

## 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 6, 2019**  
**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, Police Chief Donald Schwind, Road Superintendent Tom Kayati

**Residents:** Don Dale, Bill Ash, Pat Kelly, Linda Jarrett, James Huber

**Approval of Agenda**

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

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

**Resident Comments**

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

**TRUSTEES**

**Old Business**

**Water District - Update**

Chair Kunze reported on a recent meeting of the Mount Air Water District Board (Laura Kunze, Bill Ash and Mark McPhilimy) with legal counsel John Albers. It was suggested that the Board members appointments consist of 1, 2, and 3-year terms. The revised appointment terms for the Mount Air Water District would be:

Laura Kunze – one-year  
 Mark McPhilimy – two-year  
 Bill Ash – three-year

John Oberle made a motion to nominate Laura Kunze, Bill Ash and Mark McPhilimy to revise appointment terms to the Mount Air Water District that began March 1, 2019, seconded by John Oberle. All voted "Aye."

Solicitations for two more water district board members will be placed on the township's website and Facebook.

Chair Kunze also reported that in the near future there will be a meeting with DELCO, a meeting with State Representative Beth Liston on potential state government funding and a meeting with the Ohio Water Development Authority.

**Strategic Plan - Update**

Chair Kunze stated she is waiting on the second realtor to submit his report. She asked the Fiscal Officer for a copy of the Call Insurance lease agreement.

Trustee Oberle updated the Board about potential more revenue, based upon an increase in the gasoline tax.



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Chair Kunze related recent problems raised by residents including pictures submitted by a resident. Trustee Oberle reported the issue to the township's LWS point of contact Nicole Rogue and are now awaiting a response.

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

John Oberle reported that Continental Realty will complete it's commercial renovation project by the end of 2019 and the senior housing at the end of 2020. Continental Realty is working on obtaining at least 50% of the tenants to join a JEDD. Additionally, JEDD questions raised by Worthington are being addressed by Continental Realty. Until the 50% rate is obtained and Worthington's questions answered, the approval of the tax incentives by Sharon Township is on hold. Updated site drawings will be placed on the township's website and Facebook page.

Resident Mary Sue Williams had a question on future OVC tenants. Trustees Duffey and Oberle responded. Trustee Oberle offered the township to be a clearinghouse for any resident questions on possible OVC tenants.

**General Fund Sustainability - Update**

Chair Kunze expects to get back on track on meeting with department heads. Trustee Oberle updated the Board on the JEDD activities related to Metro Parks Board and Executive Director.

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

The 2017/2018 audit will start on March 25th and the audit team is expected to be on site for three days. The team leader is Evan Kardasz.

**Union Cemeteries Board Agreement and Monthly Procedure**

There are current efforts to validate and create a Union Cemeteries monthly billing procedure that fully documents the elements of the monthly bills. One component of the work will result in updating the 1995 agreement between Sharon Township and Union Cemeteries. Julian & Grube has been asked to perform a yearly review of the validation system. An error in the 2019 Medicare calculations has been detected, UAN will be advised and asked for guidance.

**Park National Bank (PNB)**

Lisa Keller and the Fiscal Officer are continuing their discussions on the new PNB ACH debit control system in which only authorized accounts (Federal, State, OPERS, BWC, utilities) can debit the township main checking account for payment. There will be a \$25.00 monthly charge for this service.

**VA Personnel parking cars in township parking lot**

The Fiscal Officer heard back from a U.S. Department of Veterans Affairs (VA) person recently. It appears Worthington will approve the parking of her government vehicle in the north parking lot at the Community Recreation Center.



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Page 3 of 4**

**2019 Permanent Budget**

The Fiscal Officer has submitted the 2019 General and Cemetery Funds budget to the Board of Trustees. It is his understanding that the Department Heads have also submitted their budgets to the Board of Trustees. Board members should review the documents and approve the 2019 Permanent Budget at the March 20th regular meeting.

**2018 Annual Financial Report**

The 2018 Annual Financial Report was filed by the Fiscal Officer with the Auditor of State on February 26<sup>th</sup>.

**Vacation**

The Fiscal Officer will be out of state on vacation from Saturday March 9th through Sunday March 17th.

**POLICE DEPARTMENT****Old-New Business****Proposed Pay Step Increases**

Chief Schwind introduced a request for a 2019 Pay Step increase to be approved by the Board of Trustees at the next regular meeting. A memorandum and worksheet detailing the proposed pay increases was distributed to the Board.

**Resignation of Constable Kyle Storm Effective March 13, 2019**

Chief Schwind informed the Board that Constable Kyle Storm had submitted a written letter of resignation effective March 13, 2019.

Lindsay Duffey made a motion to accept Constable Kyle Storm's written resignation effective March 13, 2019, seconded by Laura Kunze. All voted "Aye."

**2018 Polygraph Invoices**

Chief Schwind asked the Board to approve payment of four invoices for \$1,200 dating back to 2018 for polygraph examination.

Lindsay Duffey made a motion to accept Constable Kyle Storm's written resignation effective March 13, 2019, seconded by Laura Kunze. All voted "Aye."

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Chief Schwind informed the Board that he would be on vacation the following week and the Lt. Tuchfarber is fully capable of running the Police Department.

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

The Road Superintendent reported the Franklin County Engineer is still working Plum Tree project that will be done in 2019. He estimated additional work could raise the project value up to \$35,000.00.



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Page 4 of 4

**Road Mileage Certification**

Road Superintendent Kayati asked the Board to sign off on the 2019 Township Highway System Mileage Certification from Ohio Department of Transportation (ODOT). Mr. Kayati refreshed the Board's memory in that the 2018 document contained errors. The 2018 document was not corrected by ODOT and will not be until 2020. A statement pointing out the problem was included on the 2019 document and was signed by the Trustees.

Resident Bill Ash had a question about the annual certification and Mr. Kayati responded. Resident Mary Sue Williams reported State Route 315 was in need of gravel and Mr. Kayati will pass on the information to ODOT.

**No Parking Signs on Walnut Drive**

Mr. Kayati informed the Board that a Walnut Drive resident asked for the installation of No Parking signs on Walnut Drive citing people parking in the right-of-way. There was a discussion by the Board, staff and residents of the issue with the conclusion there was no good solutions to the problem. Mr. Kayati will monitor the situation.

Chair Kunze suggested discussing the parking issue at a future Mount Air community meeting, possibly in May 2019.

**EPMC****Old Business****Exterior Property Maintenance Code - Update**

Trustee Oberle had nothing to report.

**Approval of February 20, 2019 Meeting Minutes**

Lindsay Duffey made a motion to approve the February 20, 2019 minutes, seconded by Laura Kunze. All voted "Aye."

With no further business to bring before the Board, a request to adjourn at 7:13 PM - was made. Lindsay Duffey moved to adjourn the regular meeting, Laura Kunze seconded. All voted "Aye."

3/20/19  
Date

  
Chair

  
Fiscal Officer