

## 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  
January 7, 2015  
Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

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

**Guests:** Don Dale, Laura Smith, Robert Shough

**Organizational Motions and Resolutions**

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

**Board Chair Appointment**

Lori Gerald asked for a motion to appoint the Board Chair and Phil Smith nominated Lori Gerald. Phil Smith made a motion to appoint Lori Gerald as the 2015 Sharon Township Board of Trustees Chair. Ms. Gerald asked for a second, there were none. Mr. Oberle thought the chair would rotate to him, but Lori Gerald indicated Mr. Smith had nominated her. The result was no second or discussion.

The Fiscal Officer indicated his Roberts Rule of Order were at home and offered to look up the issue. He did so via his smartphone and his research indicated the object of a motion could second a motion.

The motion by Phil Smith was seconded by Lori Gerald. Trustees Gerald and Smith voted "Aye", Trustee Oberle voted "Nay."

2015 Board of Trustees Chair Lori Gerald took over the conduct of the meeting.

**Board Vice Chair Appointment**

Lori Gerald asked for a motion to appoint the Board Vice Chair, there were no motions. Lori Gerald asked Phil Smith that since he wasn't interested in being a Chair, would he consider being the Vice Chair. Mr. Oberle pointed out that traditionally there had been a rotation of the Chair. He explained that is why he did not second the Chair motion and if traditional practices were to be changed then there was a need to have a discussion. Lori Gerald responded that she would nominate Phil Smith as the Vice Chair and Mr. Oberle replied that Mr. Smith would run a meeting when Ms. Gerald wasn't present. Lori Gerald stated she would give him an opportunity to try the position of Vice Chair.

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Lori Gerald made a motion to appoint Phil Smith as the 2015 Sharon Township Board of Trustees Vice Chair. The motion was seconded by Phil Smith. All voted "Aye".

**2015 Township Liaison to Police Department**

Phil Smith made a motion to appoint Lori Gerald as the 2015 Township Liaison to the Police Department. The motion was seconded by Lori Gerald. All voted "Aye."

**2015 Township Liaison to Road Department**

Lori Gerald made a motion to appoint John Oberle as the 2015 Township Liaison to the Road Department. The motion was seconded by Phil Smith. All voted "Aye."

**2015 Township Liaison to STAR Board**

Lori Gerald made a motion to appoint Phil Smith as the 2015 Sharon Township Liaison to the STAR Board. The motion was seconded by John Oberle. All voted "Aye."

**2015 Township Liaison to Administrative Offices**

John Oberle made a motion to appoint Phil Smith as the 2015 Sharon Township Liaison to the Administrative Offices. The motion was seconded by Lori Gerald. All voted "Aye."

**2015 Township Liaison to Property Maintenance Code Department**

Lori Gerald made a motion to appoint Lori Gerald as the 2015 Sharon Township Liaison to the Property Maintenance Code Department. The motion was seconded by Phil Smith. All voted "Aye."

**2015 Township Liaison to Sharon Memorial Board**

Lori Gerald made a motion to appoint John Oberle as the 2015 Sharon Township Liaison to the Sharon Memorial Board. The motion was seconded by Phil Smith. All voted "Aye."

**Resolution 01072015A – Appointments/Designations**

John Oberle made a motion to approve Resolution 01072015A entitled "Appointments/Designations" as amended. The motion was seconded by Phil Smith. All voted "Aye."

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**Resolution 01072015B – Elected Official Compensation**

Phil Smith made a motion to approve Resolution 01072015B entitled "Elected Official Compensation". The motion was seconded by John Oberle. All voted "Aye."

**Resolution 01072015C – Meeting Dates**

John Oberle made a motion to approve Resolution 01072015C entitled "Meeting Dates". The motion was seconded by Phil Smith. All voted "Aye."

**Resolution 01072015D – Per Diem Rate and Mileage Reimbursement**

Phil Smith made a motion to approve Resolution 01072015D entitled "Per Diem Rate and Mileage Reimbursement". The motion was seconded by John Oberle. All voted "Aye."

**Resolution 01072015E – Reemployment of Township Employees / Pay Rates**

John Oberle made a motion to approve Resolution 01072015E entitled "Reemployment of Township Employees / Pay Rates" as amended. The motion was seconded by Phil Smith. All voted "Aye"

**Resolution 01072015F – Real Estate Tax Advances**

Lori Gerald made a motion to approve Resolution 01072015F entitled "Real Estate Tax Advances". The motion was seconded by Phil Smith. All voted "Aye"

**TRUSTEES****Old Business****5411 Olentangy River Road**

John Oberle reported he had spoken with the prosecutor's office and the issue is in process with the owners' legal counsel.

**Sharon Memorial Board (SMB)**

Lori Gerald indicated the SMB will be covered at the next meeting.

**Star – Advisory Board**

Lori Gerald indicated she would coordinate future meetings with the STAR Board so the new liaison, Phil Smith can attend. Tom Kayati asked for the NDPES Program to be included in the future work.

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**SHARON TOWNSHIP TRUSTEES  
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**Recycling**

Lori Gerald indicated she was receiving positive feedback from Three-Street area residents, but did not know if she had 75% of residents support. The township will send out a post card/letter to residents asking them to confirm their support of the program. Local Waste is to supply their route lists.

Mr. Oberle suggested the residents notify Local Waste directly and when the 75% rate is obtained, then Local Waste would move forward with the recycling program. There was a consensus that approach was best. April 2015 is considered to be the earliest recycling can start in the township.

Mr. Oberle will review the Local Waste Contract.

**Snow around Fire Hydrants**

The issue of snow being placed on/or near fire hydrants was raised by Mr. Kayati and Mr. Smith. Residents are asked to ensure access to fire hydrants and Mr. Smith will include a piece in the upcoming newsletter.

**1<sup>st</sup> Quarter Newsletter**

Lori asked for contributions to the newsletter to be in by January 23<sup>rd</sup>. The Fiscal Officer will attempt to recruit businesses to advertise. Chief Schwind had provided a sample of advertising rates to the Fiscal Officer

**FISCAL OFFICER:**

**Old Business**

**LGS / Audit - Update**

The audit is complete, draft report and management letter has been distributed to the Trustees. The State Auditors did not show up on December 30<sup>th</sup> at 10:00 am for the exit conference with Trustee Smith and the Fiscal Officer. The Fiscal Officer is waiting on the State Auditor as to what will be the next move.

**Lawn Care**

The Fiscal Officer asked the Trustees if they wish to continue the lawn care service with Greenlawn. The company is offering a 10% cash discount if the service is continued in 2015. The general consensus was the service was a good value to the township and to take advantage of the cash discount.

**KLA Risk Consulting**

The Fiscal Officer asked if the Trustees wish to discuss KLA Risk Consulting report in the future and the consensus was yes.

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**POLICE DEPARTMENT****911 Board and Constable Matejko Pay Raise**

Chief Schwind updated the Board on his Franklin County 911 Board activities and exchange information with Trustee Oberle on who should be receiving the 911 Board minutes.

Chief Schwind reminded the Board of Constable Matejko who was hired in August 2014 under the new constable pay schedule. He is now eligible for a pay increase to the next level which would be at \$17.08.

Phil Smith made a motion to approve the pay increase for Constable Matejko to the rate of \$17.08 effective the next pay period, seconded by John Oberle. All voted "Aye."

**Dispatching Services**

Chief Schwind suggested to the Board of the possibility in replacing the city of Worthington as the police dispatcher with the Franklin County Sheriff office. The potential saving in 2015 would be \$5,000 and in a full- year \$10,000. There is a six month contract closing clause, so action must be taken in order to gain the most benefit.

Mr. Oberle will reach out to Worthington and obtain their response to such action. There was a general discussion of the issue by Board and staff.

**ROAD DEPARTMENT****Parking Signs**

Tom Kayati has ordered the signs for the location covered by the March date and did not order the remainder as they would take effect until the fall. He expected the signs in the near future.

There was a general discussion of reserved parking, color of signs, wording on the signs and whether addresses should be on the signs. The permit signs will be in red and each resident would receive 2 stickers.

**Columbus Diesel Purchase Order**

Tom Kayati asked Board approval to spend under \$2,100.00 with Columbus Diesel to fix one of the township trucks. The Board did not have any objection to the expenditure.

Lori Gerald made a motion to approve the Columbus Diesel purchase order for no more than \$2,100.00 seconded by John Oberle. All voted "Aye."

