

## 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 3, 2018

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

Roll Call:	John H. Oberle	Present
	Lindsay Duffey	Present
	Laura Kunze	Present as Sworn In

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

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

**Guests:** Don Dale, Robert Shough, Mary Sue & Dennis Williams, Audrey Redmon, Linda Jarrett, Butch Belszek, Pat Kelly, Derek Baker, family members of Trustees and several boy scouts from Troop 682.

**Swearing in of new Trustee**

Recently re-elected John Oberle and newly elected Laura Kunze were sworn in by family members and they took their place on the Board.

**Organizational Motions and Resolutions**

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

**Board Chair Appointment**

John Oberle made a motion to appoint Laura Kunze as Chair; the motion was seconded by Lindsay Duffey. All voted "Aye".

Chair Kunze will take over as Chair position in February 2018 and until then, John Oberle will be Chair.

**Board Vice Chair Appointment**

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

**2018 Township Liaison to Police Department**

John Oberle made a motion to appoint Lindsay Duffey as the liaison to the Police Department, the motion was seconded by Laura Kunze. All voted "Aye."

**2018 Township Liaison to Road Department**

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

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**2018 Township Liaison to STAR Board**

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

**2018 Township Liaison to Administrative Offices**

John Oberle made a motion to appoint Laura Kunze as the Sharon Township Liaison to the Administrative Offices. The motion was seconded by Lindsay Duffey. All voted "Aye."

**2018 Township Liaison to Property Maintenance Code Department**

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

**2018 Township Liaison to Sharon Memorial Board**

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

**2018 Township Liaison to Walnut Grove / Flint Road Cemetery Board**

Laura Kunze made a motion to appoint John Oberle as the Sharon Township Liaison to the Walnut Grove / Flint Road Cemetery Board. The motion was seconded by Lindsay Duffey. All voted "Aye."

**Resolution 01032018A – Appointments/Designations**

Lindsay Duffey made a motion to approve Resolution 01032018A entitled "Appointments/Designations". The motion was seconded by Laura Kunze. All voted "Aye."

**Resolution 01032018B – Elected Official Compensation**

John Oberle made a motion to approve Resolution 01032018B entitled "Elected Official Compensation". The motion was seconded by Laura Kunze. All voted "Aye."

**Resolution 01032018C – Movement of Appropriations within the same Fund**

Laura Kunze made a motion to approve Resolution 01032018C entitled "Movement of Appropriations within the same Fund". The motion was seconded by Lindsay Duffey. All voted "Aye."

**Resolution 01032018D – Per Diem Rate and Mileage Reimbursement**

Laura Kunze made a motion to approve Resolution 01032018D entitled "Per Diem Rate and Mileage Reimbursement". The motion was seconded by Lindsay Duffey. All voted "Aye."

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**Resolution 01032018E – Re-employment of Township Employees / Pay Rates**

John Oberle made a motion to approve Resolution 01032018E entitled "Reemployment of Township Employees / Pay Rates". The motion was seconded by Lindsay Duffey. All voted "Aye"

**Resolution 01032018F – Advance Tax Payments**

Lindsay Duffey made a motion to approve Resolution 01032018F entitled "Advance Tax Payments". The motion was seconded by Laura Kunze. All voted "Aye"

**Approval of Agenda**

Chair Oberle asked if there were any changes and Trustee Duffey noted the presence of Boys Scouts who are working on a merit badge by attending the township meeting. No changes to the agenda.

**Resident Comments**

Chair Oberle asked if there were any questions or issues from the residents, there were none.

**TRUSTEES****Old Business****Recycling - Update**

Trustee Duffey noted recycling had started this week and there were positive comments from residents in the audience. Local Waste Services will be asked to drop off ten bins at the township hall. John Oberle will be checking to ensure residents are billed correctly and noted receiving a signed contract..

**Olentangy Valley Center**

Trustee Duffey noted the upcoming Franklin County Zoning meeting on January 9<sup>th</sup> for a zoning change.

**Rossllyn Avenue – Horse Trailer parked at dead end \***

Chair Oberle summarized the issue about the horse trailer parked on Rossllyn Avenue and how the township is awaiting on the Franklin County Prosecutor on how to handle the issue.

**New Business****2018 Goals**

Trustee Duffey wants to sit down with department heads and determine what their goals are and how the Trustees can help them achieve their goals. Chair Oberle wants the focus on resident-centered issues and regional meetings. Trustee Kunze noted each neighborhood is unique and how residents can be kept informed via the web site or Facebook.

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**1st Quarter Newsletter**

Chair Oberle asked that articles for the newsletter be submitted to Sharon Lee so the draft newsletter can be reviewed at the next meeting. There was a short discussion as to what articles should be written.

**Public Health – Warming Center due to Cold Weather**

Recently, Chief Schwind had forwarded an email from the Franklin County Public Health that inquired if the township had a warming center. The Board discussed the issue and noted that it had not done any discussion on this issue and that there is no policy in place. Such a policy will be worked on in the future.

**Dog Control – Rosslyn Avenue**

Chair Oberle spoke about complaints he had received about a resident on Rosslyn Avenue who leaves their dog outside all year round. The recent cold weather and its effect on the dog resulted in a call by Mr. Oberle to the Columbus Humane Society. Mr. Oberle stated pets must be taken care of during the winter. Chief Schwind commented on the alert process that residents should follow when they observe mistreated pets.

**FISCAL OFFICER:**

**Old Business**

**IT Support**

The Fiscal Officer updated the Board on the daily phishing emails he receives. He noted that on Tuesday January 2nd, Chief Schwind received over 6,000 phishing emails from China and IT Support Consultant Tony Gordon was called in to correct the issue. The Board was asked to consider outsourcing township emails to a secure provider like Microsoft in the future.

**Public Records Request**

Resident Steve Daley requested recycling participation rate data disclosed in December 13th meeting. The information was emailed to him.

**Mosquito Management Contract for 2018**

Franklin County Public Health has extended by one-year its 2018 Mosquito Management contract and requires the Chair's signature.

**UAN**

2017 Year End processing continues, W-2 forms will be distributed with the next paycheck distribution.

**US Bank Safe Deposit Box**

The Fiscal Officer expects to close the 10"x10" Safe Deposit Box at US Bank in the near future.

**Township Records Commission**

Finishing up the review of the 1910 to 1962 minutes and should be completed by January 31st.

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**ACH Debit Issue**

The Fiscal Officer will be discussing with Park National Bank how to restrict who can file an ACH debit against the township's bank accounts. As part of his continuing education program with the Treasurer of State, he learned Muskingum County Library lost a large amount money due to unauthorized ACH debits over a 3-day period.

**Request for County Prosecutor Support**

An email was sent in December to Nick Soulas at the Franklin County Prosecutor's office asking for guidance on the Rosslyn Avenue Horse Trailer issue.

**Township Hall Budget**

The 2018 Township Hall Budget was distributed and it indicates 1 to 2 air conditioning units could be replaced this year if there are no significant repairs. The four air conditioning units on the north side of the building are 25 to 27 years old.

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

At the previous meeting, Chief Schwind passed out a document on the proposed KGT Maintenance Contract and requests Board approval

Lindsay Duffey made a motion to approve the KGT Maintenance Contract. The motion was seconded by John Oberle. All voted "Aye"

**Road Department****Old Business****General Business**

Tom Kayati reported the County Engineer has placed Sharon Township on project list for the Plum Tree / Colony Way work. He also noted approximately 20 tons of road salt has been used this winter. Mr. Kayati had positive comments about the DAR event on December 16<sup>th</sup> at the Walnut Grove / Flint Road cemeteries. He also advised the Board that the annual NDPEs report had been filed.

**New Road Department Truck**

The Road Superintendent is exploring the purchase of a \$71,000.00 Freightliner to replace the International Truck. There was a discussion on such a purchase and there was Board consensus to continue truck replacement efforts.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the January 2, 2018 Case Tracker worksheet and a summary document which contained discussion of the following entries:

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- 1375 and 1391 Home Acre – Contempt hearing rescheduled for 1-23-2018 due to owner's no show at 12-14-2017 hearing.
- 5311 Riverside Drive – CED has organized a meeting with prosecutor, zoning and court personnel to work on this problem. No improvement in property condition has been noted.
- 89 Rosslyn – Owner cooperating with CED to abate violations. Habitat for Humanity sent owner an application for rehab assistance.
- 281 Rosslyn – Large dead pine tree close to roadway was removed. Case closed.
- 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 12-14-2017 to abate all nuisances by 02-01-2018.
- 8220 Flint Road – Contempt hearing rescheduled to 01-23-2018.
- 149 Westview Avenue – Rehabbing continues.
- 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 – Owner in talks with Franklin County Zoning and is disputing classification of Bed & Breakfast it advertises on web site.
- Trash Receptacle Issue – Following up on 12-14-2017 meeting complaint, CED proposes amending Section 5.04(H)(2) and has requested Board approval. CED will forward to Trustees the proposed amendment.

**Approval of December 13, 2017 Meeting Minutes**

Lisa Duffey made a motion to approve the December 13, 2017 minutes, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:48 PM - was made. Laura Kunze moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

1/17/18  
Date

John H. Oberle  
Chair

John S. Duffey  
Fiscal Officer

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95 E. Wilson Bridge Road

January 17, 2018

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

Roll Call:	John H. Oberle	Present
	Lindsay Duffey	Present
	Laura Kunze	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Deputy Sheriff Ken Upton, Daryl Wilber – Franklin County Sheriff's Community Advisory Council

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

**Guests:** Don Dale, Robert Shough, Howard York, Becky Green, Audrey Redmon, Butch Belszek,

**Guest Speakers**

Chair Oberle recognized Deputy Sheriff Ken Upton who asked for time to update the Board about his new position as their community service liaison with the Franklin County Sheriff's Office. He directed the Board and residents to visit the Sheriff's web site for any further information. Several residents posed several questions and Deputy Upton responded to them.

**Approval of Agenda**

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

**Resident Comments**

Chair Oberle asked if there were any questions or issues from the residents, resident Howard York said he was pleased with snow plowing on Rosslyn Avenue. Mr. Kayati thanked him for his comment.

**TRUSTEES****Old Business****Recycling – Price Confirmation - Update**

Chair Oberle spoke his recent conversations with Eric DeHays of Local Waste Services (LWS) concerning the 2018 pricing schedule. Additionally, he shared an LWS email, where Mr. DeHays explain how recycling is picked up and the number of trucks used every Monday for trash services.

**Olentangy Valley Center**

Trustee Duffey noted the Franklin County Zoning Committee meeting on January 9<sup>th</sup> considered and approval a rezoning change requested by the developer.

Held

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**Star Board – 2018 Projects**

Trustee Kunze will be reaching out to Star Board members to discuss various projects including a Township Strategic Plan. She also wishes to add new members to the Star Board after consulting with current members.

**Vision/Strategic Plan/ Regional Meetings \***

Chair Oberle discussed the process to develop department's vision that can roll into a strategic plan. Laura Kunze indicated the process must include multiple points for residents to provide information to flow into a strategic plan. Lindsay Duffey cited the recent outreach by Chief Schwind that resulted in the passage of the police levy as a good example of soliciting input from residents. Mr. Oberle felt the March timeframe would be a good starting time.

**Technology - Update**

Trustee Kunze offer her experience on the use of Office365 as a possible solution to the email problems that the township encounters on a daily basis. She will send her information on the subject to Chief Schwind.

**Sharon Memorial Hall (SMH) – Update**

Chair Oberle updated the Board on the SMH activities and distributed the SMH's Board Meeting Calendar, 2018 Budget and 2017 Treasurer's Summary of Revenue and Expenditures.

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

Residents Dan and Kathy Walters submitted an Ohio Public Records Act request, which was received prior to the evening's meeting. The Fiscal Officer will respond.

**Financial Report**

The December 2017 bank statements and UAN reports (Revenue Summary, Cash Summary by Fund, Payment Listing and Appropriation Status reports) were distributed for the Board's review. The Cash Summary by Fund and Appropriation Status Reports are posted to the township web site at the end of each month.

**UAN**

2017 Year End processing continues.

**US Bank Safe Deposit Box**

The Fiscal Officer expects to close the 10"x10" Safe Deposit Box at US Bank on Friday January 19th. The US Bank checking account will also be closed that day, which will complete the transition to Park National Bank.

**ACH Debit Issue**

In reference to the ACH debit restriction issue, Park National Bank in the 3rd quarter will update its system to allow ACH debit restrictions.



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**Township Records Commission**

Finishing up the review of the 1910 to 1962 minutes and should be completed by January 31<sup>st</sup>.

**Contingency Audit**

The Fiscal Officer expects to have the BMV audit contract for the Board's review at its next meeting.

**Franklin County Board of Elections**

The annual Memorandum of Understanding for Polling Places in Public Buildings Supported by Taxation needs to be signed by the Chair and returned to the Board of Elections.

**Annual Equipment Inventory**

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

**POLICE DEPARTMENT****Old Business****Firehouse Subs award Public Safety Foundation Grant**

Chief Scwind announced Firehouse Sub will fund the purchase of three Automated External Defibrillators (AEDs) for Sharon Township Police Department. One AED will be assigned to augment the one AED currently in use in police cruisers and the remaining AEDs will be placed within the Police Department and Administrative building.

The Sharon Township Police Department is very happy to have received the grant award from Firehouse Subs.

**December 2017 Monthly Crime/Traffic Report**

Chief Schwind distributed the December 2017 Monthly Crime/Traffic Report to the Board and audience.

**Franklin County Animal Care & Control; Columbus Humane**

Chief Schwind distributed a memorandum outlining who to call if there is there is a stray dog or an animal being mistreated by its owner. The Board thanked Chief Schwind for his research on the issue.

Columbus resident Becky Green spoke about a recent Columbus ordinance dealing with the treatment of pets, especially during inclement weather. She suggested Sharon Township review the ordinance.

**Road Department****Old Business****General Business**

Tom Kayati reported the County Engineer has placed Sharon Township on project list for the Plum Tree / Colony Way work. Snow Plowing has been a challenge this year.

Held

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**SHARON TOWNSHIP TRUSTEES  
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**New Road Department Truck**

The Road Superintendent presented to the Board his recommendation for a new \$70,679.00 Freightliner to replace the International Truck. The Board discussed the issue, asked questions and came to a consensus on the need for a new truck.

John Oberle made a motion to approve the purchase of a Freightliner truck for \$70,679.00 and the authority to move appropriations to make the purchase, seconded by Laura Kunze. 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 January 16, 2018 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 & 1391 Home Acre – Contempt hearing scheduled for 1-23-2018.
- 5311 Riverside Drive – CED has organized a meeting with prosecutor, zoning and court personnel on 1-9-2018 and will met again on 1-18-2018 to conduct a field inspection. Franklin County Public Health will send a representative to the 1-18-2018 meeting. The Board and CED had a discussion about the condition of the property and the CED distributed pictures of the property and how vehicles may be located in township right-of-way on Islandview Avenue. CED will perform additional research on the issue.
- 89 Rosslyn – Owner cooperating with CED to abate violations. Habitat for Humanity sent owner an application for rehab assistance.
- 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 by April 15, 2018.
- 496 Rosslyn – Owner signed Agreed Entry on 12-14-2017 to abate all nuisances by 02-01-2018.
- 8220 Flint Road – Contempt hearing rescheduled to 01-23-2018.
- 149 Westview Avenue – Rehabbing continues.
- 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 – Owner in talks with Franklin County Planning, no further update.
- Trash Receptacle Issue – CED proposed amending Section 5.04(H)(2) and had forwarded the proposed amendment to the Trustees. The Board debate the change and agreed with it.

Lindsay Duffey made a motion to approve the proposed change to Section 5.04(H)(2) of the Sharon Township Property Maintenance Code, Laura Kunze seconded. All voted "Aye."

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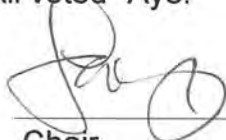
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**Approval of January 3, 2017 Meeting Minutes**

Lisa Duffey made a motion to approve the January 3, 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 7:58 PM - was made. Laura Kunze moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

Feb 7, 2018  
Date

  
Chair

  
Fiscal Officer

RECORD OF PROCEEDINGS

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BEA H GRAPHICS 800-325-8094 FORM NO. 10148

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# RECORD OF PROCEEDINGS

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Minutes of

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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

January 22, 2018

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

Roll Call:	John H. Oberle	Present
	Lindsay Duffey	Present
	Laura Kunze	Present

### Pledge of Allegiance was conducted

**Guest Speaker:** NONE

Attendance: John S. O'Keeffe – Fiscal Officer

**Guests:** NONE

### Agenda

Laura Kunze called the Board to order. The meeting's subject was the Board's consideration of a real estate purchase order for 1278 Community Park Drive for \$10,000.00 from Jeff Dawson. Mr. Dawson is not known to the Board.

The Board discussed various aspects of the offer. Trustee Kunze questioned whether the parcel was large enough for a septic system to meet current standards. Trustee Duffey asked for the buyer to use their best efforts to remain in the township. Chair Oberle will write up a counter-offer that includes a requirement for the parcel to remain in the township.

John Oberle made a motion to insert a deed restriction in the counter-offer to Jeff Dawson's offer to purchase 1278 Community Park Drive, Lindsay Duffey seconded. All voted "Aye."

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

Feb 7, 2018

Date



Chair



Fiscal Officer

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

**REGULAR SESSION HELD AT**

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

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

**Guests:** Don Dale, Dan & Kathy Walters, Audrey Redmon, Ross Brown, Sara Klips, Pat Kelly, Butch Belszek, Saadati Sahoassadat, Susan Pandshero

**Approval of Agenda**

Chair Kunze asked if there were any changes, Chief Schwind requested the “Horse Trailer on Rosslyn Avenue” be placed on the agenda.

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

**TRUSTEES****Old Business****Olentangy Valley Center**

Trustee Duffey noted the developer is continuing to work on the project and hopes to have additional information in the near future.

**Star Board – 2018 Projects**

Trustee Kunze will be meeting with the Star Board on Saturday February 10<sup>th</sup> to discuss 2018 projects. The Star Board will have a key role in the development of the Strategic Plan.

**Strategic Plan/ Regional Meetings**

Trustee Oberle outlined a process to meet residents in regional meetings to help shape the Strategic Plan. He cited a number of issues could be included in the Strategic Plan and felt that regional meetings would be a good way to capture resident concerns. Mr. Oberle felt that the March timeframe would be a good starting time to host these meetings.

Laura Kunze suggested an online method to allow residents to submit suggestions/comments. Lindsay Duffey will work with the township’s web master, Justin Adkins, on the development of such an online tool.

**Sharon Memorial Hall (SMH) – Update**

Chair Oberle updated the Board on the SMH activities and how SMH wishes to become more involved in the community, their budget is on track, looking into its legal status, fixing its roof, hosting an Easter Egg Hunt and promoting its relationship with Paul Tibbetts.

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BEAR GRAPHICS 800 375 8004 FORM NO 10148

Held \_\_\_\_\_

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**Community Park Sale**

Trustee Oberle summarized the rejected counteroffer and how the deed requirement for the property to remain in the township was the deal breaker. The small lot size was cited by Trustee Kunze as not large enough for current septic system regulations.

Mark Higdon recalled an adjoining property owner had expressed interest in the property. The Board asked Mr. Higdon to contact the neighbor and determine if there is an interest in purchasing the parcel. Mr. Higdon will provide the neighbor's email address to Mr. Oberle for follow-up by the township's realtor.

**5222 Olentangy River Road**

Trustee Kunze spoke about an email she received from a realtor about the water system at 5222 Olentangy River Road. The water system was recently inspected and found to be in compliance with Franklin County Public Health regulations. The buyer is purchasing the home via the US Department of Veterans Affairs (VA) and needs a letter from the township on the water system.

Lindsay Duffey made a motion to approve sending a letter to the realtor discussing the water system condition so the home can be purchased via VA, seconded by John Oberle. All voted "Aye."

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

The Fiscal Officer responded to Kathy and Dan Walters' Ohio Public Records Act request via telephone. The request is closed.

**Transfer of Land**

Based upon a suggestion by Mark Higdon, a request for legal assistance was sent by the Fiscal Officer to Nick Soulas at the Franklin County Prosecutor's Office. Section 503.31, ORC suggests how an isolated parcel can be transferred from a township to a village. The parcel in question is 5600 Karl Road.

**US Bank Safe Deposit Box**

The Fiscal Officer is reconsidering closing the Safe Deposit Box at US Bank and the US Bank checking account.

**Electrical Improvements**

Countrywide Electric has been asked for a quote for two projects. First, adding surge protectors to three electrical panels. The purpose is to protect HVAC and Police Department office equipment. The electric panel that supplies electricity to the Administrative Office has a surge protector. Second, replacement of dusk-to-dawn lights with motion detector lighting. The intent is to provide adequate lighting when someone approaches or leaves the township hall.

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**Township Records Commission**

The Fiscal Office has started moving the 1910 to 1962 minutes onto the township web site.

**Contingency Audit**

BMV Audit Consultant Dalene Pride saw no reason for Sharon Township to retain her as neighboring local governments are paying her to perform her services. If money is due to Sharon Township, then records and amounts will be corrected and the net value will be shown in their BMV audit reports.

**Vacation**

The Fiscal Officer will be taking the following weeks off for vacation: March 17th to the 24th and June 23rd to the 30th. These are non-payroll weeks.

**Payroll Backup**

Trustee Kunze has volunteered to assist Administrative Assistant Sharon Lee should the Fiscal Officer be unavailable for perform the payroll function. The Fiscal Office Disaster Recovery Plan will be modified to reflect Trustee Kunze's role. The Fiscal Officer is in the process of updating payroll documentation and should be done by April 30<sup>th</sup>.

**POLICE DEPARTMENT****Old Business****Horse Trailer on Rosslyn Avenue**

Chief ~~Schwind~~ announced the horse trailer on Rosslyn Avenue has been towed due to an outdated vehicle license plate. The vehicle was towed away by Capital Towing, who is under contract with the Sharon Township Police Department.

**January 2018 Monthly Crime/Traffic Report**

Chief Schwind distributed the January 2018 Monthly Crime/Traffic Report to the Board and audience.

**Road Department****Old Business****General Business**

Tom Kayati updated the Board on the hours and vehicles used to maintain township roads during the recent snow storm.

Residents Dan and Kathy Walters had raised concerns about the possible use of brine to treat township roads. They presented their research on the issue and the Board and staff discussed the issue in detail. Mr. Kayati noted the best source of information on brine is the Minnesota DOT. He noted the water/salt formula is 23% salt and 73% is water. He noted Worthington pre-treats its streets using brine, but he is not sure pre-treatment will be used in the township. A brine solution could be used when spreading salt to increase its effectiveness. There were a number of resident questions on this issue and the Board thanked all for their involvement.



Held

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**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**February 7, 2018**  
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**Freightliner Repairs**

The Road Superintendent requested Board approval to have an estimated \$1,250.00 of repairs to the Freightliner truck. There was a brief discussion of the issue by the Board.

Lindsay Duffey made a motion to approve the Freightliner truck repairs for not more than \$1,250.00, seconded by John Oberle. All voted "Aye."

**Road Department Pay Raises**

The Road Superintendent requested Board approval of proposed pay raises outlined in a document distributed to the Board. The pay raises cover four full-time employees and the pay raise would go into effect on February 15, 2018. The Board discussed the issue and came to a consensus on the request.

John Oberle made a motion to approve the Road Department pay raises effective February 15, 2018, seconded by Laura Kunze. 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 February 6, 2018 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 5311 Riverside Drive – There are now seven local government agencies and departments involved in this property. The owner is due in court on 3-8-2018 for a zoning-compliance hearing on all three of the property's parcels. CED researching options on the encroachment by owner's vehicles on township right-of-way. CED learned owner uses a private hauler of his trash, his Local Waste Service account is in collection with service stopped in January 2015.
- 1375 & 1391 Home Acre – Second contempt hearing scheduled for 2-8-2018.
- 496 Rosslyn – Owner signed Agreed Entry on 12-14-2017 to abate all nuisances by 02-01-2018.
- 8220 Flint Road – Contempt hearing rescheduled to 04-17-2018.
- 5282 Olentangy Blvd – Property use found to be compliant with county zoning resolution. Case closed.
- Service Cessations Due to Local Waste Account Delinquencies – Because discontinuation of garbage pickup has impacted some cases, CED seeks guidance from Trustees in dealing with that aspect of a code-violation situation.

**General Business**

The owner of the dog cited in a previous public meeting came to the meeting and explained that her Siberian Husky loves cold weather. She noted that the dog's house is fitted with an electric blanket. Ms. Saadati Sahoassadat of 437 Rosslyn Avenue alerted the Board to threats she had received about her dog. Chief Schwind asked Ms. Sahoassadat to contact the Sharon Township Police Department and file a report on the threats.

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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

February 7, 2018

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**Approval of January 17, 2018 Meeting Minutes**

Lisa Duffey made a motion to approve the January 17, 2018 minutes as amended, seconded by John Oberle. All voted "Aye."

**Approval of January 22, 2018 Meeting Minutes**

John Oberle made a motion to approve the January 22, 2018 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

**Motion to go into Executive Session**

Lindsay Duffey made a motion for the Board to go into Executive Session at 8:01 pm citing discussion of economic development assistance, Laura Kunze seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lindsay Duffey made a motion for the Board to return to a public meeting at 8:47 pm, seconded by Laura Kunze. All voted "Aye."

**Retaining Legal Counsel – Donald Brosius**

After a short discussion, Lindsay Duffey made a motion to retain Donald Brosius as township legal counsel and required the Fiscal Office to set aside \$3,000.00 via a purchase order, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:49 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

Feb 21 2018

Date


  
Chair


  
Fiscal Officer

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

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

February 21, 2018

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Brandon Harris – Capital Towing

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

**Guests:** Don Dale, Dan & Kathy Walters, Audrey Redmon, Ross Brown, Pat Kelly, Linda Jarrett, Robert Shough

**Approval of Agenda**

Chair Kunze asked if there were any changes, there were none. Lindsay Duffey made a motion to approve the amended agenda, seconded by John Oberle. All voted "Aye."

**Guest Speaker**

Chair Kunze recognized Brandon Harris of Capital Towing who was invited to speak to the Board about potential work in the township. Trustee Oberle summarized the need to tow vehicles from the township right-of-way and the Board’s need to understanding what all is involved in such a process. Mr. Harris noted his company does not do any code enforcement related vehicle tows. Mr. Harris noted watercraft tows are a bureaucratic jungle due to Ohio Department of Natural Resources requirements. There was a general discussion of the towing issue among Board, Department heads and Mr. Harris.

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Olentangy Valley Center (OVC)**

Trustee Duffey summarized the recent meeting with attorney Don Brosius, a request to retain attorney Chris Connelly and the OVC project in general. There are two attorney waivers, a legal agreement with Chris Connelly and resolution 02212018A related to Chris Connelly. The contract needs to be approved and signed.

The Fiscal Officer noted Trustee Oberle was able to get attorney Chris Connelly to reduce his hourly rate by \$145.00. Trustee Duffey stated the OVC project is a work in progress and that nothing has been set in stone.

Lindsay Duffey made a motion to approve resolution 02212018A hiring attorney Chris Connelly, Trustee Oberle abstained, seconded by Laura Kunze. All voted "Aye."

Held

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SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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Lindsay Duffey made a motion to approve signing the Brosius and Connelly Waivers, Trustee Oberle abstained, seconded by Laura Kunze. All voted "Aye."

#### **Star Board**

Chair Kunze will be meeting with the Star Board again on Saturday February 24<sup>th</sup>, there is an agenda and she wishes to gain interaction of the township's strategic plan. She had distributed a framework for use in developing a strategic plan and asked for comments. Trustee Oberle and Duffey made supportive comments for a strategic plan to be in place this year.

#### **Regional Meetings**

Trustee Oberle outlined a process to meet residents in regional meetings to help shape the Strategic Plan. He cited a number of issues that could be included in the Strategic Plan and felt that regional meetings would be a good way to capture resident concerns. Mr. Oberle suggested the Worthington Fire Department Chief could be involved in such meetings. Lindsay Duffey wants to use these meetings to streamline the process. Chair Kunze wants to unify the township and also recognize the individual area strengths.

Resident Don Dale spoke up about a 2016 survey and Mr. Oberle stated the survey provided a framework for the Trustees. Mr. Dale noted there was no report and Mr. Oberle stated the Trustees had not committed to issuing a report.

Resident Kathy Walters stated the residents were not informed the 2016 survey results. She also commented on the regional meetings and asked why the township hall is not being used. Trustee Duffey stated the meetings in neighborhoods allow Trustees to answer questions that are not normally presented in regularly scheduled meetings. Mr. Oberle believes there will be an increase in resident participation at regional meetings. Kathy Walters asked how the meetings will be advertised and Chair Kunze said that issue will be covered in the next Star Board meeting.

#### **Sharon Memorial Hall (SMH)**

Trustee Oberle had nothing to report.

#### **Community Park Sale**

Trustee Oberle summarized the two failed property sales and the impact of requiring the property to remain in the township. The Board and Department heads discussed sanitary system requirements and the small lot size was cited by Trustee Kunze as not large enough for current septic system regulations.

Mark Higdon recalled an adjoining property owner had expressed interest in the property. The Board asked Mr. Higdon to contact the neighbor and determine if there is an interest in purchasing the parcel. Mr. Higdon will provide the neighbor's email address to Mr. Oberle for follow-up by the township's realtor.

The conversation continued to adding two other parcels in the neighborhood to the sale list. The Board consensus was to sell the properties to reduce risk and future maintenance costs. The properties neighbors will be approached on the sale of the three properties.

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

February 21, 2018

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**Flint Road Property – Franklin County Board of Revision**

Trustee Oberle stated that he received authority from the Cemetery Board to file a complaint with the Board of Revision about the valuation of the Ozem Gardner property that was purchased in 2017. He wants to file the complaint as soon as possible and asked for a motion from the Board to proceed.

Laura Kunze made a motion to authorize Trustee Oberle to file a complaint with the Franklin County Board of Revision on the valuation of the Ozem Gardner property, seconded by Lindsay Duffey. All voted "Aye."

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

Township was without Internet for 4 hours on Thursday February 15th and Spectrum was contacted. The current Spectrum State Term contract calls for a 10 meg download speed at a rate of \$95 per month, the Spectrum contract ends in 14 months.

**Auditor of State / Julian & Grube**

Julian & Grube consultant Carrie Waid is close to completion of the required annual report to the Ohio Auditor of State (AOS). AOS requires townships to use its "Hinkle System" to file audit report notes on a yearly basis by February 28th. Once that task is done, 2017 finance records can be closed and the 2018 financial system can be fully used.

**Monthly Financial Report**

The December 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.

**Transfer of Land**

No response has been received to a request for legal assistance sent to Nick Soulas at the Franklin County Prosecutor's Office. Section 503.31, ORC suggests how an isolated parcel can be transferred from a township to a municipal corporation. The parcel in question is 5600 Karl Road.

**Electrical Improvements**

Countrywide Electric has provided quotes for two projects. The first quote of \$1,650.29 covers adding surge protectors to three electrical panels. The purpose is to protect HVAC and Police Department office equipment. The electric panel that supplies electricity to the Administrative Office has a surge protector. Second, the quote of \$915.00 is to replace three dusk-to-dawn lights with four motion detector lights. The Trustees should approve the second quote of \$915.00.

**US Bank Safe Deposit Box**

The closing of the Deposit Box at US Bank and the US Bank checking account is still in limbo.

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Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
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**Township Records Commission**

The Fiscal Office continues the movement of the 1910 to 1962 minutes onto the township web site.

**2018 Permanent Budget**

2017 Appropriation Status reports were emailed to Chief Schwind and Tom Kayati. A tentative budget has been developed for Mark Higdon. Department Heads are expected to provide their 2018 Permanent Budgets to their liaison in the next week or so. The 1st Amended Certificate of Estimated Resources is expected on Tuesday February 27th.

**Sharon Lee – Workers Comp Claim**

On February 2, 2018, Administrative Assistant Sharon Lee bumped her left hip against an open filing cabinet. After her attempt to heal the injury, she finally filed a Workers Comp claim with the Bureau of Workers Compensation (BWC) and CareWorks.

**POLICE DEPARTMENT****Old Business****AEDs Received**

Chief Scwind has received the three AEDs that were provided by the Firehouse Sub Grant. There was a brief discussion as to the location of the two AEDs inside the township hall and the Board consensus was placement in the Administrative office and Board meeting room.

**Road Department****Old Business****New Truck Equipment Approval – Vacation Notice**

The Road Superintendent requested Board approval the purchase up to \$79,500.00 of equipment for the new Freightliner truck he expects to receive in August 2018. There was a brief discussion of the request by the Board.

Lindsay Duffey made a motion to approve the purchase of \$79,700.00 of equipment for the new Freightliner truck, seconded by John Oberle. All voted "Aye."

The Road Superintendent will be on vacation from March 9<sup>th</sup> to 19<sup>th</sup>.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the February 21, 2018 Case Tracker worksheet and a summary document which contained discussion of the following entries:

- 1375 & 1391 Home Acre – At 2-8-2018 hearing, defendant assigned 4-1-2018 deadline for complete abatement of nuisances at 1391. Discussion ongoing with Prosecutor on 1375.
- 8220 Flint Road – Contempt hearing rescheduled to 04-17-2018.

RECORD OF PROCEEDINGS

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

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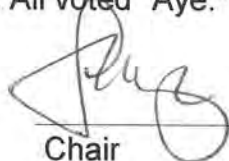
- 89 Rosslyn – Owner continuing to have health issues, delay in completing repairs expected.
- 406 Rosslyn – Owner reported Habitat for Humanity processing request, expect code compliance by early summer. 08220 Flint Road – Contempt hearing rescheduled to 04-17-2018.
- 496 Rosslyn – Property found not in compliance by due date of 2-1-2018, prosecutor advised of non-compliance.
- 310 Westview – CED inspection on 2-20-2018 showed violations unabated. CED requests OK from Trustees to refer to prosecutor. John Oberle made a motion to move forward with enforcement actions against 310 Westview, seconded by Lindsay Duffey. All voted "Aye."
- 5311 Riverside Drive – Investigation continues as to the township's options. Local Waste Services stopped picking up trash in January 2016 due to non-payment. There is a 3-8-18 zoning-compliance hearing, CED recommends the Board defer any abatement under Ohio Revised Code until after this hearing.

**Approval of February 7, 2018 Meeting Minutes**

John Oberle made a motion to approve the February 7, 2018 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. Lindsay Duffey moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

3/7/18  
Date

  
Chair

  
Fiscal Officer

# RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-375-8094 FORM NO. 10148

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



## RECORD OF PROCEEDINGS

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

March 7, 2018

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

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

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

**Guests:** Don Dale, Audrey Redmon, Helen Epps, Pat Kelly, Linda Jarrett, Robert Shough

**Approval of Agenda**

Chair Kunze asked if there were any changes, there were none. John Oberle made a motion to approve the amended agenda, seconded by Lindsay Duffey. All voted "Aye."

**Resident Comments**

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

**TRUSTEES****Old Business****Olentangy Valley Center (OVC)**

Trustee Duffey stated she and the Fiscal Officer have been in contact with attorney Chris Connelly and had nothing to report.

**Star Board**

Chair Kunze spoke about the Star Board meeting on Saturday February 24<sup>th</sup>, where members recalled their efforts in helping Sharon Township. There is an ongoing effort to involve its members in the township Strategic Plan in the near future. Chair Kunze said she is impressed with the current Star Board members and hopes to increase the number of volunteers on the Board.

The Star Board will help on setting up the regional meetings and encouraging resident participation.

**Strategic Planning Process**

Chair Kunze spoke about the many elements that make a strategic plan and how it will take effort to pull it all together. She believes residents will benefit.

Chair Kunze asked for feedback on the proposed resident survey and whether the township webmaster can assist on it. Lindsay Duffey said Webmaster Justin Adkins was looking into the issue. The Board may want to have surveys be taken before and after the regional meetings.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 101-B

Held \_\_\_\_\_

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SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
March 7, 2018  
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**Regional Meetings**

Chair Kunze noted in the last meeting there were questions about the regional meeting concept and wanted to cover the subject. Lindsay Duffey asked for clarification that the regional meetings will be in addition to the regularly scheduled meetings, which was confirmed by other Board members.

Mr. Oberle spoke about potential ADA issues and said the township should be held at an accessible location, advertise the location and if the township is notified, transportation would be provided.

The regional meetings will be classified as "*Special Meetings*" and oriented towards both area concerns where the meeting is being held and the township at large.

**Flint Road Property – Franklin County Board of Revision**

Trustee Oberle updated the Board on the complaint filed with the Franklin County Board of Revision. The Flint Road property was purchased for \$160,000.00 and has a current value of \$292,000.00. The challenge to the property value has been filed and a hearing is expected to happen in several months.

Tom Kayati asked about the Flint Road property's tax exemption status and Mr. Oberle will check on its progress.

**New Business****Franklin County Annual Township Meeting**

Trustee Kunze asked the Board and staff if they were going to the annual township meeting on March 22<sup>nd</sup> and it appears the turnout will be good.

**Public Records & Ohio Ethics Commission Training**

Chief Schwind distributed a memo that Sharon Township had been invited to attend a public records and ethics training class on May 11<sup>th</sup> at Perry Township. A number of township personnel could attend this meeting.

**2018 Township Signage Upgrade Grant**

Chief Schwind received an invitation from ODOT about its 2018 Township Systematic Safety Upgrade Grant and both the Board and staff discussed it. Mr. Kayati will look into the issue to see if Sharon Township could benefit from the grant.

**Natural Hazard Mitigation Plan**

Chief Schwind distributed an email exchange between him and Andrew Jarvi at the Franklin County Emergency Management and Homeland Security concerning who was Sharon Township's point-of-contacts. The contacts are Chair Kunze, Fiscal Officer O'Keeffe, Chief Schwind and Road Superintendent Kayati.

## 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 7, 2018

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

After Chief Schwind indicated he had slow Internet service on March 2nd, Spectrum was called and they will upgrade service from 10 Meg to 100 meg download speed on March 8th. The cable modem and TV connection equipment must be replaced and reconfigured, the one-time cost is \$99.00. The monthly charge remains the same.

**Auditor of State / Julian & Grube**

Audit Team Leader Kyle Bigler sent an email message that he is leaving Julian & Grube on March 16th. The 2017/2018 audit will start in March 2019. 2017 Financial Report filed with AOS on February 23rd, notice published in Columbus Dispatch on February 28th.

**Monthly Financial Report**

The January 2018 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.

**Transfer of Land**

Nick Soulas at the Franklin County Prosecutor's Office responded to the request for legal advice. He indicated that Section 503.31, ORC could not be used to force a municipal corporation to accept a parcel of land transfer.

**Electrical Improvements**

Countrywide Electric replaced the three dusk-to-dawn lights with four motion detector lights on March 6<sup>th</sup> at the township hall's entry points.

**Hot Water Tank Repairs**

On March 1st, Waterworks inspected the two hot water tanks in the outer rooms and recommended replacement of the tank in the Southeast room in October 2018 and the Northeast tank in 2019. Before any work can be done, the electrical panel in the Southeast room has to be updated. Countrywide Electric will be asked for a quote.

**US Bank Safe Deposit Box**

The US Bank checking account and Safe Deposit Box was closed on February 28th.

**Township Hall Budget**

The 2018 Township Hall Budget is flexible and could replace two air conditioning units if certain conditions prevail. Otherwise, the General Fund would increase by an estimated amount of \$4,050.52.

Held \_\_\_\_\_

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

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

The Fiscal Office continues the movement of the 1910 to 1962 minutes onto the township web site.

**2018 Permanent Budget**

The 2018 Permanent Budget has been distributed and will be scheduled for final comments and approval during the March 21st meeting.

**Recycling Container**

Eric DeHays of Local Waste Services was contacted and requested to provide a recycling container for the township hall. The container was delivered on March 5th and is located within the Board meeting room.

**AT&T**

On Monday March 5th, several AT&T trucks were parked on the township driveway and in the 97 East Wilson Bridge parking lot. The truck located on the township driveway which was blocking access was asked to be moved. There has been damage to the township lawn by unknown trucks.

**Worthington Police**

The Worthington Police Department was called on March 6th to handle an individual acting very strangely on the township property.

**Justin Adkins**

The Sharon Township Webmaster, resident Justin Adkins, has indicated that resident surveys using Survey Monkey can be posted to the township's website when the Board wishes to move forward.

**POLICE DEPARTMENT****Old Business****AEDs Received**

Chief Schwind advised the Board that the three AEDs provided by the Firehouse Sub Grant have been installed in the township hall and one police cruiser.

**2018 Pay Step Increase**

Chief Schwind spoke about his document on the increase in pay step schedule for all sworn personnel below the rank of Chief of Police. Trustee Duffey spoke about issue and recommended the Board approve the pay raises with an effective date of March 15, 2018. The Board discussed the issue and came to a consensus on the pay raise.

Laura Duffey made a motion to approve the increase in Police Department pay steps effective March 15, 2018, seconded by Lindsay Duffey. All voted "Aye."

Lindsay Duffey noted Chief Schwind's anniversary raise will be discussed at the next meeting. Tom Kayati's salary will also be discussed.

## RECORD OF PROCEEDINGS

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**REGULAR SESSION HELD AT**

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**Road Department****Old Business****Annual Road Inventory**

The Road Superintendent pointed out the annual road inventory, which requires the Trustees' signatures has not been presented to the Board. Mr. Kayati had noted an error on the document (York Temple Drive) and asked the county engineer for a correction. He has not received the corrected annual road inventory. Mr. Kayati advised the Board to wait till the March 21<sup>st</sup> meeting before moving forward.

**Contract – Worthington Salt & Brine**

The Road Superintendent presented a contract between Worthington and Sharon Township where Sharon Township could purchase road salt and brine. Mr. Kayati spoke how Road Department costs could be reduced by getting its road salt in certain conditions and he expects to use the brine when distributing road salt on township roads to increase its effectiveness.

John Oberle made a motion to approve Worthington Road Salt & Brine contract, seconded by Lindsay Duffey. All voted "Aye."

**2018 Road Resurfacing**

The Road Superintendent presented the 2018 Road Resurfacing Project to the Board and requested their approval. The Board noted project was for Pocono Road at an estimated cost of \$52,866.00 and came to a consensus.

Lindsay Duffey made a motion to the 2018 Road Resurfacing Project at a cost not to exceed \$52,866.00, seconded by Laura Kunze. All voted "Aye."

**General Items**

The Road Superintendent spoke about the storm pipe replacement in the Sharon Hills area.

Mr. Kayati raised the issue of AT&T work on their service boxes on Highview Avenue. He asked AT&T to put shrubs and is considering using Debra Knapke as a source as to what bushes should be planted about the telecommunication boxes to help them blend into the neighborhood scenery. Mark Higdon suggested involvement of the property owner, but Mr. Kayati said the boxes are in the township right-of-way.

Ellie Nowels from Friends of the Ravines has contacted Mr. Kayati about this year's effort to remove honeysuckle from the Columbus park land in the Tremont-Gardens area. Ms. Nowels has requested to haul away the honeysuckle, noting township getting NPDES credit in the past and asking the Board for permission to remove the honeysuckle this year. There was Board consensus to help on this community project.

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

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the March 6, 2018 Case Tracker worksheet and a summary document which contained discussion of the following entries:

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

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
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- 1375 & 1391 Home Acre – At 2-8-2018 hearing, defendant assigned 4-1-2018 deadline for complete abatement of nuisances at 1391.
- 8220 Flint Road – Contempt hearing rescheduled to 04-17-2018.
- 89 Rosslyn – Owner in process of consulting with contractors on needed abatement work.
- 406 Rosslyn – Habitat for Humanity still processing owner's request for rehab/repair assistance. Her goal for code compliance is late spring/early summer.
- 496 Rosslyn – CED sent affidavit to prosecutor on 2-14-2018 testifying to property's continued non-compliance with EPMC and court injunction.
- 264 W. Kanawha – Following multiple complaints and a Warning Citation, exposed animal droppings (kitty litter) along alley fence now removed or buried. Dumping party undetermined. Site under observation. Property reportedly without trash collection service.
- 310 Westview – Referred to prosecutor on 2-21-2018. Prosecutor gave owner till 3-5-2018 to abate violations. Violations remain at this writing.
- 5311 Riverside Drive – Zoning case in court on March 8<sup>th</sup>, CED will attend and testify if called upon.

**Continuing Education Opportunity/Proposal**

The CED asked for Board approval to attend a 3-day course on Property Maintenance Code Compliance at the University of Wisconsin. The request was detailed in a Special Memo dated March 2, 2018, where the CED offered to pay half the course fee and cover the travel expenses. The issue was discussed and tabled to the March 21<sup>st</sup> meeting.

**Proposed Amendment to EPMC**

The CED distributed a "Proposed EPMC Amendment" to the Board for their consideration and approval upon review by the county prosecutor. The CED proposes a change to the EPMC to clarify a resident's obligation to use the township's authorized waste hauler and that storage and removal of rubbish, garbage and solid waste be in accordance with Franklin County Public Health regulations. The Board tabled the amendment to a future meeting.

**Approval of February 21, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the February 21, 2018 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:49 PM - was made. John Oberle moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

3/21/18  
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 21, 2018

Page 1 of 3

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Justin Adkins – Sharon Township Webmaster

Attendance: Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent. Chair Kunze noted John O’Keeffe and Mark Higdon were NOT present.

**Guests:** Don Dale, Audrey Redmon, Helen Epps, Linda Jarrett, Pat Kelly

**Resident Comments**

Chair Kunze asked if there were any resident comments and resident Helen Epps spoke up about a book about the Flint Road area that will be available at the Worthington Library in the near future.

**Guest Speaker**

Chair Kunze recognized Justin Adkins, the Sharon Township Webmaster, who was invited to speak to the Board about placing surveys on the web site. He stated Survey Monkey has four plans and he indicated that one plan has a monthly cost of \$35.00 and can be terminated when the townships cares to do so.

Chair Kunze noted there is one question that asks what area in the township the voter lives in, she stressed the need for voter anonymity and asked about Survey Monkey’s ability to ensure unique responses.

Ten questions will be in the survey and they will be sent to Mr. Adkins for posting to the website. That action will happen once Star Board members have been notified so they can inform residents in their area of the survey.

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Trustee Duffey asked for an Executive Session at the end of the meeting. Tom Kayati asked to add the mileage certificate and the AT&T project on Highview, Chief Schwind indicated he had something to add. John Oberle made a motion to approve the amended agenda, seconded by Lindsay Duffey. All voted "Aye."

**TRUSTEES****Old Business****2018 Permanent Budget – Resolution 03212018A**

Chair Kunze asked the Board to table the 2018 Permanent Budget resolution until next week when the Fiscal Officer returns from vacation. The Board agreed to hold a Special Meeting next week.

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
March 21, 2018  
Page 2 of 3**

**Olentangy Valley Center (OVC)**

Trustee Duffey reported that talks among the various parties is continuing with nothing to report.

**Star Board**

Chair Kunze reported speaking with Linda Jarett and Helen Epps and she feels that progress is being made in setting up regional meetings.

**Strategic Planning / Regional Meeting**

Chair Kunze indicated she would coordinate with Sharon Lee to establish open days that the Board could host the regional meetings. She spoke about how the Mount Air meeting could be held in May and that the other areas could firm up quite quickly. Hosting a meeting on a Saturday could enable residents that work 2<sup>nd</sup> and 3<sup>rd</sup> shifts during the week to attend a regional meeting.

**New Business****Pay Raises – Chief Schwind and Tom Kayati**

The Board discussed giving both Chief Schwind and Tom Kayati a 3% pay raise effective March 15, 2018. There was a consensus.

Laura Kunze made a motion to approve a 3% pay raise for Tom Kayati effective with the current pay period, seconded by Lindsay Duffey. All voted "Aye."

John Oberle made a motion to approve a 3% pay raise for Chief Schwind effective with the current pay period, seconded by Lindsay Duffey. All voted "Aye."

**POLICE DEPARTMENT****Old Business****Delivery of New Cruiser**

Chief Schwind reported the new police cruiser has been received and is currently having the township graphics applied to it.

**New Business****Auto Accident**

Chief Schwind reported a police cruiser was involved in an auto crash at Lazelle Road and North High Street. The accident was caused by two vehicles, one of which subsequently hit the police cruiser. Columbus Police Department responded and took the crash report. Our insurance company has been notified.

**Road Department****Old Business****Mileage Certificate**

The annual highway system certificate needs to be signed by the Board and Mr. Kayati noted that he had made comments about the inaccurate certificate and requested the county engineer to have ODOT appropriately correct it. He will be attaching supporting documentation to the letter and will deliver it on Thursday March 22, 2018 at the annual dinner.



## 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  
March 21, 2018  
Page 3 of 3

Laura Kunze made a motion to approve signing of the annual highway mileage certificate with exception noted, seconded by Lindsay Duffey. All voted "Aye."

**AT&T Project on Highview**

The Road Superintendent returned from vacation to find that the AT&T project on Highview that was scheduled to begin in July was in progress and not being done according to the approved plan.

There are numerous problems identified and now supported by pictures taken by Mr. Kayati. The contractor was ordered to remove all conduit and immediately stop all work as he did not have a valid excavation permit. A telephone call has been made to the AT&T engineer here in Columbus demanding answers.

Mr. Kayati reported that the F-250 truck is at Germain Ford, reportedly with transmission issues.

**Approval of March 7, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the March 7, 2018 minutes, seconded by Laura Kunze. All voted "Aye."

**Motion to go into Executive Session**

Lindsay Duffey made a motion for the Board to go into Executive Session at 7:07 pm citing discussion of economic development assistance, Laura Kunze seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lindsay Duffey made a motion for the Board to return to a public meeting at 7:38 pm, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:39 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

4/4/18  
Date

  
Chair

  
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

March 30, 2018

Page 1 of 1

The meeting was opened in proper form at 7:00 AM

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

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

**Guests:** NONE

**2018 Permanent Budget**

Chair Kunze asked if the required notifications by law, were performed. An email was sent to newspaper reporter, Andrew King, informing him of the Special Meeting. Notice was also posted to the township hall's front door.

Chair Kunze asked the Fiscal Officer for his General Fund Narrative and his main point of his discussion was his recommendation that the Trustees pass a 2.64 inside millage resolution in July 2018. The General Fund balance will be very low at the end of 2018. He characterized the 2018 Permanent Budget as a moving document that will be modified several times during the year.

Every member of the Board offered their opinions on the General Fund. Lindsay Duffey suggested that an Olentangy Valley Center JEDD could provide a new revenue stream to the General Fund, but it probably won't be until 2019 before any money flows to the township.

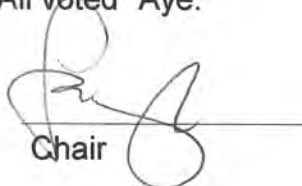
John Oberle reminded the Board that he would make a donation to the township for his health care coverage. He indicated it may be possible for other funds to help support the General Fund. He also offered to work on a Metro Park JEDD if the Board so desired. He maintained our options will be make cuts, shift costs and/or raise new revenue.

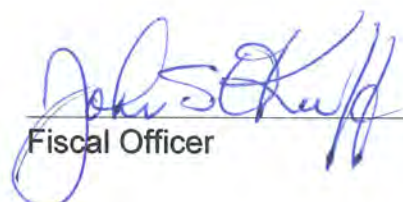
Chair Kunze stated she believes there could be changes made to personnel staffing to reduce General Fund expenditures. She also believes the strategic plan will help focus the township on providing the correct amount of resources to its service mission.

John Oberle moved to approve Resolution 03212018A entitled "2018 Permanent Budget" and its attached Excel worksheets, Lindsay Duffey seconded. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:25 AM - was made. Lindsay Duffey moved to adjourn the special meeting, John Oberle seconded. All voted "Aye."

4/7/2018  
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

April 4, 2018

Page 1 of 4

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: Boy Scout James Albrecht – GIS Mapping Project**

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

**Guests:** Don Dale, Linda Jarrett, Mary Sue & Dennis Williams

**Guest Speaker**

Chair Kunze asked Chief Schwind to introduce Boy Scout James Albrecht of Troop 862, who recently completed a mapping project as part of his Eagle Scout program. Chief Schwind reported Scout Albrecht had developed a mapping system that will be used in all township cruisers that will guide Constables to a citizen’s residence. Chief Schwind presented a Certificate of Excellence to Scout Albrecht. The Board of Trustees voiced their support of the project and a group picture with Scout Albrecht was taken.

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Lindsay Duffey asked to go into Executive Session for an economic development discussion, John Oberle asked to add New Businesses and Property Maintenance Code related to Mark Higdon.

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

**Resident Comments**

Chair Kunze asked if there were any resident comments, there were none. She indicated that she had received telephone calls from four residents on West Kanawha who had experienced flooded basements during the recent storm. Tom Kayati will inspect the area and try to determine the source of the flooding. Chair Kunze will be meeting with the residents in the near future.

**TRUSTEES**

**Old Business**

**Olentangy Valley Center (OVC)**

Trustee Duffey reported that talks among the various parties is continuing with nothing new to report.

Held \_\_\_\_\_

20\_\_\_\_\_

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
April 4, 2018  
Page 2 of 4

**Strategic Planning / Regional Meeting**

Chair Kunze indicated April 21 and 26 could be meeting dates. The Flint Road meeting would be held at the township hall and hoping to arrange the Tremont Garden meeting at the elementary school.

Once the dates/times are set, Star Board members will distribute a flyer about the meeting. A notice will also be posted to the township's web site and any local community groups who have a Facebook or web site.

Don Dale asked who could attend the regional meetings, Chair Kunze said all were invited to these meetings, but the focus will be on the area where the meeting is being held.

**General Fund Sustainability**

John Oberle reported he has a meeting scheduled with Metro Parks Executive Director Tim Moloney to open a discussion on Metro Parks being a part of a JEDD and the payment of income taxes. Mr. Oberle indicated most Metro Parks employees already pay city income taxes, so there would be no effect on employee's withholdings. Just a redirection of income taxes from a city to Sharon Township.

Chair Kunze asked Mr. Oberle to provide his talking points so she could use them in her conversation with Camp Mary Orton.

**New Business**

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

The Board discussed the 2<sup>nd</sup> newsletter components and indicated the regional meetings in May will be covered as well as the Strategic Planning Process. All departments were asked to provide content for the newsletter that would be mailed out at the end of April.

**Bi-Partisan Resolution**

John Oberle spoke about an effort to match congressional representatives of different parties to work together. He offered to draft a resolution for the Board's consideration with hope other townships would join in the effort.

**FISCAL OFFICE**

**Old Business**

**Public Records Requests**

Received a request for the 2017 payroll data from OpenTheBooks.com. Previous requests in 2015 and 2016 asked for the same data. The requested information in the form of a UAN report entitled "Wage Base Summary" was emailed to the requestor.

**Columbia Gas**

While reconciling 2018 Columbia Gas payments in connection with the closing of the US Bank checking account on February 28th, it was noted that the natural gas suppliers were charging Ohio sales tax. Julian & Grube was alerted and a refund will be filed with the Ohio Department of Taxation.

## 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

April 4, 2018

Page 3 of 4

**Church Rental**

Rev. Joseph Chang has requested renting the entire township hall for a joint inter-faith conference on Saturday May 26th from 1:00 pm to 9:00 pm.

**POLICE DEPARTMENT****New Business****Resident Training – Civilian Response to Active Shooter Events**

Chief Schwind spoke about the memorandum he had distributed entitled "*Civilian Response to Active Aggressor Events (CRASE) Course*." He stated Worthington Christian Elementary School (50 Westview Ave) and Forest Park Christian School (5600 Karl Road) have requested this training. The course is free and the training will be done at the schools.

Chief Schwind also mentioned the upcoming drug collection event on April 28<sup>th</sup> at the township hall.

**Road Department****Old Business****Clean Up**

The Road Department assisted in the annual vegetation clean up in the Tremont Garden area. Tom Kayati said one truckload of brush was taken away.

**F-250 Repair**

Mr. Kayati reported the F-250 is at Germain Ford for transmission repairs that are expected to be around \$1,000.00.

**AT&T Project on Highview**

The AT&T project on Highview was halted and conduit placed in the right-of-way without authorization will be removed by the contractor. This project will be monitored for compliance with the conduit removal requirement.

**EPMC****New Business****Leave of Absence / Use of Township Equipment**

Trustee Oberle updated the Board on Mark Higdon's condition and the need for a reduced work schedule during his leave of absence.

John Oberle made a motion to approve a reduction of hours by Mark Higdon during his leave of absence, seconded by Lindsay Kunze. All voted "Aye."

John Oberle made a motion to approve Mark Higdon using his township laptop to work at home and use it on a limited basis for personal use during his leave of absence, 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**  
**April 4, 2018**  
**Page 4 of 4**

**Approval of March 21, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the March 21, 2018 minutes, seconded by Laura Kunze. All voted "Aye."

**Approval of March 30, 2018 Meeting Minutes**

John Oberle made a motion to approve the March 30, 2018 minutes as amended, seconded by Laura Kunze. All voted "Aye."

**Motion to go into Executive Session**


Lindsay Duffey made a motion for the Board to go into Executive Session at 7:17 pm citing discussion of economic development assistance, Laura Kunze seconded. All voted "Aye."

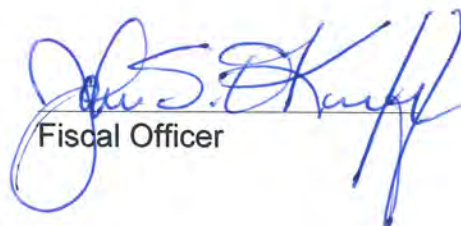
**Return to Public Meeting**

At the completion of the executive session, Lindsay Duffey made a motion for the Board to return to a public meeting at 7:32 pm, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:34 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

4/18/18  
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

April 18, 2018

Page 1 of 4

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Guests:** Don Dale, Linda Jarrett, Mary Sue & Dennis Williams, Robert Shough, Pat Kelly, H. Butch Belszek, Richard James

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Lindsay Duffey asked to go into Executive Session for an economic development discussion, John Oberle wished to discuss a civility resolution and Chief Schwind asked for the golf cart issue to be removed from his agenda.

**Resident Comments**

Chair Kunze asked if there were any resident comments and resident Rick James of 165 Rosslyn Avenue stood and spoke to the Board. Mr. James is in the process of remodeling his home and needs to move household items into a container pod. The pod would be parked on Rosslyn Avenue for several days, but the pod company requires a letter from the township allowing the pod to be placed on the public street.

The Board and staff discussed the issue and determined that there was no law or regulation that prevents the pod from being parked on the public street for a short period of time. Mr. Oberle offered to draft a letter on behalf of the Board and email it to Mr. James. The Board agreed with the sending of the letter.

**TRUSTEES**

**Old Business**

**Olentangy Valley Center (OVC)**

Trustee Duffey reported that talks among the various parties is continuing.

**Kanawha Water Runoff Issue**

Chair Kunze asked Tom Kayati to report on the Kanawha Avenue water runoff issue and he stated that the Franklin County Engineer’s camera truck was used to understand the storm water system. In general, the storm sewers are in good shape, but a large tree root was found in the 12-inch pipe. Franklin County Engineers will dispatch a pipe cleaning truck to clean out the pipe.

Mr. Kayati has identified a section of pipe and catch basin in need of repairs, but the location is on private property (Hadler Trust). There was discussion on who would be responsible for the repairs. Franklin County Soil & Water District will be asked to make recommendations to reduce water runoff.

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

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**April 18, 2018**  
**Page 2 of 4**

Mr. Kayati will write up the issues with the property and Mr. Oberle will approach the Hadler Trust on coming to a solution.

**Strategic Planning / Regional Meeting**

Chair Kunze said there is still some work to be done on confirming dates with Board members. Mount Air and Tremont Garden meeting dates have been set.

**Sharon Memorial Hall Board (SMB)**

John Oberle attended the April 5<sup>th</sup> SMB meeting which included Nick Soulas, Franklin County Prosecutor's Office, Civil Division. Mr. Soulas opined the SMB is a public entity and the SMB is correcting issues raised by a previous SMB President. Recently appointed SMB Board member Anthony Palmer has been using his legal skills to help out the SMB on the public entity issue.

**General Fund Sustainability**

John Oberle reported that he met with Metro Parks Executive Director Tim Moloney for two hours and Mr. Moloney is open to the Metro Parks being a part of a JEDD. Mr. Oberle will provide a summary of the issue to Mr. Moloney for him to present it to the Metro Parks Board of Park Commissioners. Mr. Oberle indicated most Metro Parks employees already pay city income taxes, so there would be no effect on employee's withholdings. There are several employees who don't pay city income tax, so some type of adjustment may be needed. A list of Metro Parks personnel will be provided to Mr. Oberle in the future.

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

Chair Kunze noted the 2<sup>nd</sup> quarter newsletter components and encouraged a quick completion so it may be mailed to residents.

**Bi-Partisan Resolution**

John Oberle distributed a proposed resolution calling for civility in government and spoke how two congressional representatives of different parties have agreed to support the resolution. The Board will discuss the resolution at the next meeting.

**FISCAL OFFICE**

**Old Business**

**March 2018 Bank Reconciliation**

The March 2018 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.

**Ohio Sales Tax Refunds**

The Excel worksheets are being finished so Ohio Sales Tax refunds can be filed. Columbia Gas and AT&T included Ohio Sales Tax on recent invoices. Julian & Grube were notified and an application for refunds will be filed with the Ohio Department of Taxation.



## 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

April 18, 2018

Page 3 of 4

**Church Rental**

Rev. Joseph Chang requested renting the entire township hall for a joint inter-faith conference on Saturday May 26th from 2:00 pm to 9:00 pm. The Fiscal Officer will coordinate additional parking for the church group. The rental charge is \$570.00.

**Township Records Commission**

In the past two weeks, 24 bags of shredded accounting records have been taken to the SWACO recycling bins at the Worthington Recreation Center. There are more approved-for-destruction records to be shredded. Another round of accounting records will be inventoried in June and presented to the Township Records Commission for their review during the July 2018 meeting.

**Disaster Recovery Test**

On May 9th, the Fiscal Office Disaster Recovery Plan will be tested at the Clinton Township Hall on Cleveland Avenue. The test scenario is no electric or Internet services in the greater Worthington area. Chief Schwind will participate in this test.

**Old Minutes**

All township minutes for the period of 1910 through 1962 have been uploaded to the township's web site. It will be another week before residents can view the historical documents.

**POLICE DEPARTMENT****New Business****Lexipol subscription renewal**

Chief Schwind requested Board approval for the annual Lexipol system at a cost of \$5,353.00. He spoke how the Police Department uses the Lexipol system.

Lindsay Duffey made a motion to approve the renewal of the Lexipol subscription at a cost of \$5,353.00, seconded by Lindsay Kunze. All voted "Aye."

**April 28<sup>th</sup> – Drug Turn-In Event**

Chief Schwind spoke about the upcoming drug collection event on April 28<sup>th</sup> at the township hall. The event will run from 10:00 am to 2:00 pm.

**Road Department****Old Business****ODOT Sign Grant Program**

Tom Kayati updated the Board on the ODOT Sign Grant Program and stated that he had attended a required meeting on the program. He needs to have his grant application in by June 8<sup>th</sup> and is working on a sign replacement plan. Mr. Kayati informed the Board that any signs installed under this program will be verified by ODOT.

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

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
April 18, 2018  
Page 4 of 4

**Approval of April 4, 2018 Meeting Minutes**

Laura Kunze made a motion to approve the April 4, 2018 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

**Motion to go into Executive Session**

Lindsay Duffey made a motion for the Board to go into Executive Session at 7:24 pm citing discussion of economic development assistance, Laura Kunze seconded. All voted "Aye."


**Return to Public Meeting**

At the completion of the executive session, Lindsay Duffey made a motion for the Board to return to a public meeting at 7:40 pm, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:41 PM - was made. Laura Kunze moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

5/21/18  
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 2, 2018

Page 1 of 4

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: John Bailot – Chief – Worthington Fire Department**

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

**Residents:** Don Dale, Linda Jarrett, Pat Kelly, H. Butch Belszek

**Guest Speaker**

Chair Kunze recognized Worthington Fire Department Chief Bailot. Chief Bailot thanked the Board for inviting him to the meeting and accepted their offer of coming to the Sharon Township Board of Trustees meeting on a quarterly basis.

Chief Bailot gave a summary of his career and that he had started as Assistant Fire Chief in August 2016 and was appointed Worthington Fire Chief in January 2017. He described how Worthington provides EMS and Fire services, discussed recent responses to locations within Sharon Township, suggested a team approach for smoke detectors in the township, and is open to discuss any fire related issue.

Police Chief Schwind mentioned a four-year old child was reported missing near the Olentangy River and there was an all-hands on deck response by police and fire units. The child was found.

Resident Butch Belszek commented that the parking restrictions in the Tremont Garden area were validated by the quick response of emergency vehicles to the report of a missing autism child. He noted quick access is a critical component of successful rescue missions.

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, John Oberle indicated that he wished to report on the Property Maintenance Code area.

**Resident Comments**

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

## 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 2, 2018

Page 2 of 4

**TRUSTEES****Old Business****Olentangy Valley Center (OVC)**

Trustee Duffey reported that talks among the various parties is continuing and that no decisions have been made.

John Oberle distributed a multi-page document entitled "*Updated JEDD Creation Summary*" to the Board. He is working on a process-based approach that could be used with Metro Parks plus any other employer.

**Star Board / Regional Meetings - Update**

Chair Kunze stated she is coordinating the upcoming regional meetings with the Star Board members. Three meetings have been set:

May 22	Mount Air
May 29	Flint Road / Home Acre
June 12	Tremont Gardens

**Resolution 05022018 - Civility Resolution**

John Oberle presented the civility resolution that was discussed at the prior meeting and the Board agreed for such a resolution to help solve issues before the various levels of government.

John Oberle made a motion to approve Resolution 05022018 entitled "*Resolution Calling For Local Government Affirmation of Need for Civility and Bi-Partisan Approach to Government Service*", seconded by Lindsay Duffey. All voted "Aye."

**Regional Meetings**

Chair Kunze said the format of the meeting will follow the strategic plan where issues will be identified and prioritized for action. One of the issues common with other townships is water/sewer and she will discuss at the next meeting how House Bill 602 would help the township. Chair Kunze announced she stepped down from the Mount Air Water Board.

**Flint Road Property – Franklin County Board of Revision - Update**

John Oberle reported the Franklin County Board of Revision will hear the case regarding the Flint Road property on May 15<sup>th</sup>.

**General Fund Sustainability**

John Oberle is working on JEDD and Metro Parks.

**FISCAL OFFICE****Old Business****Ohio Sales Tax Refunds**

Applications for Sales Tax Refund (\$1,029.29) has been filed for the years 2013 through 2017 against the Columbia Gas billings with the Ohio Department of Taxation. After a review of all utilities payments, it appears this problem centers around Columbia Gas. AT&T recently charged Ohio Sales Tax, but subsequently notified Sharon Township it had issued a credit memo to offset the charges. Julian & Grube were informed of the overpayments. A letter will be sent next week to Columbia Gas complaining about this issue.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ SHARONTOWNSHIP TRUSTEES \_\_\_\_\_ 20 \_\_\_\_\_  
 REGULAR SESSION HELD AT  
 95 E. Wilson Bridge Road  
 May 2, 2018  
 Page 3 of 4

**Airecom Contract Cancellation**

A Notice of Termination was sent to Airecom informing them that their HVAC maintenance contract ends on July 31st. The "evergreen" contract has been in place since August 1, 2013. Sharon Township will seek quotes from all available vendors, including Airecom, for a new HVAC maintenance contract in July.

**Old Minutes Project Completed**

The project of posting all Board of Trustees minutes onto the township website was completed last week. The final portion of work consisted of uploading the 1910 through 1962 minutes after they had been scanned. Now the Board of Trustees minutes for the period of 1910 to 2018, less a six-year gap, are available for viewing/downloading by residents or other interested parties. A formal notification will go out next week to the Worthington Historical Society and Ohio Historical Society. Arrangements will be made to return the 1910 to 1962 books to the Ohio Historical Society.

**POLICE DEPARTMENT****Old Business****Results of April 28<sup>th</sup> Drug Turn-In event**

Chief Schwind reported to the Board that 18.5 pounds of prescription drugs were turned in on Saturday April 28<sup>th</sup> during the Drug Turn-In event.

Chief Schwind noted the public records training class is on Friday May 11<sup>th</sup> and Perry Township and City of Worthington will participate.

**Road Department****Old Business****AT&T Highview Dr. Construction – Update**

Tom Kayati reported that AT&T wants to leave the installed and unauthorized conduit in the ground. He received an email from AT&T which stated the removal was impossible and should be left in place. Mr. Kayati met with AT&T on site to discuss the issue.

Mr. Kayati informed the Board of his concerns and the potential for multiple use of excavators on resident properties. The Board discussed the issue and the need to protect township residents. The Board conveyed its position that AT&T remove the conduit and inform residents of their error installing the conduit.

As for the West Kanawha issue, the Franklin County Engineer cleaned out the storm sewer. The Franklin County Soil and Water District will come out and offer its services to residents.

A catch basin in the Worthington Hills area will need to be repaired in the near future and a lot of attention is being paid to getting the cemeteries ready for Memorial Day.

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 2, 2018  
Page 4 of 4

**EPMC Department**

**Old Business**

**EPMC - Update**

John Oberle reported his interaction with the Franklin County Prosecutor's office on the following properties:

- 1391 Home Acre – will send pictures to validate compliance
- Flint Road – Wheatly property – will attend upcoming hearing
- 5311 Riverside Drive – will attend May 15<sup>th</sup> hearing
- Sharon Hills – resident operating a car repair shop – requested zoning compliance action

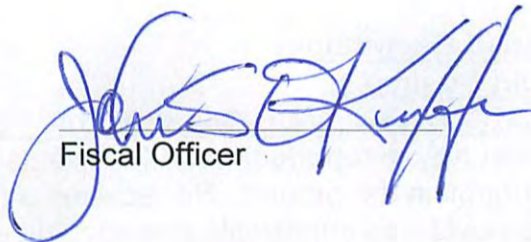
**Approval of April 18, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the April 18, 2018 minutes, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:34 PM - was made. John Oberle moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

5/16/18  
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 16, 2018

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

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

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

**Residents:** Don Dale, Linda Jarrett, Pat Kelly, Bill Ash, Helen Epps, Kim Doucher, Ellie Nowels

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, there were none.

Laura Kunze made a motion to approve the meeting agenda, seconded by Lindsay Duffey. All voted "Aye."

**Resident Comments**

Chair Kunze asked if there were any resident comments. Resident Kim Doucher of Walnut Drive commented on the heavy traffic on State Route 315 in the Mount Air area, her recent traffic accident there and her concern about traffic safety. Ms. Doucher's information will be passed onto the Police Department.

Resident Ellie Nowels distributed an RKW Blockwatch brochure asking for volunteers on June 9<sup>th</sup> and September 22<sup>nd</sup> as part of the Columbus Ecological Restoration Program cleaning up Islandview Park.

**TRUSTEES****Old Business****Olentangy Valley Center (OVC)**

Trustee Duffey reported that talks among the various parties is continuing and that no decisions have been made.

**Regional Meetings - Update**

Chair Kunze reported that the first regional meeting will be held on May 22<sup>nd</sup> for the Mount Air area. The meeting will begin at 7:00 pm and will be located in the banquet room at the Rusty Bucket at OVC.

**Flint Road Property – Franklin County Board of Revision - Update**

John Oberle represented the township at the Franklin County Board of Revision meeting regarding the Flint Road property. Mr. Oberle believes the Board of Revision will look favorably on the township's position.

**General Fund Sustainability**

John Oberle is working on a JEDZ outline to guide the Board of Trustees.

## 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 16, 2018  
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**Permit to Use Township Parking Lot – VA Employee Kellie Hoffman**

The Fiscal Officer asked the Board to approve a permit allowing VA employee Kellie Hoffman to park her VA car on township's parking lot in non-working hours. Tom Kayati commented that the vehicle must be parked as to allow Road Department personnel to turn around their vehicle when the township property is mowed.

John Oberle made a motion to approve the Permit to allow VA employee Kellie Hoffman to park the VA car on the township's parking lot, seconded by Lindsay Duffey. All voted "Aye."

**Resolution 05162018A - Resolution in Support of Water/Sewer Reform**

Chair Kunze read the read resolution in full that supports legislative action by State Representatives Mike Duffey and Laura Lanese under the Clean Water Fair Pricing Act. The Board discussed the resolution and voiced their support.

Laura Kunze made a motion to approve Resolution 05162018A entitled "*Resolution in Support of Water/Sewer Reform*," seconded by John Oberle. All voted "Aye."

**Worthington Fire Department Liaison**

It was proposed that Lindsay Duffey be appointed as the Trustee Liaison to the Worthington Fire Department. The Board considered the proposal and came to a consensus.

John Oberle made a motion to appoint Trustee Lindsay Duffey at the Board of Trustees Liaison to the Worthington Fire Department, seconded by Laura Kunze. All voted "Aye."

**FISCAL OFFICE**

**Old Business**

**April 2018 Bank Reconciliation**

The April 2018 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.

**Interest Income**

The Fiscal Officer distributed a 2018 Interest Income worksheet and had several comments: 1) Interest rates for Park National Bank (PNB) money markets are now at 1.45%, 2) More of Sharon Township money is generating interest due to the PNB's Insured Cash Sweep, 3) The Fannie Mae investment at Huntington Bank matured and is now in a money market account.

**Church Rental**

Rev. Joseph Chang has requested renting one large room on two Friday nights (June 1st and 29th) from 6:00 pm to 9:00 pm for inter-faith meetings. The rate would be \$101.25 per night. The all-day conference on Saturday May 26th has been set.



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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 16, 2018

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**Township Hall Rental**

Jill Taylor of Life Line Screening emailed recently requested the township hall in 2018. She asked for a rental charge of \$200.00 for a November 2018 event, the prior rate was \$240.00 per event. The Board consensus was the rental should remain at \$240.00.

**Township Hall Tour**

Last week, a tour of the township hall was given to a local foreign car group that wished to use the township hall one Thursday night per month. There has been no further exchange.

**Carpet Cleaning**

Stanley Steamer has been scheduled to clean the carpet in the two large rental rooms on May 25<sup>th</sup> for a quote of \$230.00. Franklin County Board of Elections has been asked to pick up ½ the cost.

**Property Maintenance**

Boy Scout Troop 862 was asked to paint a small section of the township hall exterior and refresh the mulch beds. Resident Pat Kelly is coordinating the project.

**Disaster Recovery Test**

On May 9<sup>th</sup>, the Fiscal Officer travelled to Clinton Township to test the Disaster Recovery Plan. The test scenario was no electric or Internet services in the greater Worthington area. The test was successful and it was noted the new Clinton Township Hall will be completed in August and includes diesel generators to provide electricity in emergency conditions.

**POLICE DEPARTMENT****Police Chief not present****Road Department****Old Business****AT&T Highview Dr. Construction – Update**

Tom Kayati reported that the contractor working to eliminate the conduit problem on Highview has been instructed by AT&T to do what Mr. Kayati requires. The contractor is marking the location of the conduit and wants them to keep the right-of-way damage to a minimum.

**Resolution 05162018B – Seasonal Hiring – Caleb Hoover**

The Road Superintendent asked the Board to approve the seasonal hiring of Caleb Hoover starting on May 17, 2018 at the hourly rate of \$9.00.

Lindsay Duffey made a motion to hire Caleb Hoover as a seasonal worker starting on May 17, 2018 at an hourly rate of \$9.00, seconded by Laura Kunze. 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  
 May 16, 2018  
 Page 4 of 4

**EPMC Department****Old Business****EPMC - Update**

John Oberle reported on his interaction with the Franklin County Prosecutor's office concerning the following properties:

1391 Home Acre – Improvement has been made to property.  
 Flint Road – Wheatly property – hearing was rescheduled.  
 5311 Riverside Drive – had not heard court hearing result.  
 Sharon Hills – County Prosecutor file court action against resident operating a car repair shop.

Resident Helen Epps had a question about the Wheatly property and Mr. Oberle responded.

Pat Kelly had a question of U.S. Mail delivery that he characterized as poor in the Tremont Garden area. The Board suggested he write a letter to his member of Congress and ask for assistance.

**Motion to go into Executive Session**

Laura Kunze made a motion for the Board to go into Executive Session at 7:18 pm citing discussion of economic development assistance, Lindsay Duffey seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lindsay Duffey made a motion for the Board to return to a public meeting at 7:43 pm, seconded by John Oberle. All voted "Aye."

**Approval of May 2, 2018 Meeting Minutes**

John Oberle made a motion to approve the May 2, 2018 minutes, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:44 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

6/6/18  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chair

\_\_\_\_\_  
 Fiscal Officer

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_  
**REGULAR SESSION HELD AT**

95 E. Wilson Bridge Road  
 June 6, 2018  
 Page 1 of 5

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: Assistant Fire Chief Mark Zambito, Lieutenant Brad Dunn – Worthington Fire Department**

Attendance: Fiscal Officer John O’Keeffe, Donald Schwind – Police Chief, Tom Kayati – Road Superintendent, Mark Higdon – EPMC Director, Ken Upton – Franklin County Deputy Sheriff

**Residents:** Don Dale, Linda Jarrett, Pat Kelly, Helen Epps, Kim Doucher, Audrey Redmon

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, there were several.

John Oberle made a motion to approve the amended meeting agenda, seconded by Lindsay Duffey. All voted "Aye."

**Resident Comments**

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

**Guest Speakers**

Chair Kunze recognized the guest speakers from the Worthington Fire Department and invited them to make their presentation. Assistant Fire Chief Mark Zambito gave an overview of the department and its smoke detection program.

Lt. Brad Dunn distributed colorful handouts concerning the smoke detection program in which the Worthington Fire Department will install at no charge, smoke detectors in township homes. Lt. Dunn with working with resident Pat Kelly and the Tremont Gardens Block Watch to install smoke detectors on Saturday June 23<sup>rd</sup>. There is a bed shaker for the hearing impaired.

The Board reaffirmed its support of the smoke detector program and its hope that all township areas participate in this safety program.

**TRUSTEES**

**Old Business**

**Olentangy Valley Center (OVC)**

Trustee Duffey had nothing to report. Trustee Oberle noted that he had previously recused himself on this issue but wanted to offer his knowledge and experience to the township. He asked the Board if they want him to be involved and the Board said "Yes." Mr. Oberle stated his law firm represents the OVC buyer on non-related items; and that he had obtained an Ohio Ethics Commission Advisory Opinion that opined that there was no conflict of interest.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR HADPHICS 80613758094 FORM NO. 10148

Held

SHARON TOWNSHIP TRUSTEES

20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

June 6, 2018

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Mr. Oberle believes that he could assist the township in moving forward with the OVC project. The Board agreed that Mr. Oberle would be a valuable component of the township team in moving the OVC project forward. Mr. Oberle indicated he would not vote on the matter.

#### **Regional Meetings - Update**

Chair Kunze reported that two regional meetings (Mount Air and Flint Road) have been held and she commented on the outstanding turnout at both meetings. The Tremont Garden regional meeting is next. Regional meetings in Sharon Hills and Worthington Hills will follow.

#### **General Fund Sustainability**

John Oberle stated a Joint Economic Development District (JEDD) would be best for Sharon Township and he believes that the OVC project should have one. Based on that work, a JEDD could expand throughout the township.

#### **New Business**

##### **Resolution 06062018A – Golf Cart Resolution – Worthington Hills area**

Chair Kunze asked Chief Schwind to present the resolution. Chief Schwind gave a history of the issue, how Trustee Duffey and Chief Schwind met with Perry Township representatives on the issue. The issue is golf carts on township roads.

In the past, Perry Township had allowed their residents to drive golf carts on Perry Township roads. There were times when such golf carts were driven to OVC. Any golf cart that is not "street legal" has/will be cited. There was a discussion of "street legal." Mr. Oberle make a number of suggestions to enhance the resolution.

Discussion moved to the dates (July 1, 2, and 4) that golf carts could be driven on Worthington Hills roads. Comments about public vs private golf carts was covered. Chief Schwind spoke about a letter to Worthington Hills residents about the holiday days that golf carts could be driven in Worthington Hills and how to make a golf cart "street legal."

Lindsay Duffey made a motion to approve Resolution 06062018A entitled "A Resolution to Allow Use and Regulate the Operation of Low-speed, Under-speed (Golf Carts) or a Utility, or a Mini-truck Within Worthington Hills Area of Sharon Township, Franklin County Ohio", seconded by Laura Kunze. All voted "Aye."

Laura Kunze made a motion to approve sending Sharon Township residents in Worthington Hills a letter outlining how to make golf carts "street legal", second by John Oberle. All voted "Aye."

#### **Senate Bill 210**

Chair Kunze spoke up about Senate Bill 210 entitled "Authorize and regulate use of auxiliary containers" and how the Ohio Township Association supports the bill. She asked the Board to review the legislation for future discussion.

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June 6, 2018

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**FISCAL OFFICE****Old Business****IT Support**

There is movement to a Server/Email solution. The Fiscal Office expects a proposal for the Board's consideration by August.

**Auditor of State / Julian & Grube**

In early May, the Fiscal Officer was informed that the Auditor of State (AOS) would be performing the bi-annual audit in 2019. The Fiscal Officer disagreed with the proposal and indicated that Julian & Grube were doing a fine job and their audit efficiency was high. AOS has reconsidered and Julian & Grube will do the 2017-2018 audit.

**Franklin County Board of Elections**

There is a Special Election scheduled for August 7th for the congressional seat formerly held by Representative Pat Tiberi. The Franklin County Board of Elections will drop off voting machines at the township hall several days prior to the election day.

**Ohio Sales Tax Refunds**

No response from the Ohio Department of Taxation related to the Ohio Sales Tax Refunds filed by the Fiscal Office. Earlier this week, the natural gas supplier, DTE Energy, asked for an Ohio Sales Tax Exemption Form. As done in previous years, the completed exemption form was emailed to DTE.

**RITA**

The Regional Income Tax Agency (RITA) recently sent the Fiscal Office a billing document stating that the township's 2017 Form 17 (Annual Reconciliation) was short by \$11,710.60. RITA assumes all township employees work within Worthington's city boundaries, they don't. The Payroll Income Tax Matrix was developed six years ago with the assistance of the Franklin County Prosecutor's office. Nick Soulas was alerted and he assigned Paul Theis to this issue. A Memorandum of Understanding is being developed.

**Township Records Commission**

The annual Township Records Commission meeting will be held during the June 20th regular Board meeting. New and revised record retention entries will be presented as well as old documents identified for destruction approval by the Auditor of State and Ohio Historical Society. In the past three weeks, the Fiscal Officer has taken 30 bags of shredded records to the recycling bins at the Worthington Recreation Center.

**Carpet Cleaning**

Stanley Steamer cleaned the carpet in the two large rental rooms on May 25th for \$230.00. Franklin County Board of Elections has been billed for 1/2 of the cost.

**Internet Service**

Quotes have been asked from WOW and AT&T as the three-year Internet contract with Time Warner/Spectrum has ended. WOW would only extend their

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT

20

95 E. Wilson Bridge Road  
June 6, 2018  
Page 4 of 5

Internet service line if the township would commit to a \$200+ per month charge. Conversations with AT&T are ongoing.

**Regional Meetings - Audio**

The Regional Meeting's audio files have been posted to the township website for downloading by any interested parties.

**Ohio Development Services Agency**

The Fiscal Officer reached out to Steve Kelly at the Office of Research, Ohio Development Services Agency to obtain answers to questions posed by City of Worthington intern Ethan Barnhart. Mr. Kelly will be providing social-economic information from the U.S. Census Bureau.

**Odd Jobs**

Handyman Matt Althausser has been asked to repair the interior door that goes from the lobby to the main meeting room. There are several small jobs to be done – clean out NE and SE HVAC rooms and install/replace six door sweeps.

**Credit Card Statement Credit**

The Fiscal Officer recently requested a statement credit of \$50.00 be applied to the township account (Park National Bank VISA card) as its rewards program balance had gone over 5,000 points. The credit will go towards the purchase of new wheels/tires for the office dolly.

**Life Line Screening**

Previously, Life Line Screening stated it would only pay \$200 per meeting day, the Board indicated their rental rate of \$240 amount was set in stone. Life Line Screening has now committed to renting two rooms in the township hall Saturday November 3rd at the \$240 rate.

**POLICE DEPARTMENT****Old Business**

None

**Road Department****Old Business****AT&T Highview Dr. Construction – Update**

Tom Kayati reported that the contractor working to eliminate the conduit problem is nearly complete and he is pleased with the work.

**Resolution 06062018B – Seasonal Hiring – Benjamin Roberts**

The Road Superintendent asked the Board to approve the seasonal hiring of Benjamin Roberts starting on June 7, 2018 at the hourly rate of \$9.00.

Lindsay Duffey made a motion to hire Benjamin Roberts as a seasonal worker starting on June 7, 2018 at an hourly rate of \$9.00, seconded by Laura Kunze. All voted "Aye."

## RECORD OF PROCEEDINGS

Minutes of

Meeting

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

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**EPMC Department****Old Business****EPMC - Update**

Mark Higdon updated the Board about his health condition (Leukemia) for the past several months. He expressed his desire to get caught up on all the EPMC work. John Oberle had some kind comments about Mr. Higdon.

Due to today being his first day back, he had no EPMC business to report.

Mr. Oberle commented that he had visited Sharon Hills to check on a resident with high grass and parking along the side of the house. The other Sharon Hills issue deals with an auto repair business at the residential location; the resident has admitted such in court.

Mr. Higdon was asked about a problem on Clubview Drive and he said he would visit the property.

**Motion to go into Executive Session**

John Oberle made a motion for the Board to go into Executive Session at 7:50 pm citing discussion of personnel matter, 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 8:05 pm, seconded by Laura Kunze. All voted "Aye."

**Approval of Letter**

John Oberle made a motion to approve the May 16, 2018 minutes, seconded by Lindsay Duffey. All voted "Aye."

**Approval of May 16, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the May 16, 2018 minutes, seconded by John Oberle. All voted "Aye."

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

Date

6/20/18

Chair



Fiscal Officer



# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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



## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

**REGULAR SESSION HELD AT**

95 E. Wilson Bridge Road

June 20, 2018

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

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

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

**Residents:** Don Dale, William Ash, Pat Kelly, H. Butch Belszek

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Tom Kayati asked for a right-of-way request for Cherry Tree Drive to be added to the agenda.

John Oberle made a motion to approve the amended agenda, second by Laura Kunze. All voted "Aye."

**Resident Comments**

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

**TRUSTEES****Old Business****Regional Meetings - Update**

Chair Kunze reported that the regional meetings have been well-attended with the Sharon Hills and Worthington Hills meetings coming up.

**General Fund Sustainability**

John Oberle updated the Board of the OVC development. He stated a requested timeline from May 2018 has not been delivered nor the final project costs. From the final project costs, Mr. Oberle stated an economic development analysis could be performed so the Board could consider the appropriate tax incentives to offer OVC.

Mr. Oberle asks the Board to host two public meetings on the project, probably in August. There is a lot of work that needs to be done by both parties.

**New Business****Township Records Commission**

The Fiscal Officer gave a summary of the required annual meeting. He pointed out that there are two new records types posted to the Records Retention Schedule that must be approved by the Ohio Historical Society and the Ohio Auditor of State. The 15-50 (emails) and 15-51 (Public Records requests) are the new record types. The email retention period will be the same as the Auditor of State – 30 days.

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

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The new email record retention will also assist in use of an outside email service. The Board had discussed the issue and came to a consensus.

Lindsay Duffey made a motion to approve the Records Retention Schedule – Form RC-2 with an effective date of June 30, 2018 when approved by regulatory agencies, second by Laura Kunze. All voted "Aye."

**FISCAL OFFICE****Old Business****Auditor of State / Julian & Grube**

AOS has authorized Julian & Grube to perform the 2017-2018 and 2019-2020 audits. Price negotiations will follow.

**Ohio Sales Tax Refunds**

No response from the Ohio Department of Taxation. The Fiscal Officer had a telephone conversation with Columbia Gas about the issue, they are looking into why Sharon Township is being billed for Ohio Sales Tax.

**RITA**

A draft Memorandum of Understanding was sent last week to Paul Theis at the Franklin County Prosecutor's office. The Fiscal Officer suggested that efforts be directed to the Worthington Law Director as RITA operates under contract with Worthington.

**Carpet Cleaning**

Stanley Steamer cleaned the carpet in the two large rental rooms on May 25th for \$230.00. Franklin County Board of Elections was billed for ½ of the cost

**Township Hall Rental**

Rev Joseph Chang (Chinese Christian Church) has rented the township hall on the following Friday evenings in July: 6, 13, 20. The rentals will generate \$303.75 for the General Fund.

**Internet Service**

Quotes have been asked from WOW, Atlantic STS, CityVoip, MegaPath and AT&T as the three-year Internet contract with Time Warner/Spectrum has ended. WOW would only extend their Internet service line if the township would commit to a \$200+ per month charge. CityVoip is recommended to the Board as the township's Internet Service vendor. CityVoip offers a one-year contract of 100 meg download / 10 meg upload for \$80.00 per month and a static IP address for \$15.00 per month.

Laura Kunze made a motion to approve CityVoip one-year Internet provider contract, Lindsay Duffey seconded. All voted "Aye."

## RECORD OF PROCEEDINGS

Minutes of

Meeting

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

June 20, 2018

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**Odd Jobs**

Handyman Matt Althausser has been asked to repair the interior door that goes from the lobby to the main meeting room. There are several other jobs to be done – clean out NE and SE HVAC rooms, fix gutter on NE side of building, and install/replace six door sweeps.

**HVAC Service Contract**

Quotes were requested from AireCom, TotalAir, and Waterworks for a one-year HVAC service contract. They were asked to provide two (2) quotes to cover a four-visit and two-visit contract. Deadline for submission is Monday July 2, 2018 at 9:00 am.

**Revenue Budget**

At the July 18, 2018 Board meeting, the 2019 Revenue Budget will be presented to the Board for their approval. The Fiscal Officer will include a proposed 2.64 Inside Millage estimated by Kerri Ritchie (County Budget Commission) to generate \$203K for the General Fund.

**Vacation**

The Fiscal Officer will be in Texas from June 23rd to the 30<sup>th</sup>.

**POLICE DEPARTMENT****Old Business****Low-Speed, Under-Speed, Utility and Mini-Truck Information Kit**

Chief Schwind distributed the June 13, 2018 memorandum addressed to the residents of Worthington Hills.

**New Business****Pay Step Increases**

Chief Schwind distributed the June 11, 2018 memorandum addressing pay step increases for Constables Brooke Dendiu, Stephen Jackson, and Marcus Ballinger. All Board issues were covered and the effective date of the pay increases was to be effective June 21, 2018. The Board agreed with the police pay step increases.

Lindsay Duffey made a motion to approve Police Department pay step increases defined in the June 11, 2018 memorandum, Laura Kunze seconded. All voted "Aye."

**Pay Step Increases**

Chief Schwind asked the Board to approve his proposed outreach program entitled "Coffee with a Cop." As indicated in the June 20, 2018 memorandum, Chief Schwind wishes to schedule meetings in September and October. At these meetings, residents will be able to ask any questions they have about policing and Sharon Township. The Board supports the program.

## 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 20, 2018

Page 4 of 5

**Road Department****Old Business****AT&T Highview Dr. Construction – Update**

Tom Kayati reported no recent activity. Item can be dropped from agenda.

**Right-of-Way Request**

Road Superintendent has received a right-of-way request from the property owner (Joseph Monjot) of 8146 Olentangy River Road. The unimproved right-of-way is known as Cherry Tree Drive. The Board and staff talked extensively about the issue including that the residents would improve the right-of-way to Franklin County road specifications, the impact of the issue on property owned by Derek Phelps, the lack of a potential plow truck turnaround, that the roadway would in effect become a driveway.

Mr. Oberle suggested an easement as a possible solution. Mr. Kayati suggested classifying all unmaintained (status) right-of-way parcels as outlined in the Ohio Revised Code.

The Board consensus was for Mr. Kayati to continue work on the unmaintained status for township right-of-way. Mr. Kayati will check with the Franklin County Engineer Office on options available to Sharon Township. He will also call the resident and inform him that the township is not interested in improving the right-of-way to a road condition.

**EPMC Department****Old Business****EPMC - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed a summary document which contained discussion of the following entries:

- 1375 & 1391 Home Acre – CED seeking resolution of conflicting information (case documents and court records) as to whether the case has been closed.
- 8220 Flint Road – Case closed 06-12-2018. Township authorized to abate all nuisances at defendant's expense per Judgment Entry. Fine of \$100 /day imposed forthwith on defendants for each day property remains in non-compliance.
- 89 Rosslyn – CED to contact owner soon on progress toward compliance. Recent drive-by observation showed many boxes on front porch.
- 406 Rosslyn - CED to contact owner soon on progress toward compliance. None apparent from recent drive-by observation.

## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

June 20, 2018

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- 412 Rosslyn – Except for poor condition of front lawn, property looks otherwise compliant.
- 496 Rosslyn – Minimal work notwithstanding, property still mostly non-compliant.
- 310 Westview – Referred to prosecutor 2-21-2018. Prosecutor gave owner till 3-5-2018 to abate violations. Violations remain, per recent drive-by observation and neighbor's report. No hearing schedule at this writing.
- 5311 Riverside Drive – Uncorroborated report that property has been sold. Non For-Sale sign observed during recent drive-by.
- 27 Kanawha – Referred unpermitted fence across right-of-way to Franklin County Zoning. No apparent EPMC violations on property.
- 5061 Sharon Hills Drive – Zoning case involving automobile repair business.

**Approval of June 6, 2018 Meeting Minutes**

John Oberle made a motion to approve the June 6, 2018 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:58 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

7/18/18  
Date

  
Chair

  
Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

~~SPECIAL SESSION HELD AT~~

844 LOOKOUT POINT DRIVE

July 12, 2018

Page 1 of 1

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

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

**Guests:** Bill Ash, Tony Palmer, State Representative Mike Duffey

**TRUSTEES****New Business****Mount Air Water Supply Issue**

Chair Kunze gave a summary of events since the July 6, 2018 Mount Air water pipe break at Plum Tree Drive and State Route 315. Water service was restored at 1:30 pm today, July 12, 2018 and was a direct result of the Ohio EPA providing emergency funding to Mount Air Improvement Corporation (MAIC). State Representative Mike Duffey was a key component in getting Ohio EPA to make funding available to MAIC.

The other component of the meeting was to consider what options are there for Sharon Township residents to obtain water and sewer services without being annexed to the City of Columbus.


Chair Kunze has explored this issue with Perry Township and they are open to a joint Water and Sewer District. Such a joint approach would reduce Sharon Township's cost. She believes that getting Delco Water in for the Mount Air area would be a good solution. John Oberle outlined the process to follow, citing water as a safety issue.

Chair Kunze suggested bringing in attorney John Albers, an authority on water and sewer district law, to speak to the Sharon Township Board of Trustees. She offered to pick up Mr. Alber's fees to come and speak to the Board.

MAIC is in the process of obtaining plans that could be used by Delco Water. Chair Kunze noted it could be two years before Delco Water could install water lines in Mount Air. She also noted that the Delco Water sewer system is at full capacity so the sewer issue will continue to be an issue in Mount Air.

With no further business to bring before the Board a request to adjourn at 7:02 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

7/18/18  
Date

  
Chair

  
Fiscal Officer

Held SHARON TOWNSHIP TRUSTEES 20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

July 18, 2018

Page 1 of 5

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

Roll Call:	Laura Kunze	Present
	Lindsay Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Residents:** Don Dale, William Ash, Pat Kelly, H. Butch Belszek, Gregory Bartlett, Audrey Redmon, Nicolas Loudner

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes and the 3<sup>rd</sup> quarter newsletter was added to the agenda.

Lindsay Duffey made a motion to approve the amended agenda, second by John Oberle. All voted "Aye."

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Regional Meetings - Update**

Chair Kunze reported on the completion of regional meetings that have been well-attended with residents fully engaged on issues affecting their area of the township. She expects to distribute survey information to the public sometime in August.

**General Fund Sustainability – Olentangy Valley Center**

John Oberle reported that the township is still waiting on the final project cost from the Olentangy Valley Center developer. He said the approval process will include two public meetings where the developer can answer questions from residents, staff and the Board about the project.

**3<sup>rd</sup> Quarter Newsletter**

The Board discussed certain components and that the 3<sup>rd</sup> quarter newsletter should be mailed out before the Labor Day holiday. Discussion will continue at the August 1<sup>st</sup> meeting with a newsletter article submission deadline of August 15<sup>th</sup>.

**New Business**

**Township Water & Sewer District**

Chair Kunze posed the possibility of retaining a local government law expert, John Albers, to advise the township on the development of a Water & Sewer District. She said that residents face potential dry wells in various parts of the township, a



Held \_\_\_\_\_ SHARON TOWNSHIP TRUSTEES \_\_\_\_\_ 20\_\_\_\_\_  
REGULAR SESSION HELD AT  
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private water system that recently failed for a short period of time in the Mount Air area, and the constant pressure to annex into the City of Columbus for sewer services. Chair Kunze recalled the recent announcement that Franklin County desires to turn over its water/sewer system to the City of Columbus.

The Board agreed it would be a good idea to explore options with Mr. Albers at the August 1<sup>st</sup> meeting. Chair Kunze stated she would waive one month's pay for John Albers time. Mr. Oberle spoke about possible options (loans, grants) with the Ohio Development Water Authority and other state agencies in the future. Chair Kunze spoke about benefits available to Home Rule townships and whether Sharon Township could become one.

John Oberle made a motion to approve signing a John Albers engagement letter for a one-time consultation at the August 1<sup>st</sup> regular meeting, Lindsay Duffey seconded. All voted "Aye."

#### **FISCAL OFFICE**

##### **Old Business**

##### **Auditor of State / Julian & Grube**

Julian & Grube has offered an audit fee of \$9,000.00 for each of the next two audits (2019 and 2021). The Fiscal Officer recommended a motion from the Board to accept the \$9,000.00 quote from Julian & Grube and for them to continue the Ohio Auditor of State audit contracting procedure.

Lindsay Duffey made a motion to approve the Julian & Grube \$9,000.00 per audit quote and for them to continue the Auditor of State contract audit process, Laura Kunze seconded. All voted "Aye."

##### **Ohio Sales Tax Refunds**

The Ohio Department of Taxation review of submitted Sales Tax Refund applications revealed no sales tax was charged or paid by Sharon Township. Wording on the Columbia Gas monthly billing statement contributed to the confusion.

##### **Regional Income Tax Agency (RITA)**

The City of Worthington has agreed that the township method of city income tax withholding is appropriate. According to Franklin County Assistant Prosecutor Paul Theis, Worthington was to inform RITA that Sharon Township was a "Blended" employer and that no penalties or additional income tax is due. At this time, it was felt a Memorandum of Understanding between parties was not needed.

##### **Carpet Cleaning**

A check for \$115.00 has been received from Franklin County Board of Elections for their share of the recent carpet cleaning.

##### **Roof Inspection**

Several weeks ago, the Fiscal Officer asked Bontrager Roofing LLC to inspect the township hall's roof. The following was learned: 1) there are three layers of shingles on the roof's dome and they don't have very many years of service left 2) the roof's black rubber portion is starting to split at the seams. The Trustees

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

July 18, 2018

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can be expected to have to replace the roof in 2 to 5 years at a cost currently estimated at \$54,000.

**Credit Card Statement Credit**

The Fiscal Officer had a \$50.00 statement credit applied to the township's Park National Bank credit card balance. This is the second time the Fiscal Officer has reduced the credit card balance through statement credits.

**Odd Jobs**

Handyman Matt Althauser repaired the interior door that goes from the lobby to the main meeting room. He also cleaned out the NE and SE HVAC rooms and installed/replaced six door sweeps for a total cost of \$150.00.

**HVAC Service Contract**

Quotes were received from AireCom and Waterworks for a one-year HVAC service contract. The quotes were for a four-visit and two-visit contract. Past visits were made in January, April, July, October. The Fiscal Officer recommends the Board of Trustees award the one-year contract of two visits per year to Waterworks for an annual cost of \$686.00. HVAC filters could be purchased and installed in January and July at a reduced cost.

Laura Kunze made a motion to approve the Waterworks one-year quote of two visits per year for \$686.00, Lindsay Duffey seconded. All voted "Aye."

**Internet Service / Telephone Service**

In the first two weeks of its new Internet service, CityVoip was down several times. CityVoip is now actively monitoring Sharon Township service. The Fiscal Officer was notified last Friday at 5:30 pm that the township's Internet modem had failed, but was rebooted by Spectrum.

**Revenue Budget and Resolutions**

The 2019 Revenue Budget will be presented to the Board for their approval. The Fiscal Officer will include a proposed 2.64 Inside Millage estimated by Kerri Ritchie (County Budget Commission) to generate \$203K for the General Fund. The Board discussed the resolutions, had several questions and came to a consensus.

After a recommendation and full team support, John Oberle made a motion to approve the 2019 Tax Budget Resolution 07182018B and its Excel worksheet, Lindsay Duffey seconded. All voted "Aye." All agreed to find alternative sources for this fund.

John Oberle made a motion to approve Resolution 07182018C which requests the County Budget Commission to authorize 2.64 inside millage for the General Fund in 2019, Lindsay Duffey seconded. All voted "Aye."

**POLICE DEPARTMENT****Old Business****New Radios – Homeland Security Grant**

Chief Schwind announced receiving seventeen (17) new radios (mobile and portable) via a Homeland Security grant. If the radios had been purchased

Held \_\_\_\_\_

20 \_\_\_\_\_

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
July 18, 2018  
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individually, the cost would be over \$100,000.00. Chief Schwind said the grant was a wonderful boost for the Police District Fund and township residents.

**Monthly Crime Reports**

Chief Schwind distributed April through June 2018 Crime / Traffic reports to the Board of Trustees and audience. The reports provide information such as traffic accidents, arrests and incidents by twelve areas of the township.

**Road Department**

**Old Business**

**Right-of-Way – Cherry Tree Drive, Apple Tree Drive, Starr Court**

Road Superintendent spoke with the County Engineer and they suggested getting an opinion from the County Prosecutor on how to proceed on the right-of-way request from the property owner (Joseph Monjot) of 8146 Olentangy River Road. Mr. Kayati will provide information to the Trustees upon his return from vacation so a request can be sent to the County Prosecutor.

**New Business**

**State of Ohio Sign Grant**

Mr. Kayati announced the township has been awarded a grant for new "Stop" signs and that square posts are included.

**Resolution 07182018A – Hiring of Marcus Rose – Full-Time Position**

Mr. Kayati recommended the Board approve the hiring of Marcus Rose for the open full-time position at a rate of \$12.04 per hour effective July 31, 2018. Mr. Rose worked at Clinton Township previously.

Lindsay Duffey made a motion to approve the hiring of Marcus Rose for a full-time position at an hourly rate of \$12.04 effective July 31, 2018, seconded by John Oberle. All voted "Aye."

**Aqua Ohio project in Worthington Hills**

Road Superintendent recently learned of a new Aqua Ohio project in Worthington Hills, but he has not been directly advised by Aqua Ohio. The County Engineer sent a copy of the project plans to Mr. Kayati. Work is expected to start soon, but Mr. Kayati is leaving on vacation and will not be able to review the project plan until his return in two weeks. He cited problems with the project plans and stated he will advise the County Engineer of what portion of the plan that can be worked, provided Aqua Ohio obtains an excavation permit from Sharon Township.

**New Road Department Truck**

Mr. Kayati presented the invoices for the new Road Department truck that was approved by the Board earlier this year.

**Tom Kayati - vacation**

The Road Superintendent will be on vacation from July 20<sup>th</sup> to August 2<sup>nd</sup>.

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

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

July 18, 2018

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**EPMC Department**

**Old Business**

**EPMC - Update**

Prior to the meeting, Code Enforcement Director (CED) Mark Higdon distributed the Case Tracker Worksheet which contained discussion of the following entries:

- 89 Rosslyn – CED to contact owner soon on progress toward compliance. Recent drive-by observation showed many boxes on front porch.
- 406 Rosslyn - CED to contact owner soon on progress toward compliance. None apparent from recent drive-by observation.
- 412 Rosslyn – Except for poor condition of front lawn, property looks otherwise compliant.
- 496 Rosslyn – Minimal work notwithstanding, property still mostly non-compliant.
- 310 Westview – Violations remain, per recent drive-by observation and neighbor's report. No hearing schedule at this writing.
- 5311 Riverside Drive – Recent report from Franklin County Public Health that owner is seeking assistance to clear vehicles and trash from property.
- 27 Kanawha – After interviewing owner re unpermitted fence recently built across the Right-of-Way, CED has referred matter to Franklin County Zoning Officer Bailey for follow-up. CED will assist as needed. No apparent EPMC violations on property.
- 5061 Sharon Hills Drive – Franklin County Zoning Officer Bailey declares property compliant on July 11, 2018. July 12, 2018 court hearing cancelled.

**Motion to go into Executive Session**

Lindsay Duffey made a motion for the Board to go into Executive Session at 7:49 pm citing discussion of personnel matter, Laura Kunze seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lindsay Duffey made a motion for the Board to return to a public meeting at 8:21 pm, seconded by Laura Kunze. All voted "Aye."

**Approval of July 12, 2018 Meeting Minutes**


John Oberle made a motion to approve the July 12, 2018 minutes, seconded by Lindsay Duffey. All voted "Aye."

**Approval of July 20, 2018 Meeting Minutes**

John Oberle made a motion to approve the July 20, 2018 minutes as amended, seconded by Laura Kunze. All voted "Aye."

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

8/1/18  
Date

  
Chair

  
Fiscal Officer

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

Held SHARON TOWNSHIP TRUSTEES 20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

August 1, 2018

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: John B. Albers – 7:00 pm**

Attendance: Fiscal Officer John O’Keeffe, Donald Schwind – Police Chief, Tom Kayati – Road Superintendent

**Residents:** Don Dale, William Ash, Pat Kelly, Helen Epps, Audrey Redmon, Dennis & Mary Sue Williams

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, there were none.

Lindsay Duffey made a motion to approve the amended agenda, second by John Oberle. All voted "Aye."

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Regional Meetings - Update**

Chair Kunze stated she is working on converting the survey data into a framework that can be shared with the Board.

**Flint Road Cemetery – Ozem Gardner – Tax Exemption**

John Oberle reported receiving notification from the Ohio Department of Taxation that the request for real estate property tax exemption of the Ozem Gardner house on Flint Road has been approved.

**Offer for Community Park parcel**

John Oberle stated that he had received a telephone call that there could be an offer for the Community Park location in the near future. He asked the Board if they wished him to be the lead on this issue, the Board agreed. Requiring the parcel to remain in the township was discussed and flexibility would be required. Any written sale offer will require a formal approval in a future meeting.

Laura Kunze made a motion to approve accepting a real estate sale offer contingent upon certain conditions, Lindsay Duffey seconded. All voted "Aye."

**General Fund Sustainability – Olentangy Valley Center**

John Oberle reported that the township is still waiting on the final project cost from the Olentangy Valley Center (OVC) developer. He said research is continuing on establishing a Joint Economic Development Zone (JEDZ).

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

August 1, 2018

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Paul Theis (County Prosecutor's office) is researching whether the Police Fund can be assessed for township hall charges. Mr. Oberle wants to use OVC JEDZ as the model for establishing a Metro Parks JEDZ.

**Employee Leave Balance**

Tabled by the Board

**3<sup>rd</sup> Quarter Newsletter**

The Board discussed components for the 3<sup>rd</sup> quarter newsletter such as leaf collection, OVC, and Coffee with a Cop program.

**FISCAL OFFICE****Old Business****3<sup>rd</sup> Quarter Newsletter**

At the request of Lindsay Duffey, an invitation was extended to and accepted by Worthington Fire Department Chief Bailot to write an article for the 3<sup>rd</sup> quarter newsletter.

**Records Retention Schedule**

The updated Sharon Township Records Retention Schedule has been approved by both the Ohio Historical Society and Auditor of State. The schedule will go into effect on August 31st.

**Township Hall Rental**

Rev. Joseph Chang (Church in Columbus) has rented the township hall on the following Friday evenings in August: 10, 17. The rentals will generate \$202.50 for the General Fund.

**Franklin County Board of Elections**

The township hall will be used for a Special Election on Tuesday August 7th.

**Franklin County Auditor**

Sharon Township will be receiving \$7,047.37 from the Franklin County Auditor's Real Estate Assessment Fund next week or so.

**Franklin County Prosecutor**

The Fiscal Officer sent an email to Nick Soulas requesting answers to several questions as to whether the Police District Fund could be charged for certain activities. No response has been received.

**2019 Revenue Budget and Resolutions**

The revised 2019 Revenue Budget was presented to the Board for their approval. The budget contains a new Special Revenue Fund entitled "Unincorporated Township," which will be used to collect inside millage real estate property tax from the township's unincorporated area and disburse funds to pay related unincorporated expenditures. Like previous revenue budgets, the 2019 Revenue Budget is based upon prior year Amended Certificates of Estimated Resources. With the exception of the General Fund and the new "Unincorporated Township Fund," there are no material changes.

# RECORD OF PROCEEDINGS

0969

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 1, 2018

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John Oberle made a motion to approve the Resolution to Create Fund 2191 – Unincorporated Township Fund – 08012018A, Lindsay Duffey seconded. All voted "Aye."

Laura Kunze made a motion to approve the 2019 Tax Budget Resolution 08012018B and its Excel worksheet, Lindsay Duffey seconded. All voted "Aye."

Lindsay Duffey made a motion to approve Resolution 08012018C which requests the County Budget Commission to authorize 2.64 inside millage for the General Fund in 2019, Lindsay Duffey seconded. All voted "Aye."

### POLICE DEPARTMENT

#### Old Business

#### Purchase Order Approval – InterAct - \$1,288.82

Chief Schwind requested Board approval on the annual InterAct invoice.

Lindsay Duffey made a motion to approve a purchase order for InterAct in the amount of \$1,288.82, Laura Kunze seconded. All voted "Aye."

### Road Department

#### Old Business

#### General Update

The Road Superintendent Tom Kayati returned from vacation. Chair Kunze asked about mowing along State Route 315 in the Mount Air area. Mr. Kayati will provide an ODOT point of contact to Chair Kunze.

Resident Bill Ash inquired if it was possible to reduce the speed limit on State Route 315 in the Mount Air area. According to Chief Schwind, ODOT has all the traffic data and would be the one to authorize a traffic safety study. It was noted that the great number of truck traffic which is now on State Route 315, happen since the reconstruction of the State Route 23 interchange on I-270.



BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

August 1, 2018

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**Speaker – John B. Albers**

At approximately 6:40 pm, all township business was completed. Laura Kunze called for an intermission as attorney John B. Albers was expected to arrive around 7:00 pm.

Upon the arrival of John B. Albers, Chair Kunze reconvened the regular meeting to discuss water and sewer issues impacting Sharon Township. Mr. Albers has extensive experience in local government law concerning water and sewer districts. Mr. Albers was invited to the township meeting by Board and Mr. Albers fee will be paid by the township by way of Chair Kunze foregoing her September 2018 township paycheck.

It was noted there were two residents in the audience: Don Dale and Pat Kelly.

Mr. Albers distributed a 15-page document entitled "Alternatives for Providing Water and Sewer Services in Townships." He gave a briefing to the Board of his experience and proceeded to discuss options that could be available to Sharon Township.

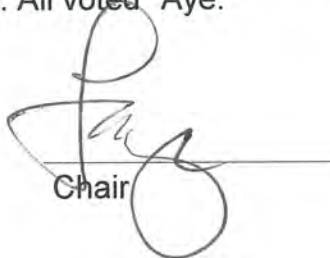
There was an extensive exchange between Mr. Albers and the Board on such issues as establishing a Water District through many of the potential ways offered by the Ohio Revised Code. Mr. Oberle suggest using Community Improvement Corporation (CIC) as a way to accomplish the same objective. The Board consensus is that Sharon Township must move forward in obtaining stable water service for its residents and exploring sewer options that may be available.

**Approval of July 18, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the July 18, 2018 minutes as amended, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:15 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

8/15/18  
Date

  
Chair

  
Fiscal Officer

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

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road  
 August 15, 2018  
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The meeting was opened in proper form at 6:00 PM

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

Attendance: Fiscal Officer John O’Keeffe, Donald Schwind – Police Chief, Tom Kayati – Road Superintendent

**Residents:** Don Dale, William Ash, Pat Kelly, Audrey Redmon, Dan Walters, Linda Jarrett

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Tom Kayati requested that the Aqua Water project and the Plum Tree issue be added to the agenda.

John Oberle made a motion to approve the amended agenda, second by Lindsay Duffey. All voted "Aye."

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Strategic Plan Development**

Chair Kunze stated that her comments would consist of two parts. The survey was completed by 115 residents and the results will be posted to the website. She described the contents of the survey, residents gave a good picture of concerns, and noted a lot of comments. Chair Kunze walked through the comments in the survey’s various sections.

Lindsay Duffey asked if a monthly report could be generated to show who has moved into the township. There was a brief discussion on the issue to include a welcome package that could be delivered by the Police Department to new residents.

Regional meetings went very well and starting the process to create a vision statement and set goals and initiatives. This component will be discussed at the next meeting. Chair Kunze covered a number of issues for consideration to be put in the Strategic Plan.

John Oberle offered his support of the Strategic Plan as a living document and Lindsay Duffey stated the plan was a framework for the future that can be updated periodically.

Held

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT

20

95 E. Wilson Bridge Road

August 15, 2018

Page 2 of 4

**Water District**

Chair Kunze summarized the last regular meeting where attorney John Albers answered questions for the Board about water and sewer services in the township. The issue of using Mr. Albers to assist the township in negotiations with the City of Columbus on water service and other issues was discussed by Board members. Discussion then moved on how to develop water services for township residents.

Lindsay Duffey made a motion to authorize the township to engage John Albers to assist the township in preparing for a pre-water meeting with the City of Columbus, second by Laura Kunze. All voted "Aye."

**Community Park parcel - Update**

John Oberle stated that the real estate offer to purchase the property was not received, that the new offer could be for \$10,000.00. The situation is fluid. Mr. Oberle suggested a compromise of \$12,500.00 and the parcel could annex into Columbus.

John Oberle made a motion to negotiate a sale price between \$10,000.00 and \$12,500.00 with the no restriction on annexation into Columbus, Lindsay Duffey seconded. All voted "Aye."

**General Fund Sustainability – Olentangy Valley Center**

The Board discussed various ways to help improve the General Fund condition. John Oberle distributed a draft letter that he will present to the Metro Park Board in the future on joining a JEDD.

**Employee Leave Balance**

The Board and staff discussed the vacation leave balance limitation of 600 hours. The problem is vacation leave cannot be taken during the summer months without disrupting the cemetery maintenance work flow. The Board agreed that employees should be given an opportunity to take vacation late in the year, thus the 600 hour limit will apply at year end.

**3<sup>rd</sup> Quarter Newsletter**

The Board discussed components for the 3<sup>rd</sup> quarter newsletter such as leaf collection, OVC, and Coffee with a Cop program.

**FISCAL OFFICE****Old Business****July 2018 Bank Reconciliation**

The July 2018 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.

## 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 15, 2018  
 Page 3 of 4

**3<sup>rd</sup> Quarter Newsletter**

The newsletter is ready to go into production, the final draft is in the meeting folder. The newsletters will be dropped off at Insley Printing this coming Friday to be folded and returned to the township for processing (labels, stamped, and taped closed) and then mailed on Thursday August 23rd.

**Franklin County Auditor**

Sharon Township received \$7,047.37 from the Franklin County Auditor. A copy of the Franklin County Auditor's Real Estate Assessment distribution sheet is in the meeting folder.

**Franklin County Prosecutor / Auditor of State**

Recently an email was sent to Nick Soulas requesting answers to several questions as to whether the Police District Fund could be charged for certain activities. Paul Theis responded and suggested that the issue be presented to the Ohio Auditor of State (AOS) for guidance. A letter was mailed to AOS, a copy is in the meeting folder.

**Township Personnel Manual**

An email was sent to the Franklin County Prosecutor asking if a staff member could assist Sharon Township in updating its Personnel Manual that was adopted over 12 years ago. Assistant Prosecuting Attorney Benjamin Humphrey is available to assist. The Board should consider whether it wishes to proceed with an update of its personnel manual at this time or wait until 2019. In the same email, the Fiscal Officer asked whether an employee or elected official can be dropped from the township's healthcare insurance plan once an individual turns 65 years old. There has been no response to the question.

**2019 Revenue Budget and Resolutions**

The updated 2019 Revenue Budget is presented to the Board for their approval. Like previous revenue budgets, the 2019 Revenue Budget is based upon prior year Amended Certificates of Estimated Resources. With the exception of the General Fund, there are no material changes. There will be two resolutions presented at this meeting that will revoke two resolutions (creation of Fund 2191 and the authorization for inside millage) approved at the August 1, 2018 regular meeting.

John Oberle made a motion to Resolution 08152018A, which revokes the Resolution 08012018A to Create Fund 2191 – Unincorporated Township Fund, Lindsay Duffey seconded. All voted "Aye."

John Oberle made a motion to approve the 2019 Tax Budget Resolution 08182018B and its Excel worksheet, Laura Kunze seconded. All voted "Aye."

John Oberle made a motion to approve Resolution 08152018C, which revokes the Resolution 08012018C, which requested the County Budget Commission to authorize 2.64 inside millage for the General Fund in 2019, 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 15, 2018

Page 4 of 4

**POLICE DEPARTMENT****Old Business****Bluehost website hosting renewed**

Chief Schwind informed the Board that the website hosting contract was renewed for a three-year period for \$502.00 and that free email service is a component of the renewal. The intent is to migrate to this email service by the end of September.

**2019 Police Cruiser Approval**

Chief Schwind informed the Board of the short-term notice from Ford about scheduling cruiser production for a ten-day period in early September. Chief Schwind outlined the issue an August 13<sup>th</sup> memorandum to the Board.

Laura Kunze made a motion to approve the purchase of two (2) 2019 police cruisers at a cost \$35,113.50 each, Lindsay Duffey seconded. All voted "Aye."

**Road Department****Old Business****Plum Tree Drive - Update**

Road Superintendent Tom Kayati announced an upcoming meeting at the County Engineer's office concerning Plum Tree Drive. Later that day, the group will move to Plum Tree Drive to determine whether draft plans meet expectations.

**Aqua Ohio Project on Clubview - Update**

Tom Kayati related how the Franklin County Engineer's office ran a camera down the storm water system on Clubview and the Aqua Ohio plans did not agree with what is in place. Mr. Kayati explained to the Board why there were problems between the Aqua Ohio water line, storm sewer line and road curb.

**Right-of-Way - Update**

Laura Kunze spoke about the right-of-way issue in Mount Air and stated a response must wait until the Assistant Prosecutor returns from vacation.

**Trees**


Mr. Kayati spoke briefly about a tree in the township right-of-way that needs to be cut down. Mr. Oberle will check with the Franklin County Prosecutor as to whether the township is required to cut such trees down if they are not planted by the township.

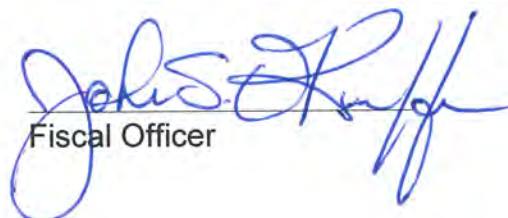
**Approval of August 1, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the August 1, 2018 minutes as amended, seconded by Laura Kunze. All voted "Aye."

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

9/5/18  
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

September 19, 2018

Page 1 of 5

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: David Royer, Andrew Montooth, Karl Schnider – Continental Realty**

Attendance: Fiscal Officer John O’Keeffe, Lt. Jeff Tuchfarber and Sgt Gordon White – Police, Tom Kayati – Road Superintendent

**Residents:** Don Dale, William Ash, Audrey Redmon, Linda Jarrett, Richard Fowler, Karl Snider, Andrew Montooth, David Royer.

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Trustee Duffey asked for the proposed newsletter schedule to be added to the agenda. Mr. Kayati requested the Preliminary Plans for Plumtree Drive to be added. Mr. Oberle asked for the hiring of legal counsel be added to the legal counsel resignation that is on the agenda.

John Oberle made a motion to approve the amended agenda, second by Laura Kunze. All voted "Aye."

**Resident Comments**

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

**Speakers – Olentangy Valley Center (OVC)**

Chair Kunze asked Trustee Oberle to introduce the Continental Realty personnel associated with the OVC. Mr. Oberle gave a summary of the OVC project, how assistance has been asked from township and introduce each member of team.

Mr. Royer gave a history of Continental Realty and its projects around Ohio. He continued with what OVC will be in the future, a mixed-use project of senior citizen housing with the Hills Market being the anchor of entities offering various services to the neighborhood.

Karl Snider stated the plan will included 109 housing units and assisted living units. The four-story building with elevators will have common services for residents on the first two floors. The units will be two bedroom and two bath combination. The assisted living will have 20 full-time employees plus part-time employees.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS - 804 325-8094 FORM NO. 10148

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

September 19, 2018

Page 2 of 5

David Royer spoke about project's concept with future office or retail space. He noted the Worthington Fire Chief is aware of the proposed building and the need for him for approve the design.

Resident Bill Ash asked about the water supply status and was told the data related to the water supply will be given to him. The extension of the Bike Trail was discussed.

Andrew Montooth spoke how he shops at the Hills Market and knows the OVC needs a redevelopment with a different mix of retailers. He indicated changes are ongoing. Questions were taken from the audience, Board and staff. Suggestions can be emailed to the David Royer.

The developer will return at the next regular meeting to update the Board. The township's legal counsel is working with the developer for facilitate the project.

**TRUSTEES****Old Business****Strategic Plan Development**

Chair Kunze indicated Board members will be meeting with the department heads in the near future and she is expects to have preliminary data at the next regular meeting.

**Community Park parcel - Update**

John Oberle received a \$12,000 offer for the purchase of the 1278 Community Park parcel, acceptance must be made by September 21<sup>st</sup>. Mr. Oberle recommends the Board accepts the offer. The Board discussed the offer, which include the township provide a boundary survey before closing and a clear title to the property.

Laura Kunze made a motion to accept the \$12,000.00 offer to purchase the Community Park parcel, second by Lindsay Duffey. All voted "Aye."

**Resignation /Hiring of Legal Counsel**

Chair Kunze announced the resignation of Chris Connelly as an OVC legal counsel. Mr. Oberle recommended the Board hire David Robinson as a substitute for Chris Connelly. He gave overview of Mr. Robinson's legal background and noted the rate would be the same as Mr. Connelly. The Board discussed the issue.

Lindsay Duffey made a motion to approve the hiring of David Robinson as legal counsel for the OVC project, second by Laura Kunze. All voted "Aye."

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

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

September 19, 2018

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**General Fund Sustainability**

John Oberle stated Metro Parks has the letter on starting up a JEDD and he has had discussions with the OVC developer.

Chair Kunze indicated the Local Government Fund contributions may increase in 2019, but there needs to be a constant pursuit of keeping operating costs low.

**Moving roads to Non-Maintain Status List**

A letter was recently mailed to the Franklin County Engineer's office requesting certain roads be added to the Non-Maintain Status List. Once a response is received, two public meetings will have to make the public aware of the issue.

**Right-of-Way Policy - Update**

Trustee Oberle briefed the Board on the status of the Right-of-Way Policy which was reviewed by the Franklin County Prosecutor's office. He asked to table the policy while work is being done on the Plumtree issue. Mr. Oberle expects a solution for Plumtree in the near future. There was a discussion on the removal of trees for road projects and whether the trees should be replaced. How to handle trees that naturally grow in the right-of-way area will be addressed.

**New Business**

**Newsletter Schedule**

Lindsay Duffey explained how a formal newsletter schedule would be helpful to the Board and staff to generate timely newsletters for township residents. The Board discussed and approved the document.

**FISCAL OFFICE**

**Old Business**

**August 2018 Bank Reconciliation**

The August 2018 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.

**Building Maintenance**

Comfort Works replaced the thermostat in the Board meeting room, cost was \$242.00. The technician stated leaking batteries ruined the thermostat and he recommends the removal of all batteries in the remaining six thermostats.

**Healthcare Insurance**

Todd Weithman may be at the next Board meeting on October 3, 2018, currently he has a scheduling conflict to work out. He expects the 2019 Medical Mutual of Ohio (MMOO) proposal to increase by 9% in 2019 and has suggested soliciting bids from other insurance companies to drive down the MMOO price.



## RECORD OF PROCEEDINGS

Minutes of

Meeting

BLAIR GRAPHICS - 800-325-8094 FORM NO. 10148

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

September 19, 2018

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**Resolution – Franklin County Budget Commission**

The Franklin County Budget Commission requests the Board's approval of their resolution entitled "*Resolution accepting the amounts and rates as determined by the Budget Commission and authoring the necessary tax levies and certifying them to the County Auditor,*" This resolution is an annual resolution that shows what tax levies will be in place at the beginning of 2019.

Lindsay Duffey made a motion to approve the Franklin County Budget Commission's resolution on the necessary tax levies, second by Laura Kunze. All voted "Aye."

**Delta Dental 2019 Quote**

The Fiscal Officer had forwarded an email from Delta Dental to the Trustees and staff. Delta Dental coverage in 2019 will continue without a price increase.

**POLICE DEPARTMENT****Old Business****Approval to Hire Tylor Pimental**

Lt. Tuchfarber asked the Board for their hiring approval of Tylor Pimental for the Police Department. Chief Schwind had previously sent an email to the board discussing the hiring of Mr. Pimental.

John Oberle made a motion to approve hiring Tylor Pimental and swearing him in on October 3, 2018, second by Lindsay Duffey. All voted "Aye."

**Police Cruiser Radios**

Lt. Tuchfarber requested Board approval to purchase two police cruiser radios for \$8,658.02, of which all but \$860.00 will be rebated to Sharon Township via an approved federal grant.

Lindsay Duffey made a motion to approve a purchase order in the amount of \$8,658.02 for the purchase of two police cruiser radios, second by Laura Kunze. All voted "Aye."

**Road Department****Old Business****Approval of revised Excavation Permit - Update**

Road Superintendent Tom Kayati has updated the Excavation Permit to mirror the document used by the county engineer.

**Plumtree Plan – new culvert**

Tom Kayati distributed the Preliminary Plan for the new Plumtree Drive culvert, the current estimate is \$27,000.00, and the work could be done in 2018. The county engineer will need a letter from the township stating it has the money to pay for the project.

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  
September 19, 2018  
Page 5 of 5

**EPMC**

**Old Business**

**Exterior Property Maintenance Code - Update**

Trustee Oberle had nothing to report.

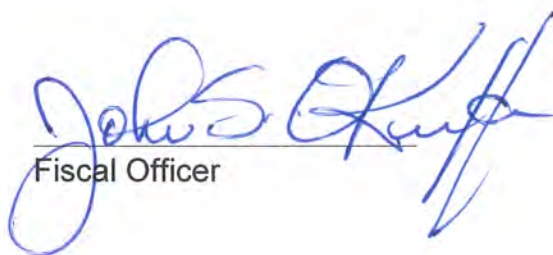
**Approval of September 5, 2018 Meeting Minutes**

John Oberle made a motion to approve the September 5, 2018 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:48 PM - was made. Laura Kunze moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

10/3/18  
Date

  
Chair

  
Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

## 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

September 5, 2018

Page 1 of 5

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

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

Attendance: Fiscal Officer John O'Keeffe, Donald Schwind – Police Chief, Tom Kayati – Road Superintendent

**Residents:** Don Dale, William Ash, Pat Kelly, Audrey Redmon, Lisa Bowers, Linda Jarrett, Amber Curtis, Tony Monjot, Alex and Julie Dumm

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Chief Schwind asked the Grant Medical Center payment on behalf of a prisoner be dropped from the agenda. The issue has not matured.

Lindsay Duffey made a motion to approve the amended agenda, second by Laura Kunze. All voted "Aye."

**Resident Comments**

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

**Speakers – Residents**

Chair Kunze noted there were residents in the audience that wished to speak to the Board about use of the right-of-way on Cherry Drive, Apple Drive and Starr Court. At the previous regular meeting, the Board started working on a right-of-way policy and was considering an update of the Non-Maintain list with the Franklin County Engineer.

The residents, Amber Curtis, Tony Monjot, Alex and Julie Dumm, spoke about the right-of-way problems and issues and asked the Board for assistance. There was an extensive discussion between the residents, staff and the Board how the residents could access their property, maintain their septic systems and the need for a limited use of the right-of-way.

The residents cited vehicle parking by some neighbors is blocking access to all residents. The Board will consider No Parking signs if allowed by Ohio law.

Chair Kunze stated the Franklin County Prosecutor is working on legal questions and how any right-of-way improvements must meet county engineer standards. John Oberle made a number of suggestions to be incorporated in a right-of-way policy.

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

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

September 5, 2018

Page 2 of 5

Residents asked if they could make improvements and were advised "no". When asked who place gravel at the entrance, it appears it was done by the Mount Air Improvement Corporation which provides water to the Mount Air area.

Mr. Oberle suggested the use of easements to allow access. Chair Kunze will follow-up with the prosecutor on the suggestions made during the meeting.

The Board will wait on the response from Franklin County Prosecutor's Office.

**Right-of-Way Policy**

Discussion continued on the proposed right-of-way policy with Mr. Kayati providing a summary of the issue with a focus on trees in the right-of-way.

Research of Ohio law and assistance from the prosecutor's office shows the township is not liable to maintain trees in the township's right-of-way that the township has not put there. A draft of the policy has been sent to the prosecutor's office for their review.

**TRUSTEES****Old Business****Strategic Plan Development**

Chair Kunze asked Board members to look deeper in how the various departments work and to consider impacts such as technology changes, shared services with other local governments and a communication strategy. The Fiscal Officer will be asked to provide a 5-year financial plan that incorporates suggestions from peer fiscal offices.

The Star Board could be helpful in communicating with residents. Linda Jarrett informed the Board that long time resident Helen Epps was moving out of the township. Ms. Jarrett was asked to ensure Helen Epps attends the next regular meeting. Chair Kunze asked for the Star Board to meet in the near future.

Chair Kunze requested input in the crafting of a vision statement.

**Community Park parcel - Update**

John Oberle stated no real estate offer had been received. He has conveyed the Board parameters to the real estate agent and hopes to have an offer at the next regular meeting.

**OVC – Email from David Royer**

Chair Kunze read the email from David Royer who asked for approval to move forward on the project. Mr. Oberle stated Mr. Royer would obtain that approval from Franklin County. There was a discussion as to the impact of a building being removed from the property valuation and the potential loss of tax revenue. Mr. Oberle didn't believe there would be a 2019 impact and any reduction could be challenged via the Board of Revision.

Mr. Oberle has been in discussion with outside legal counsel (Brosius and Connelly) on the OVC development and learned the developer wishes to attend the next two regular meetings to present their project plan.

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

SHARON TOWNSHIP TRUSTEES  
 REGULAR SESSION HELD AT  
 95 E. Wilson Bridge Road  
 September 5, 2018  
 Page 3 of 5

Discussion continued on what was needed from the development, what financial incentives are available, JEDD status and location of the public meetings. Consideration will be given to having the latter meeting at an alternative location. The Worthington Hills Civic Association and Perry Township will be notified.

**Resolution 09052018A – Chris Connelly – Engagement Letter**

The Fiscal Officer informed the Board that outside legal counsel Chris Connelly had moved on to a new law firm and needed an updated engagement letter from the township. The Board had questions and they were answered by Mr. O’Keeffe.

John Oberle made a motion to approve Resolution 09052018A which approves the Chris Connelly engagement as outside legal counsel on the OVC development, seconded by Laura Kunze. All voted "Aye."

**General Fund Sustainability**

John Oberle summarized activities that are underway including meeting with the Metro Parks Board, the sale of three parcels, allocation of elected officials’ salaries among all funds. Chair Kunze was about the status of the Local Government Fund and whether it may be increased in the future.

**New Business**

**Resolution – Moving Right-of-Way locations to Non-Maintain List**

Tom Kayati updated the Board on the need to send a letter to the Franklin County Engineer requesting the addition of a number of right-of-ways to the Non-Maintain List. The Board discussed the issue, asked Mr. Kayati to give the letter to Sharon Lee for creation on township letterhead and signature by Chair Kunze

**FISCAL OFFICE**

**Old Business**

**IT Support**

Tony Gordon has completed the hard wiring of township computers. All work is geared towards implementation of new email system by the end of September.

**3<sup>rd</sup> Quarter Newsletter**

A "Thank You" goes out to Trustee Lindsay Duffey, Chief Schwind, Sharon Lee and residents Dennis and Mary Sue Williams for their help in getting the 3rd Quarter Newsletter folded, taped, labeled, stamped and mailed in a timely manner.

**Building Maintenance**

The batteries in all seven thermostats were replaced, four thermostats contained leaking batteries. In the future, thermostat batteries will be replaced every Labor Day to ensure continued uninterrupted service and no damage to the thermostats from leaking batteries. Township handyman Matt Althausner repaired the broken stall door in the men’s restroom on Saturday August 25th.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEART GRAPHICS 800.375.8094 FORM NO. 10148

Held \_\_\_\_\_

20\_\_\_\_\_

SHARON TOWNSHIP TRUSTEES  
 REGULAR SESSION HELD AT  
 95 E. Wilson Bridge Road  
 September 5, 2018  
 Page 4 of 5

**Franklin County Prosecutor / Auditor of State**

A response was received from the Ohio Auditor of State to the questions posed in a letter concerning whether the Police District Fund could be charged for certain activities. The letter was forwarded to the Trustees.

**Township Personnel Manual**

An electronic copy of the township personnel manual was forwarded to Assistant Prosecuting Attorney Benjamin Humphrey last week. Additionally, the township was advised by Mr. Humphrey that an employee or officer cannot be dropped from the township's healthcare insurance plan once an individual turns 65 years old.

**POLICE DEPARTMENT**

**Old Business**

**Bluehost hosting e-mail, start date October 1<sup>st</sup>**

Chief Schwind informed the Board that the township would switch its email system from the Police Department server to Bluehost effective October 1<sup>st</sup>. The email service comes at no charge with the township's website hosting contract. The Board and staff discussed the issue.

Chief Schwind will be updating the Police Department server software which will dramatically increase IT security related to the WIFI system. All township personnel were strongly encouraged to delete unneeded emails or print and retain those emails they considered necessary.

**Letter to Trustees - Police Applicant Tylor Pimental**

Chief Schwind sent an email to the Trustees with his recommendation to hire Tylor Pimental during its September 19, 2018 regular meeting and be sworn in during the October 3, 2018 regular meeting.

Chief Schwind will be on vacation during the week of the next regular meeting.

**Road Department**

**Old Business**

**AT&T work in township - Update**

Road Superintendent Tom Kayati stated AT&T had another week to finish up their work in Worthington Hills.

**Aqua Ohio Project in township - Update**

Tom Kayati has drafted a new excavation permit based upon the document used by the Franklin County Engineer. He described the permit elements including the need to be a continuous work process without interruptions, plus several other issues. He will present a finalized permit to the Board for its approval at the next regular meeting.

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

September 5, 2018

Page 5 of 5

**Aqua Ohio Project in township - Update**

Tom Kayati approved their work permit and related how the work will be performed.

**EPMC**

**Old Business**

**Exterior Property Maintenance Code - Update**

Trustee Oberle had nothing to report, though he is looking into some issues related to 6770 Maple Canyon Road.

Chair Kunze asked about an update on the Rosslyn Avenue house fire and Chief Schwind described how the fire started and the extent of damage.

**Approval of August 15, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the August 15, 2018 minutes as amended, seconded by John Oberle. All voted "Aye."

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

9/19/18

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****October 3, 2018****Page 1 of 4**

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

<b>Roll Call:</b>	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted****Guest Speakers: Andrew Montooth – Continental Realty**

**Attendance:** Fiscal Officer John O'Keeffe, Chief Donald Schwind, Constable Kyle Storm

**Residents:** Don Dale, William Ash, Audrey Redmon, Pat Kelly, Andrew Montooth.

**Swearing-In of Tylor Pimental**

Chief Schwind introduced Tylor Pimental and his family to the Board of Trustees. A resolution formally hiring Constable Pimental as a constable was discussed.

Lindsay Duffey made a motion to approve the resolution hiring Tylor Pimental as a Sharon Township Constable, second by Laura Kunze. All voted "Aye."

The Fiscal Officer swore in Constable Pimental and he was then congratulated and welcomed to Sharon Township by the Board.

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, Chief Schwind wanted to add Trick or Treat Night, E-mail system update, Drug Take Back event, and next Coffee with a Cop. Chair Kunze wished to add meeting schedule changes related to her knee surgery.

Lindsay Duffey made a motion to approve the amended agenda, second by John Oberle. All voted "Aye."

**Resident Comments**

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

**Speaker – Olentangy Valley Ceneter (OVC)**

Chair Kunze asked Mr. Andrew Montooth to update the Board on the OVC project. He indicated the project would include 109 housing and assisted living units. The units will be two bedroom and two bath combination. The assisted living will have 20 full-time employees plus part-time employees. The four-story building with elevators will have common services for residents.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 3, 2018****Page 2 of 4**

John Oberle indicated OVC information is flowing to the township's outside legal counsel. Discussion moved on to when a Special Meeting is needed to approve any financial incentives for the OVC project. It is expected that the Special Meeting will be held on Tuesday October 30<sup>th</sup> at the township hall.

**TRUSTEES****Old Business****Strategic Plan Development**

Chair Kunze indicated Board members will be meeting with the department heads in the near future and she expects to have preliminary data at the next regular meeting.

**Community Park parcel - Update**

John Oberle reported on the real estate sale of 1278 Community Park for \$12,000 requires the township to have the property surveyed. There was a brief discussion of the issue.

Lindsay Duffey made a motion to approve a land survey, the cost to be deducted from the \$12,000.00 sale price, second by Laura Kunze. All voted "Aye."

John Oberle has advised the township's realtor of two other parcels near Community Park and asked if they are saleable and if so at what price.

**Future Board Meetings**

The Board discussed when to hold the remaining 2018 Board meetings as members will not be in town to attend the scheduled meetings. It was agreed by Board consensus that the following changes to Board meeting dates be done:

Special Meeting on OVC – October 30, 2018  
Regular Meetings in November on the 14<sup>th</sup> and 28<sup>th</sup>  
Regular Meeting in December on the 12<sup>th</sup>

**Non-Maintain List and Right-of-Way Policy**

The two issues of the Non-Maintain List and Right-of-Way Policy were tabled. Work continues on these issues with the Franklin County Engineer and Prosecutor offices.

**Board of Health's 2019 – 2021 Mosquito Contract**

The Fiscal Officer spoke about Franklin County Board of Health request for Sharon Township to indicate what it requires in the 2019 to 2021 Mosquito Contract. There was a discussion as to whether extended services should be obtained. Chair Kunze will respond.

John Oberle made a motion to approve the base mosquito contract, second by Laura Kunze. 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****October 3, 2018****Page 3 of 4****Fall 2018 Newsletter – Topics**

The Board asked staff to contribute to the next edition of the township newsletter. Board will also write informational articles.

**Water District Resolution – Legal Service Contract**

Chair Kunze raised the issue of establishing a township Water District, gave a summary of the issue, and asked the Board to approve a contract with attorney John Albers. Mr. Albers has offered to perform his legal services on a fixed amount of \$25,000, payable upfront and upon completion of work.

The Board debated the offer and how a water district would benefit Sharon Township.

Lindsay Duffey made a motion to approve John Albers fixed contract of \$25,000, second by John Oberle. All voted "Aye."

**FISCAL OFFICE****Old Business****2019 Health Insurance Quote**

The 2019 Medical Mutual of Ohio (MMOO) proposal containing an 8.8% increase was distributed recently. The township is awaiting instructions from Todd Weithman on how to solicit bids from other insurance companies that will drive down the MMOO price.

**OTSO Compliance Review**

Laura McCall of the Office of Criminal Justice Services reviewed the Ohio Traffic Safety Office grant on Monday October 1st. No issues were noted and a compliance review letter is due in 2 to 3 weeks.

**General Fund Recommendations**

At the October 17th Board meeting, the Fiscal Officer will present his General Fund recommendations for their consideration.

**POLICE DEPARTMENT****Old Business****Trick or Treat Night**

Chief Schwind announced Wednesday October 31<sup>st</sup> will be Trick or Treat night from 6:00 pm to 8:00 pm. The date and time are the same as other local governments.

**Email System**

Chief Schwind informed the Board that the crossover to the new Blue Host email system has been accomplished. There are several remaining issues and they are being addressed by IT Consultant Tony Gordon.

## 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 3, 2018

Page 4 of 4

**Drug Take-Back Day**

Sharon Township will again participate in the U.S. Drug Enforcement Agency's "Drug Take-Back Day" on Saturday October 28<sup>th</sup> from 10:00 am to 2:00 pm.

**Coffee With a Cop**

Chief Schwind announced another session of the Police Department's "Coffee With A Cop" program on Saturday November 10<sup>th</sup> from 10:00 am to 2:00 pm.

**Christmas Toys**

Trustee Duffey spoke about the township joining the annual Christmas Toys program with the Worthington Fire Department. More information will be posted to the township website.

**EPMC****Old Business****Exterior Property Maintenance Code - Update**


Trustee Oberle had nothing to report.

**Approval of September 19, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the September 19, 2018 minutes, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:07 PM - was made. John Oberle moved to adjourn the regular meeting, Lindsay Duffey seconded. All voted "Aye."

10/17/18  
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  
October 17, 2018  
Page 1 of 4**

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Vacation
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: None**

Attendance: Fiscal Officer John O'Keeffe, Chief Donald Schwind, Road Superintendent Tom Kayati

**Residents:** Don Dale, William Ash, Pat Kelly

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, there were none.

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Strategic Plan Development**

Chair Kunze is continuing to march through data to determine needs such as facility requirements, but had nothing to discuss this evening. John Oberle stated the goal is to have a plan in place by the end of year.

Tom Kayati and Chief Schwind expressed their concerns about financial recommendations made by the Fiscal Officer in a memorandum distributed to the Board and department heads. Chair Kunze encourages input and feedback from personnel to help shape township policy. Mr. Kayati was asked to provide written input to the Board in response to the Fiscal Officer recommendations.

Mr. Kayati believes the Cemetery Fund should not be charged for Trustee and Fiscal Officer salaries, Mr. Oberle also believes the Cemetery Fund should not be charged. Mr. O'Keeffe warned that being selective in what fund is charged for elected official salaries may be challenged by the auditors and could result in findings for recovery. Mr. O'Keeffe said the solution for the General Fund problem is a 2 mill levy in 2019.

Chair Kunze stated she welcomes input from everyone and she has received information how other townships operate. No decision on how to proceed has been made.

Mr. Oberle spoke about the purchase of the township hall, shared services, and state funding shortfalls.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road**

**October 17, 2018**

**Page 2 of 4**

**Water District Resolution**

Chair Kunze stated there would be a Mount Air Corporation meeting at the township hall on Tuesday October 13<sup>th</sup> at 6:30 pm. Letters have gone out to Mount Air residents to attend the meeting.

As for the Attorney John Albers payment, Chair Kunze will hold herself responsible for ½ the amount and Bill Ash of Mount Air Improvement Corporation for the remaining portion. Mr. Oberle stated Albers fee would be reimbursed once the project is assumed by the private water company.

Chair Kunze expects to have a resolution from legal counsel John Albers at the next regular meeting creating the Water District.

**Community Park parcel - Update**

John Oberle reported the closing on the real estate sale of 1278 Community Park for \$12,000 is expected to happen in the next week.

**General Fund Sustainability**

Chair Kunze had nothing to report.

**Fall 2018 Newsletter**

All parties indicated that they will meet the October 22<sup>nd</sup> deadline for submission of newsletter articles.

**FISCAL OFFICE**

**Old Business**

**General Fund Recommendations**

The Fiscal Officer distributed several documents to the Board and department heads. The documents consisted of General Fund Recommendations, Proposed Payroll Percentage Method, and an updated Township Hall Income and Expense.

The three-page General Fund Recommendations (GFR) contained a Summary, Background, Revenue and Expenditure Flow, Base Expenditures, Expenditure Summary, Township, General Fund Adjustments and General Fund Levy.

The GFR describes the impact of low interest rates over the past ten years, the elimination of the Ohio estate tax and a reduction of ½ the annual Local Government Fund dating back over ten year had resulted in a significant reduction of General Fund revenue.

Base expenditures such as the Franklin County Board of Health continue to increase and when combined with elected officials and employee salaries and benefits, exceed the annual revenue flow.

The Fiscal Officer recommended the Board of Trustees place a property tax levy for the General Fund on the May 2019 ballot.

## 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  
October 17, 2018  
Page 3 of 4**

The Proposed Payroll Percentage Method offered a method to allocate elected salaries among most funds via a combining of revenue and expenditures to arrive at a composite percentage.

Both the Police Chief and Road Superintendent were against the GFR recommendations. They were quite vocal against elected official salaries being charged to the Police and Cemetery Funds. Additionally, they expressed their disapproval of instituting a withholding percentage for dental insurance.

There was an extended discussion of the GFR recommendations and the Board thanked the Police Chief and Road Superintendent for their comments. The Board was reminded that salaries for township employees are one of the lowest in Franklin County, thus any increase in fringe benefit charges would have a negative impact on employees.

**Healthcare Insurance**

FormFire instructions have been distributed to Trustees and department heads. Complete of the FormFire process by Friday October 22<sup>nd</sup> will enable our healthcare insurance broker to obtain quotes and present his recommendations no late than the November 28<sup>th</sup> Board of Trustees meeting.

**Township Hall Rental**

Jillo Pizzino of Plain City has rented the township hall for Thursday October 18<sup>th</sup> from 5:00 pm to 8:00 pm. The Pizzino Family will host a wake for family members and food will be provided by Olive Garden.

**POLICE DEPARTMENT**

**Old Business**

**Trick or Treat Night**

**New Email System - Update**

Chief Schwind updated the Board on the new Blue Host email system. There have been issues, but they are quickly addressed by IT Consultant Tony Gordon.

**National Drug Take-Back Day – October 27<sup>th</sup>**

Sharon Township will again participate in the U.S. Drug Enforcement Agency's "Drug Take-Back Day" on Saturday October 28<sup>th</sup> from 10:00 am to 2:00 pm.

**Halloween – Wednesday October 31<sup>st</sup>**

Chief Schwind reminded the Board that Halloween will be observed on Wednesday October 31<sup>st</sup> from 6:00 pm to 8:00 pm. Most other local governments follow the same date and time.

Laura Kunze made a motion to approve the Halloween and National Drug Take-Back dates for Sharon Township, seconded by John Oberle. All voted "Aye"

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road**

**October 17, 2018**

**Page 4 of 4**

**Coffee With a Cop for a Cause (Christmas Toy Drive)**

Chief Schwind announced another session of the Police Department's "Coffee With A Cop" program on Saturday November 10<sup>th</sup> from 8:00 am to 9:20 am. Sharon Township is participating in the annual Christmas Toy drive with the Worthington Fire Department.

Mr. Oberle mentioned the annual Worthington Historical Society's Walnut Grove Cemetery Ghost Tour would happen on October 26<sup>th</sup> and was a big attraction to the cemetery.

**Road Department**

**Old Business**

**Resolution 10172018A – Excavation Permit – Updated \***

Tom Kayati gave background on the updated township Excavation Permit that is based up the Franklin County Engineer's permit. New controls were included to ensure complete of projections with the time allotted.

John Oberle made a motion to approve Resolution 10172018A which updated the township's "Excavation Permit", seconded by Laura Kunze. All voted "Aye"

**AT&T – Highview project**

Mr. Kayati reported that AT&T has returned to Highview with a new work crew and there are still issues with the project. Mr. Kayati described the problems associated with the project over the past months. Additionally, AT&T had not pulled the conduit they had been required to do.

Mr. Kayati updated the Board on the Aqua project on Clubview and had asked the Worthington Fire Department to ensure the fire hydrant was operable.

**EPMC**

**Old Business**

**Exterior Property Maintenance Code - Update**

Trustee Oberle had nothing to report.

**Approval of October 3, 2018 Meeting Minutes**

John Oberle made a motion to approve the October 3, 2018 minutes, seconded by Laura Kunze. All voted "Aye."

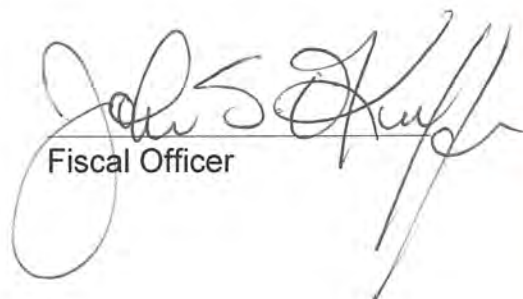
With no further business to bring before the Board a request to adjourn at 7:30 PM - was made. John Oberle moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

11/14/18

Date



Chair



Fiscal Officer



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

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**November 14, 2018**  
**Page 1 of 5**

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: John Albers and David Robertson**

Attendance: Fiscal Officer John O'Keeffe, Chief Donald Schwind, Road Superintendent Tom Kayati

**Residents:** Don Dale, William Ash, Pat Kelly

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, there were none.

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Water District Resolution**

Chair Kunze recognized Attorney John Albers who distributed a document entitled "*Preliminary Study of Reason for the Proposed Establishment of The Mount Air Water District.*" Mr. Albers noted that this meeting meets the requirements of Chapter 6119, Ohio Revised Code for a public meeting and that the meeting was advertised in the Daily Reporter on October 31 and November 2, 2018. In addition, there was a Mount Air Improvement Corporation meeting about the proposed Water District at the township hall on Tuesday October 13<sup>th</sup> at 6:30 pm.

Mr. Albers summarized the problems with the current water supply system provided by the Mount Air Improvement Corporation. Discussion continued on the project cost and how Del-Co would be willing to provide water services to Mount Air, if the necessary legal steps are taken and that the project cost would be spread over a forty-year period. Since the township does not have the authority under Ohio law, the formation of a Water District may be done under Ohio Revised Code (ORC) Chapter 6119. Such a district would have the authority to contract with Del-Co for potable water services.

Mr. Albers outlined the organizational procedure to include filing a Plan of Operation with the Franklin County Common Pleas Court and subsequent appointments to the Water District Board. The Board of Trustees discussed the issue among themselves and with Mr. Albers.

Laura Kunze made a motion to approve the creation of Mount Air Water District, seconded by Lindsay Duffey. All voted "Aye"

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road****November 14, 2018****Page 2 of 5****Olentangy Valley Center (OVC) 1845**

John Oberle introduced Attorney David Robertson who was hired as a replacement to Attorney Connolly to review the OVC project on behalf of Sharon Township. Mr. Robertson gave a summary of TIF and Tax Abatements, described meetings with OVC and offered a summary of tax incentives available to the township and OVC:

- More property tax revenue than, but not much more.
- OVC is supportive of establishing a JEDD to generate income tax revenue
- JEDD tax revenue would be double of the yearly property tax revenue
- JEDD life of 15 years for CRA and proportional 30 years for potential TIF
- There will be no tax abatement on Sub-area A

There was a discussion by Board and staff members of the pros and cons of the proposed agreement with OVC and a consensus was obtained. The negotiation process with OVC will continue.

**Strategic Plan Development**

Chair Kunze had nothing to report.

**Community Park parcel - Update**

John Oberle reported the real estate sale of 1278 Community Park was completed and the township's check has been deposited.

**General Fund Sustainability**

John Oberle noted it may be beneficial for Sharon Township to work on exempting certain real estate parcels from township services. The Fiscal Officer stated he would send an Ohio Attorney General Opinion (97-060) to the Trustees to read.

**2019 Healthcare Insurance**

Todd Weithman was unable to come to tonight's meeting, but had passed on to the Board of Trustees his recommendation that Medical Mutual of Ohio (MMO) be the 2019 healthcare insurance provider. As previously noted, the MMO rate for 2019 will go up 8.8%. When compared with other insurance providers, the MMO rate is the lowest and best offer.

Lindsay Duffey made a motion to approve Medical Mutual of Ohio as the 2019 Healthcare Insurance provider to Sharon Township, seconded by Laura Kunze. All voted "Aye"

**FISCAL OFFICE****Old Business****Fall 2018 Newsletter**

The Fiscal Officer expressed a "Thank You" to former Trustee Paul Insley for folding the newsletters, Sharon Lee for printing them, residents Mary Sue & Dennis Williams for taping, labeling and stamping the newsletters and Chief Schwind for mailing out in a timely manner.

Held \_\_\_\_\_ REGULAR SESSION HELD AT \_\_\_\_\_ 20\_\_\_\_\_

**95 E. Wilson Bridge Road****November 14, 2018****Page 3 of 5****May 2019 General Fund Levy**

The Fiscal Officer advised that in order to place a General Fund levy on the May 2019 ballot, a township resolution approving the levy and ballot must be delivered to the Franklin County Board of Elections no later than February 6, 2019. The Franklin County Auditor must sign off on the ballot value beforehand. It appears it would be best for the documents to be introduced in the 1st meeting in January 2019, then approved at the 2nd meeting.

**September 2018 Bank Reconciliation**

The September 2018 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.

**Park National Bank (PNB) – ACH Security**

Before the end of the year, PNB personnel will address the Board on Automated Clearing House (ACH) security improvements that are going into effect soon. Sharon Township will be able to designate what entities (IRS, State of Ohio, AEP) can present an ACH debit to PNB for payment. The power to restrict who can present an ACH debit will increase security over the township's banking accounts.

**HVAC Repairs**

ComfortWorks replaced a blower component in the #3 HVAC unit. The cost was \$887.75. As a cost savings effort, from now on HVAC filters will be replaced by the township rather than the HVAC vendor.

**Township Hall rental – Life Line Screening**

On Saturday November 3rd, Life Line Screening overstayed its 5:30 pm rental time and departed at 8:00 pm. They were billed \$100.00 and a check has been mailed. The township rental agreement will be modified to reinforce overstay charges.

**Fall 2018 Newsletter**

When the Fiscal Officer left the township hall around 4:00 pm on election day, both southeast doors were open. The Location Manager was asked to keep at least one door closed as to not overwork the HVAC systems. The Location Manager stated ADA requirements stipulated both doors to be open. It was noted that the southeast entrance had leaves in it, which was later cleaned up by the Police Sergeant.

Additionally, the Location Manager used campaign sign wire stakes to prop up the BOE "Vote Here" signs in the windy weather. The Fiscal Officer removed the stakes the next day when he was alerted by Sharon Lee. The wire stakes posed a safety issue to Road Department personnel should they had cut the lawn that morning.

The Fiscal Officer recommends not signing a future BOE hosting agreement under current terms.

Held \_\_\_\_\_

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 14, 2018  
Page 4 of 5**

**City of Columbus – Backflow Preventer**

Sharon Township has received a letter from Columbus asking if there is a backflow preventer on its water line and for the township to schedule a visit by Columbus to verify equipment in place that meets various US, Ohio and Columbus laws and regulations. Former resident Robert Shough stated he will stop by the township within the few days and determine what has to be done to be in compliance.

**1278 Community Park Drive – Real Estate Taxes**

At the closing, \$1,500.00 in real estate taxes was paid by Sharon Township. When the property was acquired in 2017, a Form DTE23 was not filed with the Franklin County Auditor. An email was sent to the Franklin County Prosecutor asking for guidance on the issue, including whether a Form DTE 23 can now be submitted and adjusting the property values as a structure was valued on the Franklin County Auditor's web site.

**Call Insurance – Potential Addition Lease Space**

The Fiscal Officer discussed with Call Insurance President Kevin Tighe the possibility of leasing the Administrative Office to Call Insurance in 2020. Mr. Tighe indicated he will know if he needs the space in the latter part of 2019.

**POLICE DEPARTMENT**

**Old Business**

**Police Cruiser – Brake Replacement**

Chief Schwind requested approval of brake replacement repairs having a cost of \$1,212.15, to be done by Germaine Ford.

Lindsay Duffey made a motion to approve a brake replacement repair by Germaine Ford for \$1,212.15, seconded by Laura Kunze. All voted "Aye"

**Coffee With a Cop for a Cause (Christmas Toy Drive)**

Chief Schwind reported there was a small turnout for the Coffee with a Cop session and he did not think he would host another session. Trustee Duffey reported a number of toys were collected and will be turned over on December 8<sup>th</sup> at WCMH-TV. WCMH hosts an annual Firefighters for Kids Toy Drive.

**Road Department**

**Old Business**

**Leaf Pickup – Road Salt Status**

Tom Kayati gave overview of the leaf pickup activities in the township and when asked if he had plenty of road salt, he replied that he did have enough road salt.

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 14, 2018  
Page 5 of 5**

**AT&T – Problems**

Mr. Kayati reported that he continues to have problems with AT&T such as work is being done that has not been approved by him. He indicated that the AT&T has become a burden in that he must closely monitor their work on a daily basis to ensure compliance with approved plans. A solution is being considered.

Mr. Kayati mentioned work is continuing on the Non-Maintain List for the right-of-way areas in Mount Air. Also, the Plumtree project is at a preliminary stage with the Franklin County Engineer.

**EPMC**

**Old Business**

**Exterior Property Maintenance Code - Update**

Trustee Oberle had nothing to report.

**Approval of October 17, 2018 Meeting Minutes**

John Oberle made a motion to approve the October 17, 2018 minutes, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:14 PM - was made. Laura Kunze moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

11/29/18

Date



Chair



Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 28, 2018  
Page 1 of 4**

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: None**

Attendance: Fiscal Officer John O'Keeffe, Chief Donald Schwind, Road Superintendent Tom Kayati

**Residents:** Don Dale, William Ash, David Landis

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, the Road Superintendent added AT&T to the agenda.

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

**Resident Comments**

Chair Kunze asked if there were any resident comments, resident David Landis spoke to the Board about zoning. There was an exchange of comments between the resident and the Board.

**TRUSTEES**

**Old Business**

**Water District Resolution**

Chair Kunze summarized Water District activities and requested input from the township, staff and Board on potential appointments to a Water Advisory Board. The Water Advisory Board could help keep residents informed of the Water District process. This issue will be covered in the next regular meeting.

**Olentangy Valley Center (OVC)**

John Oberle reminded the Board that an accord had been reached with OVC, that Board approval is contingent upon the establishment of a JEDD. He has reached out to Worthington on being the income tax partner and the city manager has written to the city council about the issue.

Mr. Oberle said it will take about 3 to 4 months to set up the JEDD, that Attorney Brosius is working on the legal documents. OVC will work on getting the majority of employers to join the JEDD.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road****November 28, 2018****Page 2 of 4****General Fund Sustainability**

When asked by the Chair as to the status of actions being taken to improve the General Fund balance, John Oberle stated the Board is attempting to offset the loss of General Fund revenue by establishing Joint Economic Development Districts. Mr. Oberle noted General Fund revenue from the State of Ohio over the past decade has been dramatically reduced by cuts to the Local Government Fund and elimination of the Estate Tax.

**New Business****2019 Meeting Schedule**

The Fiscal Officer presented the 2019 Board of Trustees regular meeting schedule for approval. The schedule had been emailed to the Trustees prior to the meeting and the Board discussed the schedule.

Lindsay Duffey made a motion to approve the 2019 Board of Trustees regular meeting schedule, seconded by Laura Kunze. All voted "Aye."

**FISCAL OFFICE****Old Business****Township Hall Rental – Life Line Screening**

Life Line Screening paid its overstay charge of \$100.00. The township rental agreement will be modified in the future to firmly incorporate a late charge for overstays.

**Township Hall Rental – Board of Elections**

A letter was emailed to the Board of Elections (BOE) concerning the problem of leaving doors open all day and the unsafe practice of not removing metal campaign sign stakes. Additionally, BOE was billed \$200.00 for excess use of the HVAC systems because of the open doors. Letter was shared with Paul Thies of Franklin County Prosecutor's office. No response from BOE.

**City of Columbus – Backflow Preventer**

The City of Columbus inspected the township hall water system and determined a backflow preventer is NOT required to be installed. The exemption form was completed and mailed to Columbus.

**1278 Community Park Drive – Real Estate Taxes**

A follow up email was sent to Nick Soulas at the Franklin County Prosecutor's office on guidance for real estate taxes paid when 1278 Community Park Drive was sold. No response to-date..

**Park National Bank (PNB) – ACH Security**

Lisa Keller will make a presentation to the Board during the January 16, 2019 meeting about new PNB security system going into place over ACH activities involving the township's bank accounts.

**Real Estate Taxes**

An email was sent to Kerri Ritchie at the Franklin County Budget Commission asking for her assistance on what parcels pay real estate taxes that go into the General Fund. Approximately \$3,000 per year of real estate taxes flows to the General Fund.



Held \_\_\_\_\_

20\_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 28, 2018  
Page 3 of 4**

**2019 Temporary Budget**

The 2019 Temporary Budget will be presented to the Board for its approval at the December 12, 2018 regular meeting.

**POLICE DEPARTMENT****Old Business****2017 OCJS Grant for two Cruiser Computers**

Chief Schwind updated the Board on the recent status of the 2017 OCJS Grant for two Cruiser Computers. There had been legal issues raised and apparently, they have been eliminated and the program will move forward.

**News Release – AT&T FirstNet**

Chief Schwind reported that Sharon Township will be the first local law enforcement agency to join the AT&T FirstNet program. This program sets access and priorities on its telephone system for law enforcement agencies during emergencies. Sharon Township will be mentioned in an AT&T news release later this week and the Chief wanted the Board to be aware of the event, if asked.

**Road Department****Old Business****2018 Road Resurfacing Program Invoice - \$53,757.36**

Tom Kayati presented the 2018 Road Resurfacing Program invoice from the Franklin County Engineer. The Board approved the program earlier in the year and there is a small adjustment to the final amount. There was a short discussion on the matter by the Board.

Lindsay Duffey a motion to approve the payment of \$53,757.36 to the Franklin County Engineer for the 2018 Road Resurfacing Program, Second by John Oberle. All voted "Aye."

Franklin County Engineer will perform a 5-year road assessment next year.

**AT&T – Problems**

Mr. Kayati reported after a recent meeting with AT&T that they will go back to the original plan. Apparently, there is a line plan and conduit plan, which had caused a lot of problems. He extended the permit for their current work so it can be completed.

Mr. Kayati commented that this year has been one of the worse for leaf collection due to the wet weather. Problem parking in the Tremont Garden area has also impacted leaf collection activities.

Mr. Oberle asked Mr. Kayati about how the Road Department would approach snow plowing in Riverlea this winter. Mr. Kayati reported the final road surface was not put down thus exposing sewer and water caps, which will prevent snow plowing. He will apply road salt as appropriate.

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 28, 2018  
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**EPMC**

**Old Business**

**Exterior Property Maintenance Code - Update**

Trustee Oberle reported that he had reached out to Mark Higdon, but had not received a reply to-date.

**Approval of November 14, 2018 Meeting Minutes**

John Oberle made a motion to approve the November 14, 2018 minutes as amended, seconded by Lindsay Duffey. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:27 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

DEC 12, 2018  
Date

  
Chair

  
Fiscal Officer

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

**SHARON TOWNSHIP TRUSTEES****REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 12, 2018****Page 1 of 4**

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

Roll Call:	Laura A. Kunze	Present
	Lindsay S. Duffey	Present
	John H. Oberle	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: None**

Attendance: Fiscal Officer John O'Keeffe, Chief Donald Schwind, Road Superintendent Tom Kayati

**Residents:** Don Dale, William Ash, Pat Kelly

**Approval of Agenda**

Chair Kunze asked if there were any agenda changes, the Police Chief had a radio invoice needing Trustee approval and the Road Superintendent had Riverlea related material to discuss.

**Resident Comments**

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

**TRUSTEES****Old Business****Water District Resolution**

Chair Kunze summarized Water District related activities and how outreach efforts to Mount Air residents who use well water and to DELCO are ongoing.

**Olentangy Valley Center (OVC)**

John Oberle stated the establishment of the JEDD is slowly progressing, discussions with Worthington as the income tax collector are ongoing, and a petition had been given to the OVC developer.

**General Fund Sustainability - Update**

John Oberle told about the City of Westerville approaching Metro Parks to annex into Westerville. If that happens, it would be a loss of potential JEDD income tax revenue. Metro Parks does not pay any real estate property tax. Mr. Oberle will make a presentation to the Metro Parks Board in the future about the JEDD.

**Resolution 12122018A – 2019 Temporary Budget**

The Fiscal Officer introduced the 2019 Temporary Budget and noted the document had been previously emailed to the Board. There was little discussion among Board members.

Lindsay Duffey made a motion to approve Resolution 12122018A – 2019 Temporary Budget, seconded by John Oberle. All voted "Aye."

Held \_\_\_\_\_

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
December 12, 2018  
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**New Business****Updated Credit Card Policy**

The Fiscal Officer presented a draft update of the township's credit card policy that must be modified due to a recent change in Ohio law. The township credit card policy was adopted on October 5, 2016. The most notable points are:

- a. List of Officers, positions, or appointees authorized to use credit card account;
- b. Board Chair must sign a monthly Attestation that the Board has reviewed credit card transaction detail. This task will be done during future 2nd meetings each month;
- c. There must be periodic confirmation of all credit cards and their conditions;
- d. An annual report must be generated showing how credits are handled.

**Scout Troop 862 – Township as a Chartered Organization**

The Fiscal Officer gave an overview of the recent request from Scout Troop 862 for the township to become its Chartered Organization. The Board discussed the issue and wanted to know if it had the authority to enter into such an agreement under Ohio law. The Fiscal Officer will pose the question to the Franklin County Prosecutor and report back to the Board.

**Township Relationship with Union Cemetery**

John Oberle presented an Affidavit addressed to the Franklin County Auditor explaining the relationship between Sharon Township and Walnut Grove and Flint Road Union Cemeteries. The issue came up as Sharon Township owns parcel 250-005886, but it is used by the Union Cemeteries.

The Board did not have any questions related to the Affidavit.

**FISCAL OFFICE****Old Business****Auditor of State / Julian & Grube**

J&G will perform the annual audit in early 2019 for the audit period of 2017 and 2018. They also will prepare the 2019 annual financial report required by the Auditor of State.

**Board of Elections (BOE)**

A representative from BOE came to the township on December 6th to gain an understanding of the issues raised during the November 6th election. It appears BOE will make changes to ensure township hall doors are not left open on election day and BOE personnel will clean up after themselves.

**1278 Community Park Drive – Real Estate Taxes**

Response received from Franklin County Prosecutor's office on guidance for real estate taxes paid when 1278 Community Park Drive was sold last month. The email was forwarded to Trustee Oberle.

**General Fund Real Estate Tax Revenue**

A response was received from Kerri Ritchie at the Franklin County Budget Commission in which she was asked as to what parcels pay real estate taxes that go into the General Fund. The August 24, 2018 Certificate of Estimated

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
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**95 E. Wilson Bridge Road  
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Resources stated \$3,220.32 were real estate taxes flowing into the General Fund. Ms. Ritchie provided two reports that listed parcels having 255 and 475 local government codes.

**October and November 2018 Bank Reconciliations**

The October and November 2018 bank reconciliations, 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.

**Fiscal Officer - Vacation**

The Fiscal Officer will be in Minnesota during the period of December 22nd through December 30th.

**Hold on Check 21569**

The Fiscal Officer advised the Board of Trustees that he had put a hold on check number 21569, issued to Attorney David Robinson for services related to OVC. The Fiscal Officer is reviewing the invoice's supporting documentation.

**General Fund Donation**

Trustee John Oberle made a \$19,962.38 donation to the General Fund in support of the sustainability program.

**POLICE DEPARTMENT**

**Old Business**

**Ohio Attorney General grant for bullet proof vests awarded**

Chief Schwind advised the Board that Sharon Township had been awarded a grant for replacement of bullet proof vests. The township will be required for post 25% of the total costs. Final grant information and cost will be distributed at a later date.

**Franklin County Radio Charges**

Chief Schwind asked the Board to approve spending \$2,565.00 for radio charges from Franklin County Homeland Security. The amount represents nine months that had not been billed to the township nor other applicable local governments.

Lindsay Duffey made a motion to approve the payment of \$2,565.00 to Franklin County for required radio charges, seconded by Laura Kunze. All voted "Aye."

**News Release – AT&T FirstNet**

Trustee Duffey briefed the Board on the Township Toys program in support of WCMH-TV. Chief Schwind and Trustee Duffey delivered the large number of donated toys from township residents and employees on Saturday December 8<sup>th</sup>.

A news clip of the event will be posted to the FaceBook site.

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**SHARON TOWNSHIP TRUSTEES  
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**Road Department****Old Business****Village of Riverlea**

Tom Kayati discussed a letter to the Village of Riverlea on this year's snowplowing hazards and an invoice for the previous year's snowplowing. The Franklin County Engineer provides the Per Lane Mile calculation used in the snowplowing invoice.

Mr. Kayati noted the leaf collection season was over and attention is now on getting equipment ready for snow season.

**EPMC****Old Business****Exterior Property Maintenance Code - Update**

Trustee Oberle reported that Mark Higdon is making a fine recovery and should be back at work in March 2019.

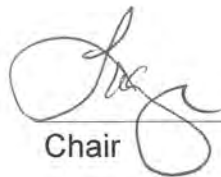
**Approval of November 28, 2018 Meeting Minutes**

Lindsay Duffey made a motion to approve the November 28, 2018 minutes as amended, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:17 PM - was made. John Oberle moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

JAN 2 2019

Date



Chair



Fiscal Officer