolution 08162017A.

Phil Smith made a motion to approve Resolution 08162017A, Lindsay Duffey seconded. All voted "Aye."



## 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****August 16, 2017****Page 5 of 6****Drainage Issues**

Tom Kayati has reached out to the Franklin County Engineer about a drainage issue on Plum Tree and Colony Way. He expects to have more information in a future meeting.

**Tree Removal – Westview Avenue**

Tom Kayati reported Jobie Tree Service will be removing five dead trees on Westview Avenue on August 28<sup>th</sup> and 29<sup>th</sup>. Lindsay Duffey will post tree removal information to the township's FaceBook page. Mr. Kayati will work with AEP on removing other trees in the future and resident Kathy Walters wishes to have new trees planted in the future.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the August 16, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Owner signed an Agreed Entry to abate cited violations on both properties by August 31, 2017.
- 5311 Riverside Drive – Joe Bailey will confer with prosecutor's office on best way to file a new case that includes two parcels excluded for the original court filing.
- 406 Rosslyn – CED referred owner to MORPC for assistance through its rehabilitation program. The house remains in foreclosure.
- 412 Rosslyn – Progress is being made towards compliance, CED extended deadline to August 15<sup>th</sup>. Inspection on August 16<sup>th</sup> shows much work accomplished.
- 496 Rosslyn – This property has been referred for prosecution.
- 518 Rosslyn Avenue – Property in "marginal" compliance, horse trailer and pickup truck now on street.
- 1278 Community Park – Property has been conveyed to Sharon Township. Land Bank informed CED there is no last courtesy mowing to be performed.
- 8025 Olentangy River Road – CED observed trees and excess vegetation have been cleared from State Route 315 to the house.
- 8220 Flint Road – The owners have filed bankruptcy; the Environmental Court is keeping the case open. Next hearing scheduled to October 3<sup>rd</sup>.
- 149 Westview Avenue – The house and grounds are being aggressively worked on inside and out. CED offered assistance.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – No changes to property as depicted in pictures distributed to the Board. CED requested authorization to refer the case for prosecution against the owner – an out-of-state bank.
- Trees – Dead or dying trees (mostly ashes) are factors in about eight or more of CED's cases.



Held \_\_\_\_\_

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
August 16, 2017  
Page 6 of 6**

Trustee Smith asked the CED about the condition of the alley between Rosslyn and Kanawha now that the "Alley Amnesty" is over. He lamented that not all property owners were performing proper property maintenance in the alley and requested CED's attention to a particular property. Mr. Higdon stated that he had never received a complaint about the alley's condition and Chair Oberle indicated Mr. Higdon will use his discretion in improving the alley appearance.

**POLICE DEPARTMENT****New Business****Personnel Issues**

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

**Motion to go into Executive Session**

Phil Smith made a motion for the Board to go into Executive Session at 8:09 pm citing Personnel Issues, Lindsay Duffey 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 8:24 pm, seconded by Phil Smith. All voted "Aye."

**Approval of August 2, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the August 2, 2017 minutes, seconded by John Oberle. All voted "Aye."

**Approval of August 4, 2017 Special Meeting Minutes**

Phil Smith made a motion to approve the August 4, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:25 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

9/6/17  
Date

John H. Oberle  
Chair

John S. Kuff  
Fiscal Officer



Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_

**REGULAR SESSION HELD AT**

**95 E. Wilson Bridge Road**

**September 6, 2017**

**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, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Don Dale, Pat Kelly, Audrey Redmon, Henry “Butch” Belszek, Stephen Daley, Kate Florkre, Helen Epps, Robert Shough, Linda Jarrett, Laura Kunze, Brad Horn, Kara LeFever, Lisa Keller, Eric Sidori, Charles Broschart, Jan Higdon, Dan Walters, Tony Palmer, Lori & Lucy & Ella Sheppard, Erin & Jaylen & Kaitlyn Bradshaw

**Guest Speakers:** Charles Broschart – Franklin County Public Health, Lisa Keller, Eric Sidori, Kara LeFever – Park National Bank, Kaitlyn Bradshaw – Recycling Letter

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, there were none.

**Guest Speakers**

**Recycling Resolution – Kaitlyn Bradshaw**

Chair Oberle recognized the large audience and outlined the activities that led up to the development of Resolution 09062017C which is a resolution to opt-in on the City of Whitehall’s Local Waste Services contract which also includes Recycling Services. Mr. Oberle outlined the history that led to the resolution and cited a letter to the Board from Worthington Hills Elementary School 4<sup>th</sup> grader Kaitlyn Bradshaw calling for recycling. Ms. Bradshaw was recognized and she posed for pictures with the Board.

John Oberle made a motion to approve Resolution 09062017C that has an effective date of January 1, 2018, Phil Smith seconded. All voted "Aye."

There was a short discussion on SWACO recycling locations near township residents and the Fiscal Officer will insert the information in the upcoming newsletter.

**Mosquito Management Report**

Charles Broschart from Franklin County Public Health provided an update of this year’s Mosquito Management Program. He noted the wet summer changed their focus from disease transmission control to nuisance mosquito control. The contract with Vector Disease Control International may be extended one more year under the current contract. More to come in the near future.

**Park National Bank**

There were three representatives from Park National Bank to answer any questions the Board may have in making its financial depository decision, which is covered in the Fiscal Officer section.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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September 6, 2017  
Page 2 of 6**

**TRUSTEES****Old Business****3<sup>rd</sup> Quarter Newsletter**

Chair Oberle asked that all articles be submitted to Sharon Lee by Monday September 11<sup>th</sup>.

**1278 Community Park - Update**

John Oberle summarized the events that led to the sale of the Maple Canyon property that resulted in a net amount of \$10,729.00 to the township. The township has retained its realtor to place the 1278 Community Park property up for sale at an asking price of \$20,000.00.

**Technology Committee – Update**

Lindsay Duffey reported on continued efforts by both Chief Schwind and her on developing the township's FaceBook page. Information about the FaceBook page will be included in the upcoming newsletter.

**Sharon Memorial Board (SMB) – Board Appointment**

Chair Oberle recognized Gary D. Beougher in the audience who had volunteered to serve on the SMB. Mr. Oberle summarized Mr. Beougher's military service and private sector career and thanked him on behalf of the Board for his service.

Phil Smith made a motion to appoint Gary D. Beougher for a five-year term ending September 6, 2022 on the Sharon Memorial Board, Lindsay Duffey seconded. All voted "Aye."

**Star Board - Update**

The Board had before them the nomination of resident Robert Shough to represent the Maple Canyon area on the Star Board.

Phil Smith made a motion to appoint Robert Shough as the Maple Canyon area representative on the Star Board, Lindsay Duffey seconded. All voted "Aye."

**New Business****Township Records Commission – Form RC-3 Approval**

Chair Oberle convened the Township Records Commission and requested the Fiscal Officer make his presentation. The Fiscal Officer presented a Form RC-3 that will be submitted to the Ohio Historical Society and Ohio Auditor of State. The document identifies accounting records ranging from 1961 to 2005. Once approved by the state agencies, destruction will take 2 to 3 months.

The administrative records approved for destruction in 2016 has finally been completed. The destruction method is a batch of records shredded using the in-house shredder which fills 2 to 4 plastic bags on a daily basis. The Fiscal Officer takes the plastic bags and disposes of their contents in the SWACO recycling bins located at the Worthington Recreation Center. This method has eliminated the cost of using an outside shredding company.

Phil Smith made a motion to approve the transmission of the Form RC-3 presented by the Fiscal Officer to the Ohio Historical Society, Lindsay Duffey seconded. All voted "Aye."



## RECORD OF PROCEEDINGS

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Held \_\_\_\_\_ ~~SHARON TOWNSHIP TRUSTEES~~ \_\_\_\_\_ 20\_\_\_\_\_~~REGULAR SESSION HELD AT~~

95 E. Wilson Bridge Road

September 6, 2017

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**Medical Mutual of Ohio 2018 Healthcare quote**

Chair Oberle announced receiving good news from the Fiscal Officer concerning the 2018 healthcare costs. The Fiscal Officer stated Medical Mutual of Ohio had submitted a 2018 quote that was 2.92% less than the 2017 rate.

The Fiscal Officer suggested the township broker, Todd Weithman, be asked to attend the next meeting and that the Board consider approving the 2018 contract at the next meeting.

John Oberle stated he would continue to make contributions to pay his healthcare.

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

Tony Gordon connected the new UAN laptop to the township network. He was asked to provide comments on the upcoming township email policy. The new laptop uses Windows 10.

**Public Records Requests**

There was one public records request via email and it came from Trustee candidate Ed Johnston for the monthly/yearly cost for an elected official with a spouse. The information was provided to Mr. Johnston.

**Financial Depository Contracts – Resolution 09062017B**

A Request for Proposals was sent to local financial institutions (US Bank, Huntington Bank, Park National Bank) for the five-year Financial Depository Contracts for our active (checking) and interim (CDs, Money Market) accounts.