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**Financial Report – Motion to accept**

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

**Approval of December 17, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the December 17, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

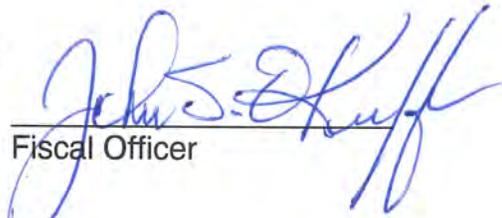
**Approval of December 22, 2014 Special Meeting Minutes**

Phil Smith made a motion to approve the December 22, 2014 minutes, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:57 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

1-21-2015  
Date

  
Chair

  
Fiscal Officer

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

**SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
January 13, 2015  
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The meeting was opened in proper form at 7:34 AM

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

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

**Guests:** None

**Cash Advance to Police Fund – Resolution 01132015**

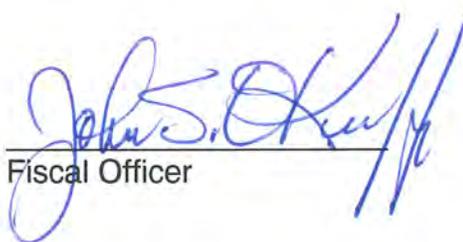
Chair Gerald read Resolution 01132015 entitled “Cash Advance” which authorized the Fiscal Officer to transfer \$60,000.00 from the General Fund to the Police Fund to meet financial needs until such time the Police Department is able to return the funds to the General Fund.

John Oberle made a motion to approve Resolution 01132015, Phil Smith seconded. All voted "Aye."

Lori Gerald moved to adjourn the special meeting at 7:35 am, John Oberle seconded. All voted "Aye."

1-21-2015  
Date

  
Chair

  
Fiscal Officer

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Late arrival - Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Jeremy Herman – President – Sharon Memorial Board

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

**Guests:** Don Dale, Laura Smith, Robert Shough, Audrey Redmond, Linda Jarrett, Mary Sue and Dennis Williams

Chair Gerald recognized President Jeremy Herman of the Sharon Memorial Board who rose and distributed a one-page document entitled “2014 End of Year Report.” The report listed the current Board membership, meeting dates, occupancy rate of 100%, Finances, Website and 2015 projects.

Consideration is being given to post new sign on State Route 161, that township Trustees continue looking for new Board members. Mr. Oberle asked for what skill sets are needed. Mr. Herman asked for individuals with building maintenance skills. Mr. Oberle praised Mr. Herman for stepping into his position and making positive changes to the organization, community and building.

**TRUSTEES****Old Business****Maple Canyon**

John Oberle reminded the audience that the house on Maple Canyon had been demolished by the Land Bank. The county prosecutor’s office has authorized a private law firm to bring foreclosure action against the property, but the law firm needs an affidavit from Sharon Township stating that there is no building or person living on the property.

Mr. Oberle will give the document to the Property Maintenance Code Director for him to complete for Maple Canyon property.

**Bethel Road**

John Oberle reported that he and Mark Higdon have been working with the Bethel Road property owner on closing an opening in his back-of-the-lot fence. The owner was committed to closing the opening between his and Bob Evans’ fence, provided there were no objections from Bob Evans. Mr. Oberle indicated he had an agreement from Bob Evans approving the fence closure. Mr. Higdon confirmed the closure arrangement and Mr. Oberle said township resident privacy would be enhanced.

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**5411 Olentangy River Road**

John Oberle gave a short summary of the property history and noted the county prosecutor is currently working with the owners' legal counsel. Mr. Oberle suggested an eighteen (18) month period for the property owners to complete the redevelopment and the Board members agreed with the recommendation. Mr. Oberle will convey the Board's approval of the 18 month period to the county prosecutor.

**Olentangy Trail – MetroParks Extension**

John Oberle updated the Board on his outreach to the new Metro Parks Director, Tim Moloney concerning the proposed expansion of the Olentangy Trail. Mr. Moloney has agreed to attend a future township meeting and outline the proposal and answer any questions. Mr. Oberle indicated there is no final plan, that any construction would not start until at least 2016, that there must be public meetings before any decision. Residents will be kept informed.

There was a short discussion of the proposed Olentangy Trail expansion and whether residents opposed the expansion.

**Star – Advisory Board**

Lori Gerald asked STAR Board Director Linda Jarrett whether she was current on the projects the Trustees wish the STAR Board to work on. She indicated yes. Lori Gerald said there was one more project and asked Tom Kayati to update her on the National Pollutant Discharge Elimination System (NPDES) program. Mr. Kayati gave a brief overview of the program and offered to meet with the STAR Board.

**Recycling**

Lori Gerald reported receiving the Local Waste route list and those residents would be surveyed for recycling services. The process would start in the Tremont Gardens portion of the township then move onto other areas. Residents would be asked if they would pay for recycling and if yes, that they should contact Local Waste and ask for that service. The survey will enable the Trustees to be aware if an area has reached the 75% participation rate required by Local Waste.

Information will be distributed to residents via the upcoming newsletters. Mr. Kayati asked whether Worthington Hills and Mount Air would be combined for the survey. Ms. Gerald said no as Local Waste considers them separate areas.

Mr. Oberle suggested using Board of Elections data to make telephone calls to residents and indicated the Local Waste contract needs to be reviewed.

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**Westerville Annexation**

John Oberle spoke about the Bigham property that wanted to sell the property to M/I Homes which would then be annexed by the city of Westerville.

As a result of negotiations, the township will receive from Westerville a check in the amount of \$125,000.00 for loss of tax revenues. Mr. Oberle stated it was his recollection that the Bigham property generated about \$3,000 per year for the township, so the future check represents approximately 40 years of taxes.

**Westerville Annexation of Metro Parks Right-of-way**

Lori Gerald gave a summary of a meeting attended by Lori Gerald, John O'Keeffe and Tom Kayati with the city of Westerville on road work centered around the intersection of Cleveland Avenue and Schrock Road. The promised materials from the Westerville have not been received, but Ms. Gerald showed the Board maps from the meeting outlining the proposed road construction. There was a general discussion of the issue among Board and Staff.

**FISCAL OFFICER:****Old Business****Audit - Update**

Requested information has been provided to the auditors and the exit conference has been set for Friday January 23rd at 10:00 am.

**LGS**

Sam Kraly has been asked to coordinate the research as to the posting of investment funds balances. There is no such guidance in the UAN manuals.

**Financial Report**

At the request of John Oberle, UAN financial reports were emailed to the Trustees this past Tuesday. Next week, a procedure will be written so either the Administrative Assistant can generate these reports on the Monday prior to the bi-monthly Wednesday meetings and email them to the Trustees.

**W-2s**

2014 W-2s will be ready by Friday January 30<sup>th</sup>.

**Tax Liens**

Last year, the properties at 1278 Community Park Drive and 6790 Maple Canyon Avenue had their lawns mowed by the Road Department. The stated cost for the work was \$380.24 each. Recently, the Franklin County Auditor's Office was contacted and asked for guidance on the tax lien process. Rick McGiven referred the Fiscal Officer to J. Vincent Janlin as the sole person in their office who handles real estate tax liens. All tax lien information (letters and resolutions) were emailed to Vincent and he is working up the tax liens. In the near future, a written procedure will be developed showing the flow of information by various parties concerning real estate tax liens and will be shared with the Property Maintenance Code Director.

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**Records Retention Manual**

The Fiscal Officer is pleased to announce the development of a Sharon Township Records Retention Manual and the completion of the 1st phase of record inventory. All the latest Ohio Historical Society guidance is included in the manual. The phase of inventory will move to the two remaining offices, then onto the file room.

**Call Insurance Ad**

Call Insurance has been asked if they wish to place an ad in the upcoming newsletter. The Fiscal Officer is asking the Trustees to contact their township business sources for newsletter advertising. I would appreciate feedback from the Trustees by January 28th.

**KLA Risk Consulting Report**

The Fiscal Officer asked the Trustees when they wish to go over the KLA Risk Consulting report and the consensus was during the second meeting in March.

**Franklin County Board of Elections**

Sharon Township has been asked to be a voting location in 2015; there were no objections from the Board. Chair Lori Gerald signed the Board of Elections agreement.

**Resolution 02212015A – Movement of Appropriations within the Same Fund**

The Fiscal Officer asked the Board to approve Resolution 02212015A Movement of Appropriations within the Same Fund.

John Oberle made a motion to approve Resolution 01212015A, seconded by Phil Smith. All voted "Aye."

**Dispatching Services**

John Oberle reached out to Worthington City Manager Matt Greeson regarding changes to the dispatching services contract and after speaking with Chief Schwind, forwarded the Chief's analysis to Mr. Greeson. Later, Chief Schwind sent his analysis to the Worthington Police Chief. There was a discussion on whether to terminate the Worthington contract and John Oberle recommended the township hold off.

There was a general discussion of the issue and the consensus was to wait until the next meeting to see if Worthington responds.

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**ROAD DEPARTMENT****NPDES Reporting**

Tom Kayati stated that yesterday he filed the 2014 National Pollutant Discharge Elimination System (NPDES) report with the Franklin Soil and Water Conservation District.

**Repairs to 1999 International Truck**

Tom Kayati asked Board approval to spend approximately \$4,200.00 at Jones Top Soil to make needed repairs of the 1999 International Truck. Lori Gerald asked what would be the cost of a new truck and Mr. Kayati indicated a new truck would be in the range of \$80K to \$90K.

Lori Gerald made a motion to approve paying no more than \$4,200.00 to Jones Top Soil for repairs to the 1999 International Truck, seconded by Phil Smith. All voted "Aye."

**Road Department Pay Increases**

Tom Kayati had distributed a document outlining proposed pay increases for the Road Department. He asked for Board approval for Brian Bowman at tonight's meeting and the remaining personnel at the February 4<sup>th</sup> meeting. Mr. Kayati asked that the payroll increase effective date be the start of the current pay period.

Lori Gerald made a motion to approve a pay increase for Brian Bowman at the rate of \$13.48 per hour effective January 8, 2015, seconded by Phil Smith. All voted "Aye."

**Parking Signs Status**

Lori Gerald asked Tom Kayati as to the status of the parking signs. Mr. Kayati indicated he would contact the vendor and obtain a completion date and report back to the Trustees at the next meeting.

**Property Maintenance Code (PMC)****PMC Activity - Update**

Director Mark Higdon reviewed the contents of the PMC report to the Board. He indicated he was keeping track of township properties in need of care through the winter months. For example, 286 Rosslyn fell through the cracks of the Franklin County system due to the lack of an address to file service with the property owner. Director Higdon was able to locate the owner and forwarded property owner's address to the Franklin County Board of Health.

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**Financial Report – Motion to accept**

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

**Approval of January 7, 2015 Regular Meeting Minutes and January 13, Special Meeting**

John Oberle made a motion to approve the January 5, 2015 minutes as amended, and the January 13, 2015 Special Meeting as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:57 PM - was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

2/4/2015 \_\_\_\_\_  
Date Chair Fiscal Officer

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<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** None

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

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

**Property Maintenance Code (PMC)**

**Bethel Road - Update**

Director Higdon raised the issue of connecting the fence now that Bob Evans has agreed to allow the closure. Mr. Oberle indicated the doctor’s office had committed to closing the fence at the start of the renovation project and that he would follow up with the property owner.

**Home Acre Area**

Director Higdon gave an update of the four affidavits that he submitted to the Franklin County Prosecutor’s office to aid in the foreclosure process. Mr. Oberle has a call into Mary Johnson of the County Prosecutor’s office to ensure the process is moving forward.

**PMC Activity - Update**

Director Mark Higdon reviewed the contents of the PMC Tracking Report to the Board. He indicated he was keeping track of township properties in need of care through the winter months. For example, 437 Rosslyn has been cited as the tenants had not paid Local Waster to pick up their trash. He believes he has located the property owner in Delaware County and will send a letter to him advising of the poor condition.

The Community Park address was cited as a candidate for the Franklin County Land Bank due to its poor condition. Mr. Oberle stated the property had been certified tax delinquent since 2005 and referred to the county prosecutor for action. Mr. Oberle will contact Mary Johnson to obtain a status of property.

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**SHARON TOWNSHIP TRUSTEES**

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 4, 2015****Page 2 of 5****PMC Manual Technical Change**

Director Higdon asked the Board for approval to make a technical change to the PMC Manual. The Board discussed the issue and agreed with Mr. Oberle's suggestion that a motion was sufficient for the change.

Lori Gerald made a motion to approve the change to the PMC Manual, page 11, to reflect a reference to the Franklin County Public Health Regulations, seconded by John Oberle. All voted "Aye."

**ICC Certification**

Director Higdon the ICC Certification issue in which the majority of the test is for tasks that don't pertain to the exterior property maintenance code work. There was an extended discussion of the issue by the Board and the consensus was to set aside the job requirement for the PMC Director to obtain ICC Certification.

**Case Management Software**

Director Higdon advised the Board that he had not found any integrated software package that could be used in managing the township's exterior property maintenance function. He will continue his search and report back to the Board when he has further information. Mr. Higdon is meeting with the Plain Township Administrator in the near future to exchange information.

**TRUSTEES****Old Business****5411 Olentangy River Road**

John Oberle gave a short update and mentioned the previous property owners had signed an old agreement that allows a 12 month redevelopment period rather than the newer 18 month time period. The County Prosecutor's office wishes to discuss the agreement one more time with the owner's legal counsel. Mr. Oberle will bring a resolution to a future meeting for Board approval when all legal issues have been ironed out.

**Sharon Memorial Board - Update**

John Oberle had nothing report and cited the presentation by the Sharon Memorial Board President at the last regular meeting.

**Olentangy Trail – MetroParks Extension**

John Oberle reminded the Board that the Metro Parks Director, Tim Moloney will be attending the March 4<sup>th</sup> meeting to give an overview of the proposed Olentangy Trail expansion which is expected to start in 2016. He expects the March 4<sup>th</sup> meeting to be well attended.

**Star – Advisory Board**

Lori Gerald asked Trustee Smith if there was anything to report. Mr. Smith indicated that he is working on scheduling a STAR Board meeting in the near future. Tom Kayati is going to work the STAR Board on the NDPES issue.

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 4, 2015****Page 3 of 5****Recycling**

Lori Gerald asked the Fiscal Officer if he had received the Local Waste route lists and he replied the lists have been received. Both individuals will meet in the future to develop the survey process.

**Westerville Annexation**

John Oberle outlined a recent discussion with a Columbus Dispatch reporter on the Bigam annexation by the city of Westerville. He indicated the Board discussed the issue and felt that a Type 1 annexation was the best for Sharon Township. The reporter also spoke with Chief Schwind and Lori Gerald.

The Columbus Dispatch reporter spoke with Mr. Oberle again and indicated the annexation process had resulted in Sharon Township doing quite well and obtaining a large sum of money. John Oberle suggested the township share some of the annexation funds with the Cemetery Fund to offset their loss of revenue from the annexation.

**Newsletter Update**

New parking signs were picked up by Tom Kayati who has also contacted Ohio Utilities Protection Service (OUPS) to verify the location of future signs is safe for digging.

There was a short discussion of school buses parking (standing) on Riverside Drive. It was the Board decision to add a banner to the newsletter front page pointing out the parking regulation resolution was in force and could be obtained at the township web site.

**Budget Planning**

John Oberle stated the township is facing possible shortfalls this year. He indicated the General Fund will need an infusion of revenue in the future and that it may be best to obtain a high level understanding so the Board can prepare to make any tax increase decisions. Lori Gerald suggested the STAR Board review the issue and report to the Board.

The Fiscal Officer gave an overview of the issue and indicated instructions had been given to the Chief Schwind, Tom Kayati and Mark Higdon concerning the 2015 Budget. The plan calls for a presentation on March 4, follow up during the regular meetings and Board approval of the 2015 Budget at the March 18<sup>th</sup> meeting.

**POLICE DEPARTMENT****Old Business****Dispatching – Updated**

Chief Schwind gave the Board an update of his recent activities with Worthington and other local governments. Chief Schwind recommended the Board send a 6-month notice to Worthington as soon as possible. There was a general discussion of the issue by the Board and staff.

Mr. Oberle indicated the switching of the dispatching service represents a fundamental change in the relationship between the township and Worthington. Mr. Oberle modified the 6-month notification letter that was prepared for the meeting to continue to work with Worthington as a partner during the next 6 months, in case agreement could be reached.

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 4, 2015****Page 4 of 5**

Lori Gerald made a motion to send a 6-month letter to Worthington dated February 4, 2015, seconded by Phil Smith. All voted "Aye."

**Cruiser Accident**

Chief Schwind updated the Board on a recent cruiser accident at the intersection of Flint Road and State Route 23. The Ohio Highway Patrol is conducting an accident investigation and Sgt Booth will conduct the internal review. The officer involved had a minor injury.

OTARMA has been notified of the accident.

**FISCAL OFFICER:****Old Business****Audit - Update**

The Fiscal Officer reported the Auditor of State released the 2011-2012 audit report at 4:00 pm today and it is available to the public.

**Call Insurance Ad**

Call Insurance has been billed \$100 for the ad in the 1<sup>st</sup> quarter newsletter.

**Newsletter related**

The Fiscal Officer is working on a newsletter ad solicitation letter to be given to township businesses. Also, Paul Insley gets a "Thank You" in the newsletter as Insley Printing will do all the newsletter folding at no cost to the township.

**1<sup>st</sup> Amended Certificate of Estimated Resources**

The 1<sup>st</sup> Amended Certificate of Estimated Resources has been received from the Franklin County Budget Commission. Copies have been forwarded to Chief Schwind and Tom Kayati with the caution to not expect 100% of the estimated tax revenue.

**Police Department Advance Repayment**

The Fiscal Officer indicated there is sufficient money from the recent real estate tax advance to enable the Police District Fund to repay the recent \$60,000 advance from the General Fund.

**Westerville Annexation**

Recently, Westerville News reported Sharon Township had received \$125K on or around December 2, 2014. The Fiscal Officer sent an email to the Westerville City Manager asking him for clarification on this issue and asked when Sharon Township would receive a copy of the approved city council resolution and the \$125K check

**Real Estate Complaints**

The Fiscal Officer filed two complaints with the Franklin County Auditor concerning two real estate parcels owned by JP Morgan Chase that should not be eligible for the Owner-Occupied tax reduction. The Auditor responded that it had corrected the classifications, but had not updated its web site entry.

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
February 4, 2015  
Page 5 of 5**

**OTSO Grant Update**

This past Monday, Jackie Stephenson of the Ohio Traffic Safety Office (OTSO) paid a visit to Sharon Township. She assisted the Fiscal Officer in changing the reporting requirement to quarterly and answered a number of questions concerning the 2015 OTSO grant.

**ROAD DEPARTMENT****NPDES Reporting****Road Department Pay Increases**

Tom Kayati distributed a document outlining proposed pay increases for three Road Department employees (Pete Voedisch, Thomas McDonnell, and William Benson). He asked for Board approval for the pay increases with an effective date of January 8, 2015.

John Oberle made a motion to approve pay increases for the three (3) Road Department employees with an effective date of January 8, 2015, seconded by Phil Smith. All voted "Aye."

**Sink Hole on Clubview Blvd S.**

Tom Kayati updated the Board on a sink hole that developed due to a leak in an AQUA Ohio water line. The issue has been taken care of and AQUA Ohio will return in early spring to make any additional repairs.

**Snow Removal Update**

Tom Kayati spoke about the recent snowfall and how a plow truck went off the road in Mount Air. No damage to the truck and a wrecker service was needed to pull the plow truck out of the ditch.

**Financial Report – Motion to accept**

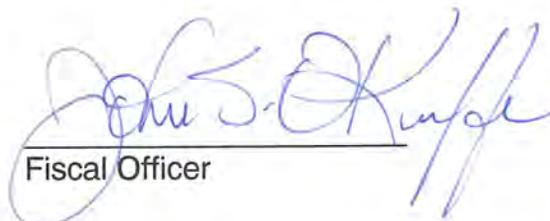
John Oberle made a motion to approve the Financial Report, seconded by Phil Smith. All voted "Aye."

**Approval of January 21, 2015 Regular Meeting Minutes**

John Oberle made a motion to approve the January 21, 2015 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:13 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

2-18-2015   
Date Chair

  
Fiscal Officer

# RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 18, 2015****Page 1 of 4**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker:** Franklin County Sheriff Deputy Tony Casper

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

**Guests:** Don Dale, Laura Smith, Robert Shough, Ross Brown

Moment of Silence was held for recently departed resident Jerry Jordan

Chair Gerald recognized Deputy Tony Casper of the Franklin County Sheriff's Office. Deputy Casper who gave an overview of various programs offered without cost to the public. The newest program consists of home and business security reviews for all township residents.

**TRUSTEES****Old Business****5411 Olentangy River Road**

John Oberle indicated there will be a resolution for the Board to approve at the March 4<sup>th</sup> meeting accepting the agreement that stipulates the conditions how the previous owners will renovate the property.

**Community Park - Update**

John Oberle has contacted Mary Johnson at the County Prosecutor's Office and promised to get back with an update on the property.

**Maple Canyon / Land Bank - Update**

John Oberle reported that Mary Johnson had received the affidavits from PMC Director Mark Higdon and the process of foreclosure is moving forward.

**Recycling - Update**

The Fiscal Officer updated the Board on the progress to date. This includes obtaining the Local Waste job sheets and creating "walking lists". Additionally, a survey post card has been developed that would be left at a residence for completion and mailing to the township. All that is needed now is warm weather to start in the three-street area.

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****February 18, 2015****Page 2 of 4****Budget Planning**

The Fiscal Officer outlined the 2015 budget plan where department budgets would be presented to the Board for their review. Between the March 4<sup>th</sup> and 18<sup>th</sup> meetings, the Trustees are urged to contact the department head if they have any questions.

John Oberle asked that the second meeting of the month be used <sup>to</sup> discuss ways of generating new revenue streams. The current state of the General Fund could result in a tax levy. He suggested a broker could be engaged to determine how to market the township hall as an office space to generate revenue.

The Fiscal Officer will add Budget Planning to the agenda of each 2<sup>nd</sup> meeting of the month.

**Schrock Road / Cleveland Ave Improvement Project**

Lori Gerald outlined the city of Westerville's Schrock Road / Cleveland Avenue Improvement Project. Mr. Kayati indicated the city of Columbus real estate division would be involved in the project.

**FISCAL OFFICER:****Old Business****Resolution 02182015A – Cemetery Fund Temporary budget increase**

The Fiscal Officer requested the Board Resolution 021820145A – Resolution Authoring Increase of Temporary Appropriation within the Cemetery Fund. The Fiscal Officer needs the increase of \$50,000.00 to transmit the recent real tax advance to Walnut Grove Cemetery.

Phil Smith made a motion to approve Resolution 02182015A, seconded by John Oberle. All voted "Aye."

**Call Insurance Ad**

Call Insurance has paid \$100 for the ad in the 1<sup>st</sup> quarter newsletter. Three more advertisers will be obtained for the 2<sup>nd</sup> quarter newsletter which will consist of 6 pages.

**Police Department Advance Repaid**

The recent advance to the Police District Fund has been repaid back to the General Fund.

**Newsletter Distribution List**

As of the meeting date, there are 8 email addresses in the new Newsletter Distribution List where residents have asked for future newsletters to be sent to them via the Internet.

**Rental Income Analysis**

The Fiscal Officer analysis of the 2014 rental income and expenditures, showed all utilities and property tax were paid with a \$7K surplus added to the General Fund.

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**SHARON TOWNSHIP TRUSTEES  
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**Internet Security**

The Fiscal Officer gave a brief discussion on Internet and recent questionable telephone calls to the township. The township's server consultant, Z Systems, has been asked for their opinion of SENDIO, an email authorization software program. SENDIO is used by the city of Worthington and Perry Township to reduce malicious and spam emails.

**POLICE DEPARTMENT****Old Business****Constable Brooke Dendui**

SGT Gordon White updated the Board on Constable Brooke Dendui activities and an expected transition to full-time in early March.

**ROAD DEPARTMENT****NPDES Reporting****Parking Regulations - Update**

Tom Kayati gave an overview of the parking sign installation progress.

There was a general discussion as to whether to pass another parking resolution during the evening meeting. Reference was made to Chief Schwind's letter on the issue. Mr. Kayati asked for Board to ensure all issues have been addressed as another resolution would require publishing another legal notice, which would be over \$1,600.00. The consensus was to wait until the next Board meeting before reconsidering the Parking Regulation Resolution.

Mr. Oberle asked for a copy of the Parking Regulation legal notice recently printed in the Columbus Dispatch. The Fiscal Officer will forward a copy of the PDF to Mr. Oberle

**Snow Removal Update**

Tom Kayati gave an update on snow plowing operations and stated the township had 38 tons of salt left. There was a general discussion of the water main break on Rosslyn Avenue and how Columbus Water Department activities.

**PMC Activity - Update**

Lori Gerald asked the Board and staff to read Director Mark Higdon updated PMC Tracking Report. She also noted that Mr. Higdon has proposed a solution of using volunteers to help residents in need who had been cited for property maintenance code violations. Mr. Higdon will report on this issue at a later date.

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**Financial Report – Motion to accept**

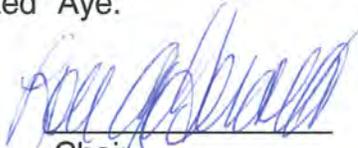
John Oberle asked for the bank reconciliation to be included in future financial reports to the Board. After a brief discussion, the Board decided to wait for a future meeting to approve the Financial Report.

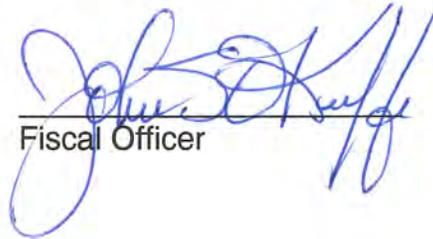
**Approval of February 4, 2015 Regular Meeting Minutes**

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

With no further business to bring before the Board a request to adjourn at 7:35 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

3-4-2015  
Date

  
Chair

  
Fiscal Officer

## RECORD OF PROCEEDINGS

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Held

SHARON TOWNSHIP TRUSTEES

20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

April 1, 2015

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director – not present

**Guests:** Don Dale, Mrs. Phil Smith, Laura Smith, Robert Shough, Stephan Daley

Chair Gerald recognized Stephen Daley, a new resident on Highview Drive, who was welcomed to the township by the Board of Trustees and individual staff members. There was a brief exchange of information.

## **TRUSTEES**

### **Old Business**

#### **Schrock Road / Cleveland Ave Improvement Project**

Lori Gerald outlined the city of Westerville's Schrock Road / Cleveland Avenue Improvement Project and the request from Westerville for a resolution from the Sharon Township Board of Trustees approving the project. There was no discussion as the Board was aware of the issue.

Lori Gerald made a motion to approve Resolution 04012015A entitled "Resolution consenting to the Improvement of State Route 710 (Cleveland Avenue) between Interstate 270 (I-270) and Schrock Road", seconded by John Oberle. All voted "Aye."

### **Plum Tree - Update**

John Oberle gave an update of the Perry Township construction activity affecting Plum Tree Drive. He indicated that he had been in contact with the Franklin County Prosecutor's office as to the township's options concerning road damage. There are not a lot of options as there is no direct proof that construction vehicles damaged Plum Tree Drive.

Mr. Oberle believes the best option is for the township to attend the April 14<sup>th</sup> meeting in Perry Township which is considering a variance to allow the construction to continue. He suggested asking for a vehicle load reduction, protection of the roadway and/or a bond from the construction manager.

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 1, 2015****Page 2 of 3**

Lori Gerald related a 15 minute conference telephone call with Perry Township officials. John Oberle offered to attend the April 14<sup>th</sup> meeting and suggested a letter be sent to Perry Township outlining terms and conditions that should be imposed before approving the variance request.

Tom Kayati has prepared a letter to the Franklin County Engineer requesting road weight reduction for five roads: Plum Tree, Edgecliff, Mulberry, Lake Shore, and Beech. Lori Gerald had read the letter and approved its transmission.

John Oberle suggested the discussion of a policy at the next meeting concerning future construction in the Mount Air area and the impact on its roads. The Board agreed with that suggestion.

Chief Schwind mentioned that township constables had taken pictures and filed reports that could be used in the future. It was noted that township constables were used by the construction vehicles to enter Plum Tree Drive. The Police Report and its pictures would be included in the letter to Perry Township.

There was a brief discussion as to how the construction site should protect waterways from pollution and ensure a clean site. Tom Kayati indicated such instructions should be a part of the building permit.

**PROPERTY MAINTENANCE CODE****Old Business****PMC Activity - Update**

Lori Gerald indicated Mark Higdon would discuss PMC software at the next meeting. The issue of trash at the Bethel Road location and how to correct the situation was briefly discussed.

Lori Gerald asked the Board and staff to read Director Mark Higdon updated PMC Tracking Report.

**ROAD DEPARTMENT****NPDES Reporting****Parking Regulations - Update**

Lori Gerald gave an update on the Parking Regulation resolution and a flyer announcing the April 15<sup>th</sup> meeting on Parking Regulation resolution that would be passed out in the 3-Street area. She noted the changes made by Tom Kayati and Chief Schwind.

At the next meeting, it is possible the Board will consider the resolution and vote on it.

Mr. Smith asked for a clarification on the parking resolution dates and times. Lori Gerald and Tom Kayati provided the requested information.

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**REGULAR SESSION HELD AT**

**95 E. Wilson Bridge Road**

**April 1, 2015**

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**FISCAL OFFICER:**

**New Business**

**Time Warner status**

The Fiscal Officer described how in the first week of Time Warner's Internet service, that there were two disruptions of service. The Fiscal Officer and the Time Warner's Government Representative are meeting the next day to discuss the issue.

**POLICE DEPARTMENT**

**Old Business**

**SGT Carl Booth - Retirement**

Chief Schwind updated the Board concerning his recent email informing them that SGT Carl Booth was planning on retiring from law enforcement in the near future. A tentative date had been given, but Chief Schwind was hoping he would reconsider his action.

With no further business to bring before the Board a request to adjourn at 6:50 PM - was made. Lori Gerald moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

4-15-15  
Date

[Signature]  
Chair

[Signature]  
Fiscal Officer

# RECORD OF PROCEEDINGS

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## RECORD OF PROCEEDINGS

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Held

**SHARON TOWNSHIP TRUSTEES**

20

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 15, 2015****Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director – not present

**Guests:** Don Dale, Mrs. Phil Smith, Laura Smith, Mary Ann and Frank Kinka, Sam and Karen Lutz, Wendy Straight, Don Reuter, Richard Fowler, Melissa and Anthony Paletta, Nancy Buhe, Mark Fullerton, Marsha Reman, Rich Lipstreu, Randolph Hochstetter, Mary Kindred, Sam Walker, Elise Wriken, Jackie Barr, Bev Mayes

### **TRUSTEES**

#### **Old Business**

#### **Community Park - Update**

John Oberle had not received an update from the county prosecutor's officer, nothing to report. He will follow up on this issue.

#### **Maple Canyon / Land Bank - Update**

John Oberle had not received an update from the county prosecutor's officer, nothing to report. He will follow up on this issue.

#### **Allocation of Bigham revenue - Update**

John Oberle spoke with the township's legal counsel on the Bigham property annexation, Donald Brosius, and it was his opinion that Sharon Township Board of Trustees could allocate the revenue as they believe is appropriate. Mr. Oberle had sent an email to Trustees and staff which documented his conversation with Mr. Brosius

#### **Plum Tree - Update**

John Oberle outlined the issue of Plum Tree Drive being damaged by construction traffic. Mr. Oberle and Tom Kayati attended an April 14<sup>th</sup> Perry Township Board of Zoning meeting and testified before a court report about the road damages. The property owner, Jeff Hollback, presented a letter at the meeting where he indicated a commitment to work with the township on the issue.

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 15, 2015****Page 2 of 6**

Tom Kayati gave a history of the road in the Board of Zoning meeting. Mr. Kayati suggested current damages be documented and believed the road will need to be re-paved.

Mr. Oberle agreed with the suggestion of video documenting the current road condition so comparisons can be made after construction is completed. He stated that Sharon Township is not opposed to the construction which is located in Perry Township, but township roads must be protected.

**Star Board - Update**

Phil Smith had no update on the Star Board.

**Recycling - Update**

Lori Gerald indicated the recycling survey effort would start in the near future once the Fiscal Officer had confirmed addresses with Local Waste.

The Three-Street area will be first, followed by Worthington Hills and Mount Air.

Follow-up audience questions concern quarterly cost of \$5.00 and the size of bins. Lori Gerald mentioned the survey is being done to determine if the required 75% participation rate for recycling is met. If not, then a public meeting could be held to see if the entire township wants such a service.

**Budget Planning - Update**

John Oberle gave an overview of using the township hall to generate new revenue via permanent office tenants. Ohio Equities believes it is possible that space could be rented out at \$10 per square foot resulting in \$30,000 or more per year. He indicated there are a number of steps to take before rental space could become a reality.

Lori Gerald suggested having another commercial real estate firm look at the same issue to see if the conclusion is the same. She indicated there are a number of issues such as the status of air conditioner units and restroom conditions that must be addressed.

One audience member suggested a sell/lease back as an option.

**FISCAL OFFICER:****Old Business****Website Renovation**

The Fiscal Officer is currently researching security issues that can be addressed with the current version of JOOMLA, the township's website software. An analysis of the web site suggested certain improvements which will be addressed at a future date. Chief Schwind and the Fiscal Officer will sit down in the future to identify potential web site improvements.

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**New Copier**

The township's copier supplier, Mid-Ohio Strategic Technologies, has submitted a bid to replace the current 10-year old copier with a lease-based copier. The monthly lease charge will be \$147.11. Lori Gerald asked for another bid.

**SWACO Grant**

Based upon feedback from SWACO, the Fiscal Officer explained how the number of message boards made of recycled plastic must be reduced. A short summary of the grant process at SWACO was made by the Fiscal Officer.

**Stanley Steamer**

A quote was obtained from Stanley Steamer to clean the carpet in the Police Department, Administrative office and Trustee meeting room for the price of \$490.00. The quote will be divided up to allow allocation of the cost by the General and Police Department Funds. There were no objections from the Trustees.

**Driveway Repair**

The Fiscal Officer asked B&C Blacktop (Worthington-Galena Road) to provide a quote to replace a section of the south driveway that is in need of repair. Other contractors will be invited to bid.

**Election Day**

The Fiscal Officer spoke briefly about the township hall being a voting location on Tuesday May 5<sup>th</sup>.

**New Administrative Microcomputer**

The microcomputer used by Sharon Lee in the Administrative Office is in need of replacement. The computer was obtained from SWACO several years ago and rebuilt at a cost of approximately \$100. The computer has recently slowed down and it makes noises, which suggests a future computer crash. The Fiscal Officer recommended spending no more than \$500 on a desktop computer at Microcenter. There were no objections from the Trustees.

**Real Estate Taxes**

The Fiscal Officer has had a discussion with the Franklin County Auditor staff concerning three tax exempt real estate properties located within Sharon Township. The properties appear to host non-exempt activities. The North Church of Christ (Karl Road) appears to have a day-care center, Camp Mary Orton (High Street) advertises its Zip-Line, hosting of weddings, offers corporate team building activities and Fundamental Baptist Church (High Street) does pay real taxes, but the current valuation of 5 homes may not be accurate. Upon request, the Franklin County Auditor would send out an appraiser to determine if the activities are exempt and update property values

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 15, 2015****Page 4 of 6****OhioCheckBook**

The Fiscal Officer and Trustees has recently received invitations from Ohio Treasurer Josh Mandel for the township to join his open government spending initiative. The Fiscal Officer believes that should there is minimal effort needed on the township side, and then Sharon Township should join the project.

**1<sup>st</sup> Half Real Estate Distribution**

The issue of problems with the Franklin County Auditor and Treasurer new real estate system was discussed. The issue should have been resolved by now and the Fiscal Officer will make an inquiry with the County Budget Commission.

**Trustees****New Business****Columbia Gas leak on Rosslyn Ave**

Phil Smith reported a Columbia Gas leak; he called the fire department which confirmed the leak. In his conversation with Columbia Gas, he was told that it would be 18 months before the leak will be fixed.

John Oberle offered to send a letter to Columbia Gas requesting action, due to the recent natural gas explosion in Upper Arlington. Phil Smith will provide the necessary information to Mr. Oberle.

**POLICE DEPARTMENT****New Business****SGT Carl Booth - Retirement**

Chief Schwind presented SGT Carl Booth's resignation / retirement letter for the Board of Trustees to accept.

Lori Gerald made a motion for the Board of Trustees to accept SGT Carl Booth retirement/resignation letter with an effective date of April 29, 2015, seconded by John Oberle. All voted "Aye."

**ROAD DEPARTMENT****Old Business****Parking Regulations – Update – Resolution Passed**

Lori Gerald asked if members in the audience got copies of the parking resolution that is under consideration. Ms. Gerald outlined the resolution and indicated there would be a limitation on time and she asked if the subject material was similar to a previous comment to not raise the same issue.

Tom Kayati was asked a number of questions about parking on Westview and driveways along property lines.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 15, 2015****Page 5 of 6**

There were several positive comments about how individuals can walk safely on the Westview roadway now.

A Westview resident asked the Trustees to reduce the number of signs on Westview citing a reduction in property values. Tom Kayati will look in the issue of sign spacing.

There was a period of general discussion where resident questions were answered by the Road Superintendent and Police Chief. The audience time of questions and answers lasted over one hour. Lori Gerald thanked everyone for their participation.

Lori Gerald made a motion to approve Resolution 04152015A entitled "A Resolution Establishing Parking Regulations on Township Roadways", seconded by John Oberle. All voted "Aye."

**Quarterly Invoice – Mosquito spraying**

Tom Kayati asked if the Road Department would be paying the 1<sup>st</sup> quarter Mosquito spray invoice. The Trustees indicated the payment terms would be the same as last year – ½ Road Fund ½ General Fund.

**PROPERTY MAINTENANCE CODE****Old Business****PMC Activity - Update**

PMC Director Mark Higdon gave a brief update on open cases identified in the report given to the Trustees.

One of the issues to be addressed in the near future will be residential sump pump discharges. The township property maintenance code prohibits such discharges without authorization from the Road Superintendent. During the recent winter, there was a large build-up of ice on Kanawha Avenue that required extraordinary effort by the Road Department to remove the ice. The situation was so bad that it constituted a road safety issue.

Mark Higdon indicated he was halting efforts to obtain an integrated case management software package.

**Flint Road - Update**

Lori Gerald asked John Oberle if there were any current activity related to the Flint Road location. Mr. Oberle indicated he had nothing to report but would look into the matter.

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 15, 2015**

**Page 6 of 6**

**Approval of April 1, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the April 1, 2015 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:18 PM - was made. John Oberle moved to adjourn the regular meeting, Lori Gerald seconded. All voted "Aye."

5-6-2015  
Date

[Signature]  
Chair

[Signature]  
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 6, 2015****Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director – not present

**Guests:** Don Dale, Sandra and Robert Shough, William McClary, David Kelly

**TRUSTEES****Old Business****Community Park - Update**

John Oberle indicated the county prosecutor is handling the property under the foreclosure process.

**Maple Canyon / Land Bank - Update**

John Oberle stated the county land bank is working on foreclosing on this property. Sandra Shough spoke up and stated the property needs to be mowed. Mr. Oberle said he would advise the county land bank to mow the property.

**Flint Road - Update**

John Oberle is working with JP Morgan Chase legal counsel on this property, which has had a revolving door of legal actions by both parties without an acceptable solution.

**Aqua Ohio - Update**

John Oberle stated Aqua Ohio had recently filed a system improvement rate request with the Public Utilities Commission of Ohio and is researching its impact upon township residents.

**Bethel Road - Update**

John Oberle gave a summary of the construction work done at 930 Bethel Road done by Ohio Surgery Center. The work included putting a fence along the property bordering on Sharon Township. Mr. Oberle had recently traveled to the location and noted a number of dead trees and that planted saplings were not growing. He indicated there would be future discussions with the property owner to ensure they met their prior commitments to the township.

## 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 6, 2015****Page 2 of 6****Plum Tree - Update**

John Oberle outlined the issue of Plum Tree Drive being damaged by construction traffic. Mr. Oberle updated the Board about a Sharon Township resident's message to the Perry Township neighbor. According to the Franklin County Prosecutor, there isn't much that can be done by Sharon Township to change the neighbor's message.

**Sharon Memorial Hall - Update**

John Oberle mentioned that David Kelly had dropped off a potential candidate for the Sharon Memorial Hall. The Board of Trustees will consider the candidate for nomination to fill the open vacancies on the Sharon Memorial Hall Board.

**5411 Olentangy River Road - Update**

Lori Gerald related a story told to her that neighbors were observing nighttime activities at the location. She wasn't sure if the property had been secured and asked the Police Department to look into the matter.

John Oberle indicated he would reach out to the property owner's legal counsel to ensure it has been secured.

**Star Board - Update**

Phil Smith reported that Tom Kayati had recently met with the Star Board. Star Board members were given a copy of the township NPDES program for review and comment. Mr. Kayati gave an update of his Star Board discussion on the NPDES and how it would be helpful to the township to have more citizen participation. The Star Board agreed to help on the citizen participation and will discuss the issue with the neighborhood groups. There was a positive response to the Soil & Water District's rain barrel program.

There was a discussion by Board and staff member to see if the Star Board could change its meeting time from Saturday to a weekday evening.

**Gas Leak – Columbia Gas - Update**

Phil Smith gave a summary of a gas leak on Rosslyn Avenue that was quickly fixed when he discussed the issue with Columbia Gas employee who was once a township resident. A 18-month estimated work order was eliminated in a afternoon.

Tom Kayati gave overview of the Columbia Gas line leak repair process and replacement of gas mains.

**Recycling - Update**

Lori Gerald gave an update of the recycling survey effort by Trustee Smith and herself in the Tremont Gardens area and how 254 yes votes would be needed to meet the Local Waste required 75% participation rate. Completion of the survey is expected in the next week.

Worthington Hills/Mount Air area will be surveyed next.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****May 6, 2015****Page 3 of 6****Joint Meeting with Worthington City Council**

Lori Gerald gave an overview of the joint meeting that dealt with the continuing relationship with Walnut Grove Flint Union Cemeteries. She asked the Fiscal Officer to be on the lookout for a copy of the approved city council resolution.

There was a short discussion about the upcoming retirement by Bob Chosy from the Worthington City Council. Council member Chosy also sits on the cemetery board.

**FISCAL OFFICER:****Old Business****Resolution 05062015A – Cash Advance to Cemetery Fund**

The Fiscal Officer asked for formal Board approval of the recent email request to advance \$10,000.00 from the General Fund to the Cemetery Fund.

Phil Smith made a motion to approve resolution 05062015A entitled "Cash Advance to Cemetery Fund, seconded by John Oberle. All voted "Aye."

**Resolution 05062015B – Checking Investment System**

The Fiscal Officer asked for Board approval of the proposed Checking Investment System (CIS), which is described in a document sent to the Trustees prior to the meeting. The CIS is an investment system that will draw \$40,000.00 twice a month for a six month period from the main checking account. The money will be invested in U.S. bank CDs having full FDIC protection. As the CDs mature, the principal and interest will return to the main checking account, and then be invested in a new six month CD. This system is in line with the township's investment policy.

Phil Smith made a motion to approve resolution 05062015B entitled "Checking Investment System, seconded by John Oberle. All voted "Aye."

**Resolution 05062015C – Ohio Checkbook.com**

The Fiscal Officer refreshed the Trustees about a recent request from the Ohio Treasurer of State asking Sharon Township to become a member of Ohio Checkbook.com. The Fiscal Officer recommended the township allow its financial data be made available to the public via Ohio Checkbook.com.

There was a discussion by Board and staff members and there were concerns about payroll data being viewed by the public. The issue was put on hold.

**Website Renovation**

The Fiscal Officer reported no significant activity related to upgrading the township's web site.

**New Copier**

The township's copier supplier, Mid-Ohio Strategic Technologies, has submitted a bid to replace the current 10-year old copier with a lease-based copier. The monthly lease charge will be \$147.11. Lori Gerald asked for another bid and Capitol Copy submitted a bid for \$81.00 per month lease or \$4,272.00 purchase

## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES  
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price. The Fiscal Officer is in the process of confirming the state term contract price cited by Capitol Copy.

**SWACO Grant**

The SWACO Grant application is in the process of being revised to three (3) message boards made of recycled plastic and will be presented to the Board at their May 20th meeting for their approval.

**Stanley Steamer**

Stanley Steamer is scheduled to clean the carpet in the Police Department, Administrative office and Trustee meeting room on Thursday May 7th for the price of \$490.00.

**Driveway Repair**

B&C Blacktop (Worthington-Galena Road) has provided a quote to replace a section of the south driveway. Legg & Davis was in late last week, but their bid has not been received. Three other paving companies were contacted. Pullins Blacktop declined to participate and despite telephone calls to them, AJ Asphalt and Brecks Paving have not responded.

**Election Day**

Yesterday's election went smoothly, though the number of voters was low.

**New Administrative Microcomputer**

The purchase of a new microcomputer for use by Sharon Lee in the Administrative Office will be delayed until August. The Fiscal Officer wishes to wait until Microsoft starts delivery of the new operating system, Windows 10.

**AOS / LGS**

The Fiscal Officer met with AOS last week on their independence conflict. It has been resolved because LGS will perform requested work, but a private accounting firm selected by AOS will perform the next 2 audits. LGS work and the audit report are to be done by August 30th at the request of the Fiscal Officer

**1<sup>st</sup> Half Real Estate Distribution**

The 1<sup>st</sup> half Real Estate distribution form was received today and money will be distributed shortly.

**POLICE DEPARTMENT****New Business****Banners and Meeting Location**

Chief Schwind gave an outline of how the township could be a location where township residents could be a craigslist meeting location. Previously, he looked into the township be a child custody exchange location.

Chief Schwind asked the Board for its approval to post Ohio Traffic Safety Office banners that promote traffic safety. He said Jack Moss could install the banners which would be posted for several months. There was no objection from the Board to posting the banners.

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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Page 5 of 6**

**ROAD DEPARTMENT****Old Business****Signs**

Tom Kayati gave an update on the parking signs. As part of the discussion, it became known that that parking resolution needed to be published again. The Fiscal Officer will have the resolution published in the Columbus Dispatch as soon as possible.

**Road Department Seasonal Hires**

Tom Kayati requested Board approval for the 2015 seasonal hires: Robert Haycock and Antwon Smith. The starting date for both employees would be May 7, 2015 and Robert Haycock's hourly rate would be \$12.00 and Antwon Smith's hour rate would be \$10.00.

Lori Gerald made a motion to approve Road Department 2015 seasonal hires of Robert Haycock at \$12.00 per hour and Antwon Smith at \$10.00 per hour effective May 7, 2015, seconded by John Oberle. All voted "Aye."

**Newsletter**

There was an extended discussion by Board and staff members on getting the township newsletter out before Memorial Day.

**PROPERTY MAINTENANCE CODE****Old Business****PMC Activity - Update**

Lori Gerald asked Board members to review the PMC activity report and if there are any questions to contact PMC Director Mark Higdon directly.

Mr. Higdon has requested the Board for approval to discuss a legal action with the county prosecutor's office. The issue is trash on a property owned by a Westview resident. Mr. Oberle will contact the PMC Director and walk through the process with him.

**1195 Home Acre – William F. McClary**

Mr. William McClary was recognized and he related parking problems he was having with a neighbor who is located within Columbus. There was a long discussion and exchange between the audience, Board and staff on this issue. The discussion boiled down to there was little the township could do to help the township resident since his neighbor is parking in city of Columbus right-of-way.

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

**Approval of April 15, 2015 Regular Meeting Minutes**

Lori Gerald made a motion to approve the April 15, 2015 minutes as amended, seconded by John Oberle. All voted "Aye."

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

5-20-2015              
 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 20, 2015****Page 1 of 5**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Guests:** Don Dale, Lynn and Laura Smith, Robert Shough

**PROPERTY MAINTENANCE CODE (PMC)**

**Old Business**

**412 Rosslyn Avenue**

PMC Director Mark Higdon gave an update on the condition at 412 Rosslyn Avenue and asked for the Board’s permission to contact the County Prosecutor’s office to commence legal proceedings to clean up the property. There was a discussion by the Board as to whether legal notification had been made and at the suggestion of Trustee Oberle a formal motion was made by the Board.

John Oberle made a motion to authorize the PMC Director to contact the Franklin County Prosecutor’s Office to start legal proceedings to clean up the property at 412 Rosslyn Avenue, seconded by Lori Gerald. All voted "Aye."

Mr. Higdon requested Board approval of a change to the PMC regulation in Section H entitled "Sanitation" which was presented to the Board. After discussion, paragraph 2 was to be deleted and paragraphs 1 and 3 to be approved.

Phil Smith made a motion to authorize a change to the PMC Regulation, Section H, paragraphs 1 and 3, as presented to the Board, and dealing with trash containers placed at the curb or the end of paved roadway, seconded by John Oberle. All voted "Aye."

Mr. Higdon presented a flyer he had distributed to all property owners who adjoin the alley between Kanawha and Rosslyn Avenues. The flyer is intended to be a nice approach to the property owners to maintain their properties along the alley. Mr. Smith had several questions and Mr. Higdon responded.

Mr. Higdon pointed out that the township could save money by posting warning citations on the township website. This issue will be addressed when the township website is updated.

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****May 20, 2015****Page 2 of 5**

Discussion continued on sump pump discharges into the roadway. Mr. Higdon and Tom Kayati are working together on the issue. Tom Kayati reported most residents are open to changes to prevent dangerous winter ice conditions on township roads. Mr. Kayati outlined a number of options a resident could do to mitigate the discharge during the winter. This is a continuing issue and will be watched closely by PMC and the Road Department.

The PMC activity report was distributed and for review and any subsequent questions to the PMC Director.

**TRUSTEES****Old Business****Community Park - Update**

John Oberle stated he had spoken with personnel at the Franklin County Treasurer's and Prosecutor's office and they informed him that foreclosure progress in being made. Mr. Oberle reported that tax foreclosures are done in bulk and that in August will be the next cycle. The question to Sharon Township is whether to obtain the property with the structure or without it. It was the consensus to not obtain the property with the structure.

**Maple Canyon / Land Bank - Update**

John Oberle stated the county land bank is working on foreclosing on this property.

**Flint Road - Update**

John Oberle spoke recently with JP Morgan Chase legal counsel on this property and had nothing to report to the Board.

**Plum Tree - Update**

Tom Kayati updated the Board on Plum Tree Drive issue and he had a recent meeting with Mr. Hollback. Mr. Kayati gave a description of the road condition, stated Mr. Hollback indicated to help out on some repairs to the road, that there have been some behavioral changes by the construction crews on how they are handling their trucks.

Mr. Oberle stated there is pending litigation with a court hearing on May 26<sup>th</sup> by a neighbor of Mr. Hollback. He also indicated there is a need to have load limits on the Mount Air roads to protect them. Tom Kayati will make an inquiry with the county engineer on access restrictions to Columbus via Sharon Township roads and he indicated the load limits process for Mount Air was started with the county engineer.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****May 20, 2015****Page 3 of 5****Star Board - Update**

Phil Smith had nothing to report on the Star Board.

**Township Roof**

Phil Smith gave a summary of his inspection of the township hall roof. It appears to be in good order.

**Recycling - Update**

Lori Gerald gave an update of the recycling survey results and only 46% of the residents in the Tremont Garden area wanted recycling and there was a need to meet the Local Waste required 75% participation rate.

The next areas of the township to have a survey will be Sharon Hills and Worthington Hills/Mount Air.

**Potential Procedure for future Public Comments**

Lori Gerald distributed Rules for Public Comment document to the Board and suggested the rules could be implemented in the future. The rules are an adaption of the Franklin County Board of Commissioners rules. Mr. Oberle suggested township residents be allowed to speak at all meetings and Ms. Gerald commented that the rules were something for the Board to consider in the future.

**FISCAL OFFICER:****Old Business****Website Renovation - Update**

Since the last Board of Trustees meeting, there has been no significant activity related to upgrading the township's website.

**New Copier - Update**

The township's copier supplier, Mid-Ohio Strategic Technologies, had submitted a bid to replace the current 10-year old copier, which was purchased at \$4,710.00. The 63-month lease charge would be \$147.11 or \$7,338.35 for outright purchase. Lori Gerald asked for another bid and one was received from Capital Copy and they offered a Ricoh copier for a 60-month lease payment of \$81.00 or \$4,272.00 purchase. Mid-Ohio then submitted another bid at \$3,995.00 and Capitol Copy submitted a 2nd bid of \$3,895.00. The Fiscal Officer believes Capitol Copy has submitted the best bid and recommends awarding the new copier contract to Capitol Copy.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

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20 \_\_\_\_\_

95 E. Wilson Bridge Road

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The question to the Trustees is purchase or lease. The Board debated the issue and decided to purchase the copier, 20% of the cost to be covered by the Road Department.

Phil Smith made a motion to award the purchase of a new township copier to Capitol Copy in an amount not to exceed \$3,895.00a, seconded by John Oberle. All voted "Aye."

#### **SWACO Grant - Update**

The SWACO Grant application is in the process of being revised and will be presented to the Board at the next Board meeting for their approval.

#### **Driveway Repair - Update**

B&C Blacktop (Worthington-Galena Road) and Legg & Davis have provided quotes to replace a section of the south driveway. Three other paving companies were contacted. Pullins Blacktop declined to participate and despite telephone calls to them, AJ Asphalt and Brecks Paving have not responded. The Fiscal Officer wants to make another effort to obtain quotes for the work.

#### **AOS / LGS – Update**

The Fiscal Officer spoke with AOS representative Stephanie Washington on Tuesday, she is setting up the process to identify the audit firm that will conduct the next two audits. He also answered some questions from Sam Kraly who hopes to have a LGS contract completed shortly. Sam believes he will be on-site in June.

#### **POLICE DEPARTMENT**

##### **New Business**

##### **Banners and Meeting Location**

Chief Schwind presented the 2015 Police Department Revised Pay Proposal to the Board for their review and approval. He outlined the document and its purpose and that his budget had factored in this general pay increase.

Chief Schwind responded to Board questions and was specific about Constable Jennifer Hastings. Mr. Oberle asked when a comparison of police wages was last made and Chief Schwind related wages in other townships, noting the high salaries in Perry Township.

Lori Gerald made a motion to approve the Police Department's 2015 Revised Pay Proposal with an effective date of May 28, 2015, seconded by Phil Smith. All voted "Aye."

**SHARON TOWNSHIP TRUSTEES**

## 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 20, 2015****Page 5 of 5****ROAD DEPARTMENT****Old Business****Signs**

Tom Kayati gave an update on the parking signs and noted the Westview signs are done and will be picked up next week. He asked when the legal notice was posted and the Fiscal Officer indicated May 9<sup>th</sup>. There was a general discussion on enforcement of new parking regulation.

Mr. Kayati raised the issue of broken steel culvert on Beech Drive and that the resident had asked the Road Department to fix the culvert. The culvert is in the township right-of-way and Mr. Kayati outlined past policy where the resident pays for the materials and the Road Department installs the culvert.

There was a discussion by the Board members and a consensus was the property owner must buy the material as dictated by the Road Superintendent and the Road Department can install the material in the township right-of-way.

**Approval of April 15, 2015 Regular Meeting Minutes**

Lori Gerald made a motion to approve the May 6, 2015 minutes as amended, seconded by John Oberle. All voted "Aye."

**Motion to go into Executive Session**

Lori Gerald made a motion for the Board to go into Executive Session at 7:38 pm citing Chief Schwind's request for discussion of security matters, seconded by Phil Smith. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lori Gerald made a motion for the Board to return to a public meeting at 8:44 pm, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:45 PM - was made. Lori Gerald moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

6/3/2015  
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****June 3, 2015****Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Guests:** Don Dale, Laura Smith, Robert Shough, Mary Sue and Dennis Williams

**TRUSTEES****Old Business****5411 Olentangy River Road - Update**

John Oberle reported on his recent discussion with the property owners legal counsel, who asked for a copy of the redeemed township check issued for the market analysis. The township will be reimbursed for the \$700.00 payment. Mr. Oberle indicated the property owners, who are operating under Section 505.86 ORC agreement, will start clean-up operations shortly.

**Community Park – Maple Canyon / Land Bank - Update**

John Oberle has been in contact Mary Johnson in the County Prosecutor’s office and he reported the legal process is moving on these two properties. He asked Ms. Johnson to see if there was any funding to allow the structures at 1278 Community Park Drive to be demolished as they are a public hazard.

**Flint Road - Update**

John Oberle left a message with the JP Morgan Chase legal counsel on this property and has not received a response. He suggested the Board consider reissuing a nuisance action under Section 505.86, ORC in a future meeting against the garage located at 8200 Flint Road.

**Plum Tree - Update**

Mr. Oberle asked the Road Superintendent if there were any new developments on the Plum Tree and indicated there were none.

Mr. Oberle followed up on the request from Perry Township about a Sharon Township resident on Plum Tree who has a sign posted that contains a “not neighborly” statement. The Franklin County Prosecutor’s office was consulted and they indicated the sign was within the resident’s free speech rights.

**Star Board - Update**

Phil Smith had nothing to report on the Star Board.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**Mosquito Township Roof**

Phil Smith gave an overview of his activities with the Franklin County Board of Health on mosquito problem in the Tremont Gardens area. There is a new sickness that has come over from Germany which affects the human within 24 hours. Lori Gerald related her conversations with the Board of Health concerning this issue. Mr. Kayati stated mosquito spraying was to start early this year.

Mr. Oberle asked if there was still a Gypsy Moth problem and Mr. Kayati indicated there was no longer a problem in Sharon Township.

**AEP Shut Down**

Phil Smith related hearing about a proposed AEP power shut down in the Tremont Gardens area for equipment maintenance. His persistent questioning about the need to notify residents caused AEP to delay the power shut down. AEP indicated no public official had ever raised a question about the need to notify residents. Lori Gerald related additional information about the issue. Mr. Oberle indicated he would make an inquiry as to the issue with AEP.

**Recycling - Update**

Lori Gerald reported the Star Board member Mary Sue Williams would be distributing survey materials to the Mount Air area to gauge the support for recycling. The Worthington Hills Civic Association will be contacted to see if they can handle the distribution aspect in their area.

Mr. Oberle is researching whether there is a conflict with recycling under the current Local Waste contract.

**Budget Planning**

John Oberle indicated with current status of governmental budgets that it is a good idea to work with other like government entities to reduce costs. He suggested the township look to see if other governmental may want to be located at Sharon Township. He believes a corporate realtor could identify potential tenants.

**Shared Services**

John Oberle stated Perry Township has expressed an interest in working with Sharon Township on "Shared Services." Ms. Gerald stated the issue was raised during the recent Perry Township Board of Trustees meeting as she has had discussions with Chair Chet Chaney. Mr. Chaney would like to establish a committee to address this issue.

There was a general discussion by the Board as to how the Shared Services issue will be addressed. The suggestion was made that department heads would consider what services or functions could be shared and if so would there be a benefit to Sharon Township.

Mr. Kayati asked if the analysis would also include combining two or more township departments. Mr. Oberle indicated that the process would be open and one needs to look to the future as to how to overcome systemic problems.

## 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 3, 2015****Page 3 of 6**

Mr. Oberle stated the township must do all it can to reduce costs before asking residents for a tax increase. He suggested that Perry and Sharon Townships could share the same township hall and police cruisers. The development of pros and cons for such an arrangement needs to be done. Mr. Kayati and Chief Schwind both indicated Perry Township has a high pay scale.

**June 17 Board Meeting**

Lori Gerald asked if there was a need to meet on June 17<sup>th</sup> since Mr. Oberle would be out of town. Input from staff indicated there would not be any significant issue over the next several weeks.

The consensus of the Board and staff that the June 17<sup>th</sup> was not needed. The meeting change would be posted

**FISCAL OFFICER:****Old Business****Website Renovation - Update**

The Fiscal Officer informed the Board on his activities to update the web site.

**New Copier - Update**

Capitol Copy is expected to deliver the township's new copier within the next week or so.

**SWACO Grant - Update**

The SWACO Grant application was presented to the Board for its approval and submission to SWACO in the form of Resolution 06032015C.

Lori Gerald made a motion to approve resolution 06032015C which approves the submission of the SWACO grant application, seconded by John Oberle. All voted "Aye."

**Driveway Repair - Update**

The Fiscal Officer is continuing his efforts to obtain a third bid to replace a section of the south driveway.

**AOS / LGS – Update**

The Fiscal Officer presented Resolution 06032015B which was an updated contract with LGS for the 2014 bank reconciliation work.

Lori Gerald made a motion to approve resolution 06032015B which approves the LGS contract to provide consulting services on the 2014 bank reconciliation work, seconded by John Oberle. All voted "Aye."

**AT&T – Update**

The Fiscal Officer updated the Board on two billing issues being addressed; state sales tax and Yellow Pages charges.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 3, 2015  
Page 4 of 6**

**Records Commission**

The Fiscal Officer asked Chair Gerald to open up a session of the Township Records Commission and she did so. The Fiscal Officer informed the Commission that the Form RC-2 for administrative and police records had been updated and would be submitted to the Ohio Historical Society and the Ohio Auditor of State for their approval. The last update was done in 1996 and the last authorized records destruction was done in 1997.

Mr. Oberle asked for guidance on which documents had been added to the records retention schedule. The Fiscal Officer pointed out the additions on the form.

The Commission approved the transmission of the updated Form RC-2, Records Retention Schedule to the Ohio Historical Society. The Township Records Commission ended its session.

**Recycling Contract**

The Fiscal Officer updated the Board on his activities on the Consortium 2 contract and he pointed out a possible problem with the recycling contract with Local Waste. Mr. Oberle will research the issue.

**Going Paperless**

The Fiscal Officer indicated future payments to OPERS will be done electronically and that he hopes to include AEP, Columbia Gas and Columbus Water/Sewer in the near future.

**Disaster Recovery Plan test**

The Fiscal Officer advised the Board that the Fiscal Office Disaster Recovery Plan will be tested at Clinton Township the following week.

**POLICE DEPARTMENT****New Business****Constable Hastings Pay Increase**

Chief Schwind asked the Board to approve Constable Jennifer Hastings pay increase effective May 17, 2015. He had previously email information to the Board about the increase.

Lori Gerald made a motion to approve the Constable Jennifer