Based upon the review of all proposals, Park National Bank offers a superior system to invest the township's checking account cash daily and its branch location will improve operational efficiency. Resolution 09062017B recommends Park National Bank be awarded the active account and Park National Bank, Huntington Bank and US Bank are recommended for the interim accounts.

Phil Smith made a motion to approve Resolution 09062017B which establishes the financial depositories for the five-year period ending September 30, 2022, Lindsay Duffey seconded. All voted "Aye."

**Revision of Township credit card policy**

The Fiscal Officer expects to have an updated township credit card policy for Board approval at the first meeting in October.

**Hot Water Tank – Utility Room**

The Fiscal Officer stated that do to a technical issue, the township's electrician "Electric Connection" must first make a change to the electrical panel on September 11th. Waterworks has staged all the equipment to replace the hot water tank to building code and will do so on September 12th. The updated cost is estimated to be \$1,700.00 and there is sufficient rental income to pay for the project.



Held \_\_\_\_\_, 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
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Page 4 of 6**

**Rental Income / Expenses – Air Conditioning Unit Replacement**

The Fiscal Officer distributed an updated Rental Income / Expenses to reflect the Hot Water Tank issue and will seek quotes to replace the oldest air conditioning unit (built in 1970) located near the Southeast entrance door. Work could be done in late September or early October.

**Fire Fund – Resolution 09062017D**

The Fiscal Officer indicated a need to increase the appropriations level for the Fire Fund by \$6,000.00. As indicated in the supporting documents, there is more than enough revenue to support the increase.

Phil Smith made a motion to approve Resolution 09062017D which increases the Fire Fund appropriation by \$6,000.00, Lindsay Duffey seconded. All voted "Aye."

**2018 Tax Rate Resolution – Franklin County Budget Commission**

The Fiscal Officer presented "*Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor*" to the Board. The resolution is considered a yearly housekeeping resolution.

Phil Smith made a motion to approve resolution from the Franklin County Budget Commission which set the 2018 tax amounts and rates, Lindsay Duffey seconded. All voted "Aye."

**ROAD DEPARTMENT**

**Old Business**

**Drainage Issues**

Tom Kayati has reached out to the Franklin County Engineer about a drainage issue on Plum Tree and Colony Way. He expects to have more information in a future meeting.

**Tree Removal – Westview Avenue**

Tom Kayati met with AEP on removing up to 17 trees in the future and noted the Soil and Water Conservation District (SWCD) has periodic tree sales to the public. He also spoke about the SWCD rebate and voucher programs and how civic associations could apply for AEP grants.

Residents Mary Sue Williams and Audrey Redmon added to the discussion.

**Westview Avenue - Repaving**

Tom Kayati indicated the repaving of Westview Avenue will happen in the near future and such information will be posted the township's web site and FaceBook.



## 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****September 20, 2017** 6<sup>th</sup> (D)**Page 5 of 6****EXTERIOR PROPERTY CODE ENFORCEMENT****Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the September 5, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Owner signed an Agreed Entry to abate cited violations on both properties by August 31, 2017. CED will reinspect this week and report findings to Environmental Court.
- 5311 Riverside Drive – Joe Bailey will confer with prosecutor's office on best way to file a new case that includes two parcels excluded for the original court filing.
- 406 Rosslyn – The house remains in foreclosure with a November 2017 court date scheduled.
- 412 Rosslyn – Inspection on September 6<sup>th</sup> showed no improvement since August 16<sup>th</sup>. CED recommends Board authorize a referral for prosecution. Phil Smith made motion to refer 412 Rosslyn Avenue to the Franklin County Prosecutor's Office for enforcement of the township's EPMC, second by Lindsay Duffey. All voted "Aye."
- 496 Rosslyn – This property has been referred for prosecution.
- 518 Rosslyn Avenue – Property in "marginal" compliance, horse trailer and pickup truck now on street.
- Rosslyn / W. Kanawha Alley – CED issued a Warning Citation on property recommended by Trustee Smith. In addition, 11 "Courtesy Advisories" were issued concerning overgrown vegetation.
- 1278 Community Park – Property has been conveyed to Sharon Township. Land Bank informed CED there is one last courtesy mowing to be performed.
- 8025 Olentangy River Road – CED observed recently cleared area has been seeded and new grass is growing.
- 8220 Flint Road – Next court hearing scheduled on October 3<sup>rd</sup>, no evidence of cleanup work.
- 149 Westview Avenue – The house and grounds are being aggressively worked on inside and out.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – CED has referred the case for prosecution.



**Resolution 09062017A – Pay Increase**

Lindsay Duffey outlined the accomplishments the CED Mark Higdon has made over the past three years and noted he has not received a pay raise during that time. There was a Board discussion on the pay raise posed in Resolution 09062017A.

Phil Smith made a motion to approve Resolution 09062017A which increased Mark Higdon's hourly rate of pay to \$15.82 effective September 14, 2017, Lindsay Duffey seconded. All voted "Aye."



Held \_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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Page 6 of 6**

**POLICE DEPARTMENT****Old Business****Police Levy – Certified by Franklin County Board of Elections**

Chief Schwind announced that the Franklin County Board of Elections had recently certified the Police Department levy. Chair Oberle thanked all participants in the recent public meetings.

**New Business****NOAA Federal Flood Warning Monitor**

Chief Schwind reminded the Board of what level of alert should be set for the Olen tangy River monitor. The Board discussed the issue with staff and decided to seek professional advice from NOAA.

John Oberle made a motion asking Chief Schwind to contact Julia Dian-Reed at NOAA and request what level should the Olen tangy River monitor be set to in the future, Phil Smith seconded. All voted "Aye."

**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 8:16 pm citing Personnel Issues, Phil Smith 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 8:24 pm, seconded by John Oberle. All voted "Aye."

**Approval of August 16, 2017 Regular Meeting Minutes**

John Oberle made a motion to approve the August 16, 2017 minutes, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:26 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

9/20/17  
Date

John H Oberle  
Chair

John Schwind  
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****September 20, 2017****Page 1 of 6**

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

<b>Roll Call:</b>	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, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Don Dale, Pat Kelly, Audrey Redmon, Henry “Butch” Belszek, Stephen Daley, Helen Epps, Linda Jarrett, Laura Kunze, Dan & Kathy Walters, Debra Knapke, Edward Johnston, Lucas Haire, Ross Brown

**Guest Speakers:** Todd Weithman – Healthcare

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, there were none.

**Guest Speakers****Todd Weithman – 2018 Healthcare Insurance Plan quote**

Chair Oberle recognized the township’s healthcare insurance consultant, Todd Weithman, and asked he to give his presentation. Mr. Weithman distributed a summary of the Medical Mutual of Ohio’s 2018 quote which is 2.92% less than the 2017 rate. He covered the document in detail. Mr. Oberle asked if this was the second year health care cost had gone down and it was answered “Yes.”

The Board had a number of questions and later came to the consensus to approve the Medical Mutual of Ohio quote for 2018.

Chair Oberle stated that effective January 2018, he would pay for his healthcare insurance cost going forward because of the budget issues.

Phil Smith made a motion to accept the Medical Mutual of Ohio quote that has an effective date of January 1, 2018, Lindsay Duffey seconded. All voted “Aye.”

**Residents Comments**

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

**TRUSTEES****Old Business****3<sup>rd</sup> Quarter Newsletter**

Chair Oberle asked what was the status on the newsletter and the Fiscal Officer reported the newsletter had been mailed out to residents. Assistance from Mark Higdon and the Police Department was very helpful in mailing the newsletter.

Chair Oberle noted there was an article in the newsletter about the recent property reappraisal. He indicated the township would support sending a letter to the county auditor asking for an appropriate amount support for its residents.



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
September 20, 2017  
Page 2 of 6**

**Ozem Gardner's House – Flint Road - Update**

Resident Helen Epps asked what was the status on the Gardner house and Tom Kayati responded by saying the Union Cemeteries are working on a plan, but at this time do not have any documents for public disclosure. Mr. Kayati spoke about current efforts to preserve the house, how they will rely upon grants to make future repairs, that the new appraisal price of \$220K exceeds the \$160K purchase price. Mr. Oberle indicated the process to restore the house will take a couple years to complete.

**1278 Community Park - Update**

John Oberle summarized the events that led to the sale of the Maple Canyon property that resulted in a net amount of \$10,729.00 to the township. The township has retained its realtor to place the 1278 Community Park property up for sale at an asking price of \$20,000.00. Mark Higdon noted the property has been mowed by the Land Bank.

**Technology Committee – Update**

Lindsay Duffey reported on continued efforts by both Chief Schwind and her on developing the township's FaceBook page. There are changes being made to each department portion of the web site. Also, there has been positive feedback to our FaceBook page.

**Franklin County Township Association Meeting at MORPC**

Lindsay Duffey reported on the recent meeting where Franklin County township officials were given an opportunity to meet with state elected officials or their staff on issues in the township. In addition to Lindsay Duffey, Police Schwind and Fiscal Officer O'Keeffe attended the meeting.

**Sharon Memorial Board (SMB) – Board Appointment**

Phil Smith reported he attended the last SMB meeting and it appears all is going fine. John Oberle noted the parking lot was repaved through a joint effort with the American Legion.

**Star Board - Update**

Phil Smith had nothing to report.

**New Business**

**SWACO Solid Waste Management Plan**

Chair Oberle spoke how every five years SWACO updates the Solid Waste Management Plan. There was a brief discussion on the issue.

Lindsay Duffey made a motion to approve the SWACO Solid Waste Management Plan, John Oberle seconded. All voted "Aye."

**2018 Franklin County Mosquito Program**

John O'Keeffe summarized the Franklin County Public Health's action of extending the current Mosquito Program one more year and asked the townships whether they will continue their participation in 2018.

Phil Smith made a motion to approve the township's participation in the 2018 Franklin County Public Health Mosquito Program, John Oberle seconded. All voted "Aye."



## 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****September 20, 2017****Page 3 of 6****OVC Public Meeting**

Chair Oberle spoke about a public meeting on October 3<sup>rd</sup> at the Worthington Hills Country Club at 6:00 pm.

**October 17<sup>th</sup> – Request for township hall for candidate debate**

John O'Keeffe spoke about receiving an email from Pat Kelly asking to use the township hall on October 17<sup>th</sup> for a township trustee candidate debate. Tom Kayati wondered if it was appropriate use of the hall and John Oberle suggested it was a question as to whether the township hall fee could be waived for a political event.

The Fiscal Officer was asked contact the Franklin County Prosecutor's Office and obtain a legal opinion on this issue.

**FISCAL OFFICER:****Old Business****Monthly Financial Report**

The August 2017 bank reconciliation, bank statements and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) will be distributed to the Board for its review. The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.

**Township Records Commission**

The Trustee-approved Form RC-3 has been submitted to the Ohio Historical Society (OHS) for processing and forwarding onto the Auditor of State. Additionally, the Fiscal Officer requested OHS to release the 1910 to 1962 township minutes for a temporary period and received the books last week. The Fiscal Office will spend the next few months scanning the documents for publication on the township web site.

**Revision of Township credit card policy**

The Fiscal Officer expects to have an updated township credit card policy for Board approval at the first meeting in October.

**Hot Water Tank – Utility Room**

All work has been completed and we are awaiting notification from Worthington to start the building code inspection process. The water tank cost was \$1,685.35 and the electrical charge is expected to not exceed \$200.00. The vendors were Water Works and Electric Connection.

**Rental Income / Expenses – Air Conditioning Unit Replacement**

An updated Rental Income / Expenses reflects the Hot Water Tank and electrical expenses. As for the replacement of the oldest air conditioning unit (built in 1970) located near the Southeast entrance door, one quote has been received from Water Works and now waiting for the Atlas Butler quote. Work would be done in early October. The Water Works quote is \$3,820.00 and the township has \$4,677.00 available.



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
September 20, 2017  
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**Odd Jobs**

The Fiscal Officer expects to use Matt Althausser to clean out the two utility rooms located next to the Northeast and Southeast entrance doors. Additionally, the Northeast room has a fairly large opening (2' x 4') that should be sealed to help control temperature changes and block vermin from coming into the building. The estimated cost is \$200.00.

**Park National Bank**

The process has started on moving township accounting transactions (revenue/payments) through Park National Bank (PNB). The elected officials' October 1<sup>st</sup> payroll will be processed via PNB.

**Michael Brining - 2018 OTSO Grant Agreement**

Trustees are asked to once again approve a contractual agreement between Sharon Township and Michael Brining as part of the Ohio Traffic Safety Office (OTSO) grant program. Outside of dates, the agreement remains the same as the 2016 – 2017 agreement. The Board Chair will need to sign the agreement.

**ROAD DEPARTMENT****Old Business****Plum Tree – Colony Way – County Engineer**

Tom Kayati has reached out to the Franklin County Engineer about a drainage issue on Plum Tree and Colony Way. He meets with the Engineer personnel next week on the issues. The County Engineer may use a camera to inspect the drainage pipe.

**Westview Avenue - Update**

Tom Kayati distributed a draft letter intended for Westview Avenue residents on trees under the AEP power lines. There are about eleven trees that Mr. Kayati has concerns about. Residents Pat Kelly and Kathy Walters have been very helpful on the planting of new trees on Westview. Board consensus was to mail the letter to residents.

Road work on Westview will start in the near future and residents can check the web site / Facebook for information. The road will be milled/paved by Strawser under our contract with the Franklin County Engineer.



## 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****September 20, 2017****Page 5 of 6****EXTERIOR PROPERTY CODE ENFORCEMENT****Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the September 19, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Properties inspected 9/12/2017 by CED, found still non-compliant two weeks past court-ordered deadline. Situation reported to prosecutor, who will initiate contempt proceedings.
- 5311 Riverside Drive – No new information available. No response yet to recent call and emails inquiring about case status.
- 406 Rosslyn – The house remains in foreclosure, owner is attempting a restart with the mortgage holder. Owner is on waiting list for MORPC assistance program that the CED referred her to and also may be eligible for Habitat for Humanity assistance.
- 412 Rosslyn – CED referred case to prosecutor on 9/7/2017.
- 496 Rosslyn – This property has been referred for prosecution.
- 518 Rosslyn Avenue – Property in “marginal” compliance, horse trailer and pickup truck now on street. No change from previous memo.
- Rosslyn / W. Kanawha Alley – CED has issued 3 Warning Citations and 11 Courtesy Advisories pursuant to complaints by Trustee Smith and nearby residents.
- 1278 Community Park – Property has been conveyed to Sharon Township. Land Bank performed its courtesy mowing and CED emailed township thanks to Land Bank.
- 8025 Olentangy River Road – No inspection since 9/6/2017 Board meeting.
- 8220 Flint Road – Next court hearing scheduled on October 3<sup>rd</sup>, no evidence of cleanup work.
- 149 Westview Avenue – The house and grounds are being aggressively worked on inside and out. An account with Local Waste Services was activated.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – CED has referred the case for prosecution. Still not mowed and non-compliant.

**Resolution 09062017A – Pay Increase**

Lindsay Duffey outlined the accomplishments the CED Mark Higdon has made over the past three years and noted he has not received a pay raise during that time. There was a Board discussion on the pay raise posed in Resolution 09062017A.

Phil Smith made a motion to approve Resolution 09062017A which increased Mark Higdon's hourly rate of pay to \$15.82 effective September 14, 2017, Lindsay Duffey seconded. All voted "Aye."



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**POLICE DEPARTMENT****Old Business****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 7:36 pm citing Personnel Issues, Phil Smith 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 7:46 pm, seconded by Lindsay Duffey. All voted "Aye."

**Approval of September 6, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the September 6, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:49 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

10/4/17  
Date

John H. Oberle  
Chair

Phil Smith  
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  
October 4, 2017  
Page 1 of 5**

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

<b>Roll Call:</b>	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, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Don Dale, Pat Kelly, Audrey Redmon, Helen Epps, Linda Jarrett, Laura Kunze, Kathy Walters, Edward Johnston, Lucas Haire

**Guest Speaker:** Jennifer Fish – Director – Franklin Soil and Water Conservation District -

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, Trustee Smith asked for a moment of silence for Anna Lois Adkins, a township resident since 1957 who passed on September 11, 2017. Also, the subjects of skunks and 181 Rosslyn was added to the Property Maintenance Code section.

Chair Oberle asked for a moment of silence for the recent passing of long term resident Anna Lois Adkins.

**Guest Speaker**

**Jennifer Fish – Storm Water Management Plan**

Chair Oberle recognized Jennifer Fish of the Franklin Soil and Water Conservation District (FSWCD), who came to speak about the township Storm Water Management Plan. This speech is part of the yearly presentation that FSWCD makes to the Board and helps coordinate activities to ensure the township’s efforts to meet regulatory mandates.

Ms. Fish distributed the 2016 Annual Report to the Board and audience.

**Residents Comments**

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

**TRUSTEES**

**Old Business**

**Technology Committee – Update**

Lindsay Duffey reported on the recent meeting with IT support tech Justin Adkins where he assisted in addressing issues for Chief Schwind, CED Mark Higdon and the Fiscal Officer. She spoke about the number of visits to the township web site and identified various areas being visited.

Resident Kathy Walters asked a question about police report availability and Chief Schwind explained how to find these reports on the township web site. He also spoke about the monthly statistical reports.



Held \_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES****REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 4, 2017****Page 2 of 5**

Resident Kathy Walters asked when are public meetings posted to the web site, she specifically asked about the recent Olentangy Valley Center meeting at the Worthington Hills Country Club arranged by Perry Township. Both Chair Oberle and Trustee Duffey responded.

**Sharon Memorial Board (SMB)**

Chair Oberle and Trustee Phil Smith had nothing to report.

**Star Board - Update**

Phil Smith had nothing to report.

**SWACO Solid Waste Management Plan**

Chair Oberle spoke how the SWACO Solid Waste Management Plan was informally approved at the last meeting. SWACO requested a formal resolution and Chair Oberle drafted the resolution for formal approval by the Board. There was no discussion on the issue.

John Oberle made a motion to approve the SWACO Solid Waste Management Plan resolution dated 10/04/2017, Phil Smith seconded. All voted "Aye."

**1278 Community Park - Update**

John Oberle reported receiving notification from the township's realtor that he had received an offer of \$11,000.00 for 1278 Community Park Drive. No formal document has been received. He suggested the possibility of a Special Meeting in the near future to address the issue.

**OVC Public Meeting**

Chair Oberle spoke about the public meeting on October 3<sup>rd</sup> at the Worthington Hills Country Club at 6:00 pm about the Olentangy Valley Center. Chair Oberle updated the Board on the developer's application for zoning change. The process has started on what incentives will be made available to the developer.

Resident Laura Kunze commented that Mount Air wells are not deep and could be impacted by new development.

Worthington resident Lucas Haire inquired about tax incentives and Chair Oberle noted the issue is in the beginning stages with nothing formalized at this time.

**October 17<sup>th</sup> – Request for township hall for candidate debate**

Chair Oberle asked the Fiscal Officer as to the status on the issue and he related receiving guidance from the County Prosecutor and noted that Chair Oberle and Trustee Smith withdrew from the matter citing potential ethics conflicts if they participated in any deliberations on the issue. Since there was no quorum for the deliberations cited in Section 9B of the township rental policy, no decision could be made.

Thus, the request for free rental must be denied. The requestor, Pat Kelly, is free to hold the debate at another location.



## 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****October 4, 2017****Page 3 of 5****FISCAL OFFICER:****Old Business****Township Records Commission**

Sharon Lee has started the scanning process for the 1910 to 1962 township minutes, which should take about three months to complete.

**Revision of Township credit card policy**

The Fiscal Officer expects to have an updated township credit card policy for Board approval at the next meeting in October.

**1970 Air Conditioning Unit Replacement**

Two quotes (Water Works, Atlas Butler) were received for the replacement of the oldest air conditioning unit (built in 1970) located near the Southeast entrance door. The Water Works quote is \$3,820.00 and Atlas Butler's quote was for \$3,983.00 and the quotes are in the Trustees folders. The Fiscal Officer recommended the Trustees approve the Water Works contract so the oldest air conditioning unit can be replaced.

Phil Smith made a motion to approve awarding Water Works the contract to replace the township hall's oldest air conditioning unit at a cost not to exceed \$3,820.00, seconded by Lindsay Duffey. All voted "Aye."

**Odd Jobs**

The Fiscal Officer has retained Matt Althausser to clean out the two utility rooms located next to the Northeast and Southeast entrance doors. Additionally, the Northeast room has a fairly large opening (2' x 4') that will be sealed to help control temperature changes and prevent vermin from coming into the building. Finally, 15 door-stop pads will be replaced.

**Park National Bank**

The process continues on moving township accounting transactions (revenue/payments) through Park National Bank (PNB). The elected officials' October 1st payroll was paid early, the reason for the error should be known in the coming days.

**Michael Brining - 2018 OTSO Grant Agreement**

Trustees are asked to once again approve a contractual agreement between Sharon Township and Michael Brining as part of the Ohio Traffic Safety Office (OTSO) grant program. Outside of dates, the agreement remains the same as the 2016 - 2017 agreement. The Board Chair will need to sign the agreement.

**ROAD DEPARTMENT****Old Business****Plum Tree - Colony Way - County Engineer**

Tom Kayati recently met with Franklin County Engineer office personnel (Jim Jewell and Don Murphy) will develop a set of plans for a 15-inch drainage pipe and guard rail. Work will start on the plans in three weeks and a cost estimate will be provided to the township. The county engineer was advised of buried water lines on the north side of the road.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
October 4, 2017  
Page 4 of 5**

The camera work on the Colony Way drain line has not started and Mr. Kayati indicated he would be getting the answer soon.

**Westview Avenue - Update**

Tom Kayati stated he was not happy with the Westview Avenue paving work done by Shelly Paving under the Franklin County Engineer's road contract. Mr. Kayati explained the issue to the Board and indicated the County Engineer's office has been advised of the poor work and he is awaiting their response. The road inspector also noted the problem.

Resident Aubrey Redmon had comments about road repairs in the Sharon Hills area.

**New Business**

**Leaf Collection – Starts on October 16, 2017**

Tom Kayati announced the 2017 Leaf Collection program will start on October 16<sup>th</sup> and end on November 30<sup>th</sup>. Signs have been posted in the neighborhoods.

He noted some sink holes at several catch basins on Home Acre and he will be spending time fixing them.

**EXTERIOR PROPERTY CODE ENFORCEMENT**

**Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the October 3, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Properties inspected 9/12/2017 by CED, found still non-compliant two weeks past court-ordered deadline. Situation reported to prosecutor, who will initiate contempt proceedings.
- 5311 Riverside Drive – No new information available. CED will inquire about status with County Zoning Officer.
- 406 Rosslyn – The house remains in foreclosure, owner is attempting a restart with the mortgage holder. Owner is on waiting list for MORPC assistance program that the CED referred her to and also may be eligible for Habitat for Humanity assistance.
- 412 Rosslyn – CED referred case to prosecutor on 9/7/2017.
- 496 Rosslyn – This property has been referred for prosecution.
- 518 Rosslyn Avenue – Property in "marginal" compliance, horse trailer and pickup truck now on street. No change from previous memo.
- Rosslyn / W. Kanawha Alley – CED has issued 3 Warning Citations and 11 Courtesy Advisories pursuant to complaints by Trustee Smith and nearby residents. CED will follow-up with new inspections.
- 1278 Community Park – Property has been conveyed to Sharon Township. Land Bank performed its courtesy mowed and is up for sale.
- 8025 Olentangy River Road – Recent inspection showed mowing from house to both roadsides.
- 8220 Flint Road – Contempt hearing scheduled for November 28<sup>th</sup>.
- 149 Westview Avenue – Rehabbing continues.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – CED has referred the case for prosecution. Property recently mowed and trimmed.



## 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****October 4, 2017****Page 5 of 5****Skunks**

Early in the meeting, the issue of skunks in the Three-Streets area has come upon. Mr. Kayati had looked into the issue and it appears there is no governmental agency that will remove the skunks. It is a property owner's responsibility to contract with an extermination company. Resident Pat Kelly noted the Block Watch group had invited a county official to come to their meeting and extended an invitation to the CED to attend the meeting.

**181 Rossllyn**

Trustee Smith mentioned two problem motor vehicles at 181 Rossllyn Avenue are causing problems for a family with a special needs child. CED Higdon will look into issue for the Board.

**POLICE DEPARTMENT****Old Business**

Chief Schwind had nothing to report.

**Approval of September 20, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the September 20, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:36 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

10/18/17  
Date

John H. Oberle  
Chair

John S. Krupke  
Fiscal Officer



RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_

**SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
October 12, 2017  
Page 1 of 1**

The meeting was opened in proper form at 7:30 AM

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay Duffey	Vacation

**Pledge of Allegiance was conducted**

**Attendance:** John O’Keeffe – Fiscal Officer, Police Chief Donald Schwind

**Guests:** Resident Ed Johnston

**Meeting Agenda and Action**

Today’s meeting is for the purpose of reviewing and approving the \$11,000.00 purchase offer for 1278 Community Park Drive.

Chair Oberle first asked how the Special Meeting advertised and after input from himself and the Fiscal Officer, it was determined the measures taken met Ohio Special Meeting law requirements.

Chair Oberle gave a summary of the \$11,000.0 offer and asked if there were any comments or questions about the “Residential Land/Lot Purchase Contract” that was distributed prior to the meeting. After discussion, the consensus was the offer was a fair price for the size of the lot.

Chief Schwind noted the lot is surrounded on all sides by Columbus. The Trustees wish for the property to remain in the township and will include a clause in the contract requiring the property to remain in the township. The contract will be reviewed by the Franklin County Prosecutor’s office prior to submission to the realtor.

Phil Smith made a motion to accept the \$11,000.00 purchase offer for 1278 Community Park Drive, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:35 am - was made. Phil Smith moved to adjourn the special meeting, Lindsay Duffey seconded. All voted "Aye."

10/18/17  
Date

John H. Oberle  
Chair

John O'Keeffe  
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****October 18, 2017****Page 1 of 6**

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

<b>Roll Call:</b>	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, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Don Dale, Audrey Redmon, Linda Jarrett, Kathy & Dan Walters, Edward Johnston, Stephen Daley, Debra Knapke

**Guest Speaker:** Eric DeHays – Local Waste Services

**Guest Speaker****Eric DeHays – Local Waste Services**

Chair Oberle recognized Eric DeHays of Local Waste Services who was invited to speak about the approved contract with Local Waste Services that starts on January 1, 2018 and includes recycling.

The new contract offers a free 18-gallon carton bin at no charge to township residents or a 65-gallon wheeled container with a lid that can be rented by a resident for \$2.50 per month. Mr. DeHays distributed two documents to the Board: one document explained what should be placed in the recycling container and the second document is a letter sent to residents informing them of the recycling program and opt-in requirement to participate in the recycling program.

Mr. DeHays expects to have the opt-in data by December 10<sup>th</sup> and will share it with the Board. With the township's approval, Local Waste Services would deliver the containers to residents and keep a supply of the 18-gallon containers at the township hall. "Recycling Only" stickers will be made available.

There were a number of questions about the size of the recycling trucks, their effect on townships roads, and whether recycling pick-up could be done on a bi-weekly basis. Consortium 2 legal counsel indicated bi-weekly pick-up was an option.

Lindsay Duffey spoke about mailing a township letter to residents reminding them to opt-in for recycling. Mr. Oberle suggested a survey be included as to whether the recycling pick-up is done on weekly or every other week basis.

Mr. DeHays commented that recycling is easy on the roads as recycling materials are lighter than normal trash and he said that recycling trucks start out empty every day. Road Superintendent Kayati stated such a scenario would be good for the township roads.

Mr. DeHays hopes for a 40% participation rate in Sharon Township.



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
October 18, 2017  
Page 2 of 6**

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, Trustee Duffey has a brief update on the Olentangy Valley Center.

**Residents Comments**

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

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

Lindsay Duffey reported the leaf collection process has been posted to the Facebook. The IT support tech, resident Justin Adkins, was introduced to the Sharon Memorial Board to help them on their web site.

Resident Don Dale asked if residents could post information to the township's web site and he was advised no.

**Sharon Memorial Board (SMB)**

Trustee Phil Smith had nothing to report and Chair Oberle noted SMB President Mark Goyer is updating the SMB application form.

**Star Board - Update**

Phil Smith wondered if anyone could provide assistance to a resident having financial issues. Mark Higdon outlined what could be done and noted the resident is waiting on a response from MORPC. John Oberle noted the township could be an advocate for residents in these types of cases.

**1278 Community Park - Update**

John Oberle reported receiving an offer, the Board met in special session and the Board declined the offer because the buyer wanted to annex the property out of Sharon Township. The Fiscal Officer spoke briefly about two parcels owned by Sharon Township that could be put up for sale. The issue will be discussed in a future meeting.

**Olentangy Valley Center (OVC) - Update**

Lindsay Duffey said more information will be known at the next Board meeting. She indicated the developer is going through their process and they hope to share more information with the township in the near future.

Chair Oberle asked Lindsay Duffey to be the lead on the OVC project and she accepted the offer.



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20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES****REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 18, 2017****Page 3 of 6****FISCAL OFFICER:****Old Business****Monthly Financial Report**

The September 2017 bank reconciliation, bank statements and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) will be distributed to the Board for its review. The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.

**Township Records Commission**

Sharon Lee is continuing the scanning process for the 1910 to 1962 township minutes, 1910 to 1921 have been completed.

**Revision of Township credit card policy**

Due to ongoing changes to HB 312 by the Ohio Senate, the Fiscal Officer has delayed updating the township credit card policy.

**1970 Air Conditioning Unit Replacement**

The Water Works replaced the old air conditioning unit on October 12th.

**Odd Jobs**

Matt Althaus completed his assigned odd job work on October 5<sup>th</sup>.

**Park National Bank**

Park National Bank (PNB) checks are now being used to make payments. PNB is developing two Direct Deposit payroll templates (Elected Officials, bi-weekly paid employees) for future use.

**POLICE DEPARTMENT****Old Business****Trick-or-Treat Night**

Chief Schwind announced treat-or-Treat night would be Tuesday October 31, 2017 from 6:00 pm to 8:00 pm.

**New Business****School Bus Stop – Beech & Olentangy River Road – Dangerous condition**

Chief Schwind outlined a dangerous condition where Worthington School District stops to pick up a kindergarten child while southbound on Olentangy River Road at Beech Drive. The child's parents have asked for assistance as northbound traffic does not stop.

ODOT is responsible for State Route 315 and can be the only agency that can come up with a solution. The Board will reach out the ODOT.



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
October 18, 2017  
Page 4 of 6**

**5056 Sharon Hills Drive – Block Party**

Chief Schwind and resident Audrey Redmon spoke about a future block party that would close off part of a road in the Sharon Hills area. A policy entitled "Street Closure for Neighborhood Block Parties" was distributed to the Board. The proposed policy was discussed and agreed to by the Board.

John Oberle made a motion to approve "Street Closure for Neighborhood Block Parties" policy and approve the Sharon Hills block party application, seconded by Phil Smith. All voted "Aye."

**Letters to Residents**

Chief Schwind distributed two letters to the Board. The letters were addressed to Vaughn Jones concerning a pick-up truck and horse trailer parked on Rosslyn Avenue.

The Board reviewed the letter and came to a consensus for both letters to be made to Mr. Jones.

**ROAD DEPARTMENT**

**Old Business**

**Plum Tree – Colony Way – County Engineer**

Tom Kayati had no update.

**Westview Avenue - Update**

Tom Kayati stated he was not happy with the Westview Avenue paving work done by Shelly Paving under the Franklin County Engineer's road contract. Mr. Kayati explained the issue to the Board and indicated the County Engineer's office has been advised of the poor work and he is awaiting their response. The road inspector also noted the problem.

Resident Aubrey Redmon had comments about road repairs in the Sharon Hills area.

**New Business**

**Leaf Collection – Update**

Tom Kayati stated 2017 Leaf Collection program had started on October 16<sup>th</sup> and will be asking residents to move their cars.



## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES****REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 18, 2017****Page 5 of 6****EXTERIOR PROPERTY CODE ENFORCEMENT****Exterior Property Maintenance Code (EPMC) - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the October 18, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Properties still non-compliant two weeks past court-ordered deadline. Prosecutor will initiate contempt proceedings.
- 5311 Riverside Drive – No new information available. CED will contact environmental specialist who was recently assigned the case.
- 406 Rosslyn – The house is out of foreclosure, owner is attempting a restart with the mortgage holder. Owner is on waiting list for MORPC assistance program that the CED referred her to and also may be eligible for Habitat for Humanity assistance.
- 412 Rosslyn – CED referred case to prosecutor on 9/7/2017.
- 496 Rosslyn – This property has been referred for prosecution.
- 518 Rosslyn Avenue – Property in “marginal” compliance, horse trailer and pickup truck not covered by EPMC.
- Rosslyn / W. Kanawha Alley – CED has issued 3 Warning Citations (WC) and 11 Courtesy Advisories pursuant to complaints by Trustee Smith and nearby residents. One WC now closed, a second suspended and the third near-compliant.
- 1278 Community Park – Property now listed with realtor. Vehicles that were illegally parking on the lot were gone last week after police ordered their removal.
- 8025 Olentangy River Road – Recent inspection showed mowing from house to both roadsides.
- 8220 Flint Road – Contempt hearing scheduled for November 28<sup>th</sup>.
- 149 Westview Avenue – Rehabbing continues. A large accumulation of rubbish on the ground has not been put out for the last collections. The property has a Local Waste Services account. CED has issued a Warning Citation.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – CED has referred the case for prosecution.
- Closed Cases – Four cases closed and a fifth suspended since last meeting.



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
October 18, 2017  
Page 6 of 6**

**Approval of October 4, 2017 Regular Meeting Minutes**

Phil Smith made a motion to approve the October 4, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

**Approval of October 12, 2017 Special Meeting Minutes**

Phil Smith made a motion to approve the October 12, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:19 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

11/1/17  
Date

John H. Oberle  
Chair

John S. Kuffe  
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****November 1, 2017****Page 1 of 4**

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

<b>Roll Call:</b>	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, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Don Dale, Audrey Redmon, Linda Jarrett, Pat Kelly, Lucas Haire, Mary Sue & Dennis Williams

**Guest Speaker:** None

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, Tom Kayati noted the signs on Riverside Drive would be on W/O, not E/O.

**Residents Comments**

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

**TRUSTEES****Old Business****Recycling - Update**

Trustee Lindsay Duffey reported on the development of a letter addressed to residents on the recycling program that takes effective on January 1, 2018. She thanked Sharon Lee, Mark Higdon and John O'Keeffe for their input and wished for the letter to go into the mail in the following week. Stickers are expected in the near future and Ms. Duffey suggested residents use several stickers for the personal container to ensure proper processing. The Board liked the letter and how it informs residents of the recycling program.

**Olentangy Valley Center (OVC) - Update**

Lindsay Duffey said the developer is still working on their construction budget, they have asked for zoning changes from Franklin County, more information will be known at the next Board meeting. She indicated the developer is going through their process and they hope to share more information with the township in the near future. Ms. Duffey will be providing all future updates on OVC.

Chair Oberle stated he had recused himself from the OVC development process. Though he had obtained an advisory opinion from the Ohio Ethics Commission earlier this year, Mr. Oberle wanted to make sure there was no appearance of a conflict of interest with OVC.

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

Trustee candidate Ed Johnston verbally requested a copy of the 2017 and 2018 Amended Certificate of Estimated Resources. Both documents were emailed to Mr. Johnston on November 1, 2017.



Held

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 1, 2017  
Page 2 of 4**

**Township Records Commission**

Sharon Lee continues the scanning process of the 1910 to 1962 township minutes, years 1910 through 1948 have been scanned. Resident Mary Sue Williams has started reviewing the scanned document files for completeness with the project completion expected in late December 2017.

**Park National Bank**

Park National Bank (PNB) checks are now being used to make payments. PNB is developing two Direct Deposit payroll templates (Elected Officials, bi-weekly paid employees) for future use.

**POLICE DEPARTMENT**

**Old Business**

**School Bus Stop – Beech & Olentangy River Road – Update**

Chief Schwind gave a summary of activities that included telephone calls to ODOT and Worthington School District. ODOT had indicated they would install signs pointing out to drivers that they were approaching a school bus stop. Mount Air resident Mary Sue Williams indicated the sign had not been installed as of late today.

**495 Rosslyn Avenue-Red Pickup Truck**

Chief Schwind gave a report on how the red pickup truck is parked legally and the subject matter should be addressed from a different point of view. He will have a document for the Board to review at the next meeting.

**Rosslyn Avenue – Horse Trailer parked at dead end**

Chief Schwind tabled the subject matter to the next meeting.

**New Business**

**Cruiser 262 – Repair Costs**

Chief Schwind passed out a memorandum on the repair cost for cruiser 262 and its exhaust fume problem. At the next meeting, Lt. Tuchfarber will be sitting in for Chief Schwind and he will have an updated cost estimate for the Board to make its decision on whether to repair the cruiser or purchase a new one.

**Criminal Justice Service - Grant**

Chief Schwind stated a grant application to the Criminal Justice Services was recently filed and the Chief expressed his wish to discuss the \$20K application with Chair Oberle.

**ROAD DEPARTMENT**

**Old Business**

**Aqua Waterline Project – Clubview Blvd at Colony Way**

Tom Kayati reported the Aqua Water had not completed its work accordingly and wish to work over the winter months. Mr. Kayati told them no as he did not want metal plates on the roadway during snow plowing season.



## 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****November 1, 2017****Page 3 of 4****Safety Kleen – Oil/Water separator cleaning cost**

Tom Kayati requested Board of the Safety Kleen's oil/water separator cleaning cost of \$2,479.60. This is an annual work job.

Phil Smith made a motion to approve paying Safety Kleen \$2,479.60 for the annual oil/water cleaning work, seconded by Lindsay Duffey. All voted "Aye."

**Closing of State Route 315**

Tom Kayati announced ODOT would be repairing a culvert under State Route 315 and would close the road from Friday night to Sunday. Chief Schwind shared an email with ODOT where he expressed his concern that truck drivers using GPS would not have a timely alert to the closing. ODOT is reacting.

**Plum Tree – Colony Way – County Engineer - Update**

Mr. Kayati reported the County Engineer survey crew had been working in the area.

**Westview Avenue - Update**

Nothing to report on this subject.

**Installing No Parking Signs on Westview Avenue**

Tom Kayati noted the signs had not been installed and asked the Board for permission to proceed. Discussion continued on the reason why there is now a need for the no parking signs which points to a bed & breakfast location. John Oberle suggested taking time to ensure township resident concerns are appropriately addressed.

**Wreath Ceremony – December 16, 2017**

Tom Kayati spoke about a DAR ceremony on December 16<sup>th</sup> to place wreaths on veteran graves in Walnut Grove and Flint Cemeteries. John Oberle said he would have a resolution supporting the ceremony at the next meeting.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the October 31, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Properties still non-compliant. Prosecutor requested affidavit from CED for planned contempt proceedings.
- 5311 Riverside Drive – No new information available. CED has requested new environmental specialist information.
- 406 Rosslyn – The house is out of foreclosure, owner is attempting a restart with the mortgage holder. Owner is on waiting list for MORPC assistance program that the CED referred her to and also may be eligible for Habitat for Humanity assistance.
- 89 Rosslyn – In reopened case, owner cooperating with CED to abate violations. At CED's request, Habitat for Humanity sent owner an application for rehab assistance.
- 406 Rosslyn – House out of foreclosure. At CED's request, Habitat for Humanity sent owner an application for rehab assistance.



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 1, 2017  
Page 4 of 4**

- 406 Rosslyn – House out of foreclosure. At CED's request, Habitat for Humanity sent owner an application for rehab assistance.
- 412 Rosslyn – CED referred case to prosecutor on 9/7/2017. CED provided updated information for a December hearing.
- 496 Rosslyn – This property has been referred for prosecution and is now in the legal system. CED provided updated information for a December hearing.
- 518 Rosslyn Avenue – Property in "marginal" compliance. Vehicles parked on street not covered by EPMC nor by the Franklin County Zoning Resolution.
- 1278 Community Park – Illegal parking on property appears to have ceased.
- 8220 Flint Road – Contempt hearing scheduled for November 28<sup>th</sup>.
- 149 Westview Avenue – Rehabbing continues. A large accumulation of rubbish on the ground has not been put out for the last collections. The property has a Local Waste Services account. CED has issued a Warning Citation, which remains unclaimed.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – CED has referred the case for prosecution.
- Closed Cases – In two recently-closed cases, property owners thanked CED for nudging them to clean up.
- US Postal Service – CED has recently experienced failures or mishandlings by Beechwold Station of certified mail. All involved deliveries to the Tremont Gardens area, CED is pursuing complaint and resolution with that station's postmaster.

Trustees suggested inviting the Beechwold Station manager to a township meeting to discuss the issue and the CED agreed with the suggestion.

**Miscellaneous Comments**

John Oberle thanked resident Jeff Hollback for his \$1,000.00 donation to the General Fund.

Tom Kayati spoke about problems collecting leaves due to residents not moving their cars.

**Approval of October 18, 2017 Meeting Minutes**

Phil Smith made a motion to approve the October 18, 2017 minutes, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:22 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

11/15/2017  
Date

*John H. Oberle*  
Chair

*John S. Kruppa*  
Fiscal Officer



## 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****November 15, 2017****Page 1 of 5**

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

<b>Roll Call:</b>	John H. Oberle	Present
	Phillip W. Smith	Present
	Lindsay S. Duffey	Present

**Pledge of Allegiance was conducted**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Lt Jeff Tuchfarber – Police Department, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Audrey Redmon, Linda Jarrett, Pat Kelly, Debra Knapke, Laura Kunze

**Guest Speaker:** None

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, Trustee Smith asked for a moment of silence for resident Ruth of Kanawha Avenue who recently passed.

**Residents Comments**

Pat Kelly thanked all Trustee candidates for running for office and mentioned senior citizens had problems accessing the voting location on Morse Road. He was advised to notify the Franklin County Board of Elections and they will follow up on the issue.

Chair Oberle on behalf of the Board, thanked residents, STAR Board members, Chief Schwind and others for their support of the Police Levy.

**TRUSTEES****Old Business****Recycling - Update**

Trustee Lindsay Duffey reported on the Trustee letter sent to residents encouraging them to opt-in on the recycling program, which is going into effect on January 1, 2018. She reported receiving a lot of resident interest in obtaining the Local Waste Services (LWS) recycling stickers, but they haven't been received.

There were several questions from residents about the letter and whether magazines are acceptable for the recycling program; they are. LWS will be at the next Trustee meeting.

**Olentangy Valley Center (OVC) - Update**

Lindsay Duffey stated the developer is working on its project development and has a January 9, 2018 zoning application meeting. They indicated in the future they will advise Sharon Township when the project development is done.

**Community Garden behind the township hall**

Chair Oberle related a request from Worthington asking if the open land could be used as Community Garden by Worthington residents. After a brief discussion, the issue was tabled.



Held \_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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November 15, 2017  
Page 2 of 5**

**Joint City-Township Meeting – December 4th**

Chair Oberle reminded Board members of the upcoming joint city-township meeting dealing with the Walnut Grove / Flint Road Cemeteries Board of Trustees.

**Change in December 2017 meeting dates**

The Board considered holding one meeting on December 13<sup>th</sup> rather than on December 6 and 20. After the Board discussed the proposal, there was a consensus to make the change to the meeting calendar.

Phil Smith made a motion to change the December 2017 meeting dates from the 6<sup>th</sup> and 20<sup>th</sup> to the 13<sup>th</sup>, seconded by Lindsay Duffey. All voted "Aye."

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

The October 2017 bank reconciliation, bank statements and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) were distributed to the Board for their review.

The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month

**Township Records Commission**

Sharon Lee continues the old minutes scanning process, years 1910 through 1955 have been completed.

**Park National Bank**

Park National Bank (PNB) checks are now being used to make payments. PNB developed two Direct Deposit payroll templates (Elected Officials, bi-weekly paid employees) with cooperation from UAN. The updated payroll process eliminates several steps and saves about 15 minutes of production time.

**2018 Temporary Budget**

An email will go out to Department heads on Friday November 17<sup>th</sup> asking for their 2018 Temporary Budget to be distributed to the Board by December 6<sup>th</sup>. The 2018 Temporary Budget is scheduled for Board approval on December 13<sup>th</sup>.

**Records Retention Schedule**

Retired Librarian Linda Roberts stopped by the township hall on November 13<sup>th</sup> and indicated her neck surgery was a success and that she would return to her voluntary duties in December. With her return, the update of the township's Records Retention Schedule could be completed by June 2018.

**POLICE DEPARTMENT****Old Business****Passage of Police Levy**

Lt. Tuchfarber offered thanks from the Police Department to the township residents for the recent passage of the Police Levy.



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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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Page 3 of 5**

**School Bus Stop – Beech & Olentangy River Road – Update**

Lt. Tuchfarber stated ODOT has installed two school bus signs to warn traffic on State Route 315 in the Mount Air area. That area will be monitored by the Police Department for traffic compliance with the school bus stop.

**495 Rosslyn Avenue - Red Pickup Truck**

The red pickup truck has been moved from the street to the owner's driveway so this issue has been eliminated.

**Rosslyn Avenue – Horse Trailer parked at dead end**

Lt Tuchfarber indicated research is ongoing to provide options to the township.

**Cruiser 262 – Repair Costs**

Lt. Tuchfarber gave the Board options related to the repair/replacement of Cruiser 262, which included moving equipment from 262 to 260 at a cost of \$1,875.00.

Lindsay Duffey asked about the time line to order a new cruiser and Lt. Tuchfarber stated a decision at the December Board meeting would enable the township to order a cruiser in a timely manner.

John Oberle made a motion to approve the transfer of equipment from Cruiser 262 to 260 at a cost of \$1,876.00, seconded by Phil Smith. All voted "Aye."

**Cruiser 266 – Repair Costs**

Lt. Tuchfarber asked the Board to approve repairs to Cruiser 266 at the cost of \$1,249.71 stated by Germain Ford.

John Oberle made a motion to approve the Germain Ford quote of \$1,249.71 to repair Cruiser 266, seconded by Phil Smith. All voted "Aye."

**ROAD DEPARTMENT****Old Business****Plum Tree – Colony Way – County Engineer - Update**

Mr. Kayati had nothing to report on this issue.

**Westview Avenue - Update**

The Road Superintendent stated the road workmanship was poor, that he had not received any settlement offer from the county engineer, he is hopeful to have something more at the next meeting.

**Installing No Parking Signs on Westview Avenue**

Tom Kayati wasn't sure whether the Board wished to include other issues on the proposed resolution. Mr. Oberle noted Chief Schwind was on vacation and wanted his input. The issue was tabled until the next meeting.

**Leaf Pickup**

Tom Kayati leaf pickup progress is being made.



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 15, 2017  
Page 4 of 5**

**Wreath Ceremony – December 16, 2017**

Tom Kayati spoke about a DAR ceremony on December 16<sup>th</sup> to place wreaths on veteran graves in Walnut Grove and Flint Cemeteries. John Oberle said he would have a resolution supporting the ceremony at the next meeting.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the November 11, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 and 1391 Home Acre – Contempt hearing scheduled for 12-14-2017, Environmental Court.
- 5311 Riverside Drive – No new information available. CED has requested new environmental specialist information.
- 89 Rosslyn – In reopened case, owner cooperating with CED to abate violations. At CED's request, Habitat for Humanity sent owner an application for rehab assistance.
- 406 Rosslyn – The house is out of foreclosure, owner is attempting a restart with the mortgage holder. Owner is on waiting list for MORPC assistance program that the CED referred her to and also may be eligible for Habitat for Humanity assistance.
- 412 Rosslyn – Injunction hearing scheduled for 12-14-2017, Environmental Court.
- 496 Rosslyn – Injunction hearing scheduled for 12-14-2017, Environmental Court.
- 518 Rosslyn Avenue – Property in "marginal" compliance. Vehicles parked on street not covered by EPMC nor by the Franklin County Zoning Resolution.
- 1278 Community Park – Illegal parking on property appears to have ceased.
- 8220 Flint Road – Contempt hearing scheduled for November 28<sup>th</sup>.
- 149 Westview Avenue – Rehabbing continues. CED observed 11-04-2017 a construction dumpster now in use, taking care of the exposed trash and debris issue.
- Friend Street – No update since May 3<sup>rd</sup>.
- 155 Park Road – CED has referred the case for prosecution. Case put on hold – by agreement of CED and prosecutor – until 2018 growing season.
- Closed Cases – In two recently-closed cases, property owners thanked 5282 Olentangy Blvd – Franklin County Zoning has issued an order to the owner to submit a Certificate of Zoning Compliance relevant to the property's current use as a Bed and Breakfast.
- US Postal Service – CED has recently experienced failures or mishandlings by Beechwold Station of certified mail. Station Postmaster has been invited to speak to the Board of Trustees and awaiting official response.



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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 15, 2017  
Page 5 of 5**

**Approval of November 1, 2017 Meeting Minutes**

Phil Smith made a motion to approve the November 1, 2017 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:12 PM - was made. Phil Smith moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

12/13/17  
Date

John H. Oberle  
Chair

John S. Kumpf  
Fiscal Officer



RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ 20\_\_\_\_



## 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****December 13, 2017****Page 1 of 6**

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

<b>Roll Call:</b>	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 Donald Schwind – Police Department, Mark Higdon – EPMC Director, Tom Kayati – Road Superintendent

**Audience:** Audrey Redmon, Linda Jarrett, Pat Kelly, Laura Kunze, Tony Palmer, Henry Belszek, Don Dale

**Special Notice - Long term township resident passed – Sandra Shough**

Chair Oberle recognized the recent passing of long-term resident Sandra Shough and that there would be a celebration of her life at her church in the near future. There was a moment of silence.

**Guest Speaker:** Mark Mowery – Local Waste Services, LLC

Chair Oberle recognized Mark Mowery and asked him to make his presentation to the Board. Mr. Mowery spoke about the upcoming recycling program and gave the following statistics:

740 Active Customers

Two Hundred fifty-five residents had opt-in the recycling program, of which 34 requested 65-gallon containers, 210 requested 18-gallon bins and 11 said they would use their own personal containers.

Trustee Duffey asked if residents can opt-in after January 1<sup>st</sup> and Mr. Mowery said yes. Resident Linda Jarrett asked when the free bins would be delivered and was told in the near future. Up to ten bins will be delivered to the township hall for distribution to residents to desire another bin.

**Meeting Agenda**

Chair Oberle asked if there were any changes to the agenda, there was none.

**Residents Comments**

STAR Board Director Linda Jarrett spoke briefly about its work in 2018.

**TRUSTEES****Old Business****Joint City-Township Meeting on December 4th**

Chair Oberle reported that Worthington City Council member Rachael Dorothy was re-appointed to the Walnut Grove / Flint Road Cemetery Board of Trustees for a three-year period.



Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**Recycling Program - Update**

Trustee Duffey stated there were recycling stickers at the township hall for those residents who are buying their own recycling containers. She also asked the STAR Board members to take some stickers for their areas.

**Olentangy Valley Center (OVC) - Update**

Lindsay Duffey stated the developer is working on its project development and has a January 9, 2018 zoning application meeting.

**Sharon Memorial Hall**

Trustee Smith did not have anything to report.

**STAR Board**

Chair Oberle noted the STAR Board work done in 2017; that in 2018 there would be more work to do. Chief Schwind thanked the STAR Board for its assistance in passing the Police Levy.

**New Business****Resolution 12132017A – HUD Community Block Grant Program**

The Fiscal Officer explained the purpose of the HUD Community Block Grant Program and its relationship with Franklin County. All Franklin County local governments have agreed to sign onto the resolution.

Phil Smith made a motion to approve Resolution 12132017A, seconded by Lindsay Duffey. All voted "Aye."

**Resolution 12132017B – 2018 Temporary Appropriations Resolution**

The Fiscal Officer outlined the process that resulted in the 2018 Temporary Appropriations Resolution and its Excel worksheet by department heads. There was little discussion.

Phil Smith made a motion to approve Resolution 12132017B, seconded by Lindsay Duffey. All voted "Aye."

**Resolution 12132017C – Phillip W. Smith Day on December 31, 2017**

At the end of the meeting, Chair Oberle read Resolution 12132017C which designated December 31, 2017 as Phillip W. Smith Day in Sharon Township. The Trustees, Fiscal Officer and Department Heads thanked Mr. Smith for his service to Sharon Township.

John Oberle made a motion to approve Resolution 12132017C, seconded by Lindsay Duffey. All voted "Aye."

**Appointment – Sharon Memorial Board – Anthony E. Palmer**

Chair Oberle introduced Anthony E. Palmer, a recent candidate approved by the Sharon Memorial Hall Board of Trustees, for appointment to a five-year term on that Board. There was a brief discussion of Mr. Palmer's qualifications and all agreed he would be a good fit on the Sharon Memorial Hall Board.

John Oberle made a motion to approve the five-year appointment of Anthony E. Palmer to the Sharon Memorial Hall Board of Trustees effective December 13, 2017, seconded by Phil Smith. All voted "Aye."



## 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****December 13, 2017****Page 3 of 6****2018 Board of Trustees Meeting Dates**

A proposed 2018 Board of Trustees meetings dates was distributed and discussed.

Phil Smith made a motion to approve the 2018 Board of Trustees meeting dates, seconded by Lindsay Duffey. All voted "Aye."

**FISCAL OFFICER:****Old Business****Equipment Inspections**

The City of Worthington inspected the new air conditioning unit and approved the installation. Franklin County Public Health inspected the new hot water tank in the main utility room and approved its installation.

**Township Records Commission**

Sharon Lee has completed scanning the 1910 to 1962 minutes and their review is ongoing with the uploading the documents to the township web site expected to be done soon.

**Monthly Financial Report**

The November 2017 bank reconciliation, bank statements and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) were distributed to the Board for their review. The Cash Summary by Fund and Appropriation Status reports are posted to the township web site at the end of each month.

**UAN End-of-year Conference**

The Fiscal Officer attended the UAN End-of-Year Conference on December 6th at the OSU Fawcett Center. A number of UAN changes are in the works and the 2017 Year End Procedures Manual was obtained.

**Petty Cash**

An old petty cash box was found and it contained \$3.00 and a Petty Cash Policy dated 1992. The money was deposited at Park National Bank.

**US Bank – Safety Deposit Box**

For a number of years, Sharon Township has had a 10"x10" Safe Deposit Box at no charge and it has been empty for several years. The Fiscal Officer recommends closing the box as it is not required by the township. There was Board consensus to close out the deposit box.

**POLICE DEPARTMENT****Old Business****School Bus Stop – Beech & Olentangy River Road – Update**

Chief Schwind updated the Board activities relating to school bus signs with commentary from resident Mary Sue Williams.



Held \_\_\_\_\_ 20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
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Page 4 of 6**

**Rosslyn Avenue – Horse Trailer parked at dead end**

Chief Schwind reported that he was unable to find under criminal or civil law for a solution to the issue. He recommended sending a request to the Franklin County Prosecutor's office asking them for a solution.

There was a discussion among the Board and department heads about the issue including the lack of response from the trailer owner. The consensus was to ask the Prosecutor for a solution. The Fiscal Officer will send an email to the prosecutor's office asking for assistance.

Resident Henry Belszek raised the issue of trashcans being left out at the curb long after the pick-up date. There was an exchange of observations and comments by those in attendance. Trustee Duffey suggested a study be performed by Mr. Higdon to determine the rate of compliance and report back to the Board.

**New Business**

**Donation of Computer System – June 2017**

Chief Schwind reported an anonymous donation of a computer system and monitors having a value of \$585.00. Due to an oversight, the June 2017 donation was delayed until this meeting. The Board was pleased with the donation.

**Resident thank you to Constables Storm and Jackson**

Chief reported receiving a thank you letter from two residents whose son recently died. They thanked Constables Kyle Storm and Stephen Jackson for their efforts when they were called.

**Request to purchase 2018 Cruiser**

Chief Schwind requested the Board approve ordering a 2018 Cruiser at a cost of \$32,658.00, noting Ford is now gearing up its assembly to make the model. There was a Board discussion and agreement to move forward with the purchase.

Phil Smith made a motion to authorize Chief Schwind to order a 2018 Cruiser for \$32,658.00, seconded by Lindsay Duffey. All voted "Aye."

**Parking regulations on Rosslyn Avenue, west of Olentangy Blvd**

Chief Schwind offered to draft an amendment to the Parking Regulation that would allow no parking on the road. There was a discussion of residents, department heads and the Board.

Chair Oberle suggested publishing any parking regulation changes and seek input from residents.



Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES****REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 13, 2017****Page 5 of 6****Grant Application to Firehouse Subs for 3 AED's**

Chief Schwind reported a grant application that has been submitted to Firehouse Subs for the purchase of 3 AED's.

**OJCS Grant submitted for Cruiser Laptops**

Chief Schwind announced the submission of a grant application to OJCS in the amount of \$21,725 to cover the cost of replacing 5 cruiser laptops.

**Acceptance of Andrew Rowland's resignation effective December 15th**

Chief Schwind had informed the Board of receiving a resignation letter from Constable Andrew Rowland with an effective date of December 15, 2017.

Phil Smith made a motion to accept the December 15, 2017 resignation date of Constable Andrew Rowland, seconded by Lindsay Duffey. All voted "Aye."

**November 2017 Monthly Crime / Traffic report**

Chief Schwind distributed the November 2017 crime/traffic report to the Board.

**ROAD DEPARTMENT****Old Business****Plum Tree – Colony Way – County Engineer - Update**

Mr. Kayati had nothing to report on this issue.

**Westview Avenue - Update**

The county engineer has reduced the road paving invoice to \$96,000.00 and Mr. Kayati felt that was the best that could be done. While not satisfied with the road work, he felt that it was time to move on. The Board agreed.

**Installing No Parking Signs on Westview Avenue**

This issue was tabled until the second meeting in January 2018.

**Leaf Pickup / Snow Plowing**

Tom Kayati reported leaf pickup was good this year and he was gearing up for snow plowing. He may purchase road salt from Worthington this year as the time to obtain the road salt from Worthington is much less than going to the county engineer location on Dublin Road.

**Wreath Ceremony – December 16, 2017**

Tom Kayati spoke about a DAR ceremony on December 16<sup>th</sup> to place wreaths on veteran's graves in Walnut Grove and Flint Cemeteries.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the December 12, 2017 Case Tracker worksheet and a summary document which contained discussion of the following entries:



Held \_\_\_\_\_ 20\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
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Page 6 of 6**

- 1375 and 1391 Home Acre – Contempt hearing scheduled for 12-14-2017, Environmental Court.
- 5311 Riverside Drive – No change in property condition nor feedback for court personnel on what is being done to clean up property.
- 89 Rosslyn – Owner cooperating with CED to abate violations. Habitat for Humanity sent owner an application for rehab assistance.
- 281 Rosslyn – In response to CED's Warning Citation, a request for a deadline extension was received to remove dead pine tree.
- 406 Rosslyn – Owner is cooperative with CED and awaiting response from MORPC and Habitat for Humanity for her request for assistance.
- 412 Rosslyn – Owner signed Agreed Entry on 12-04-2017 to abate remaining nuisance condition.
- 496 Rosslyn – Owner signed Agreed Entry on 12-12-2017 to abate all nuisances by 02-01-2018.
- 1278 Community Park – Illegal parking on property appears to have ceased.
- 8220 Flint Road – Contempt hearing rescheduled to 01-23-2018.
- 149 Westview Avenue – Rehabbing continues. Demolition dumpsters removed from driveway.
- Friend Street – No update.
- 155 Park Road – CED has referred the case for prosecution. Case put on hold – by agreement of CED and prosecutor – until 2018 growing season.
- 5282 Olentangy Blvd – Franklin County Zoning has issued an order to the owner to submit a Certificate of Zoning Compliance relevant to the property's current use as a Bed & Breakfast.
- US Postal Service – CED has recently experienced failures or mishandlings by Beechwood Station of certified mail. Still awaiting on response from Station Postmaster.
- CED research disclosed ordering of "electronic return receipt" for Certified Mail reduces the cost by \$1.30. The Franklin County Prosecutor's office has approved

**Approval of November 1, 2017 Meeting Minutes**

Phil Smith made a motion to approve the November 1, 2017 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

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

1/3/17  
Date

John H. Obule  
Chair

Lindsay Duffey  
Fiscal Officer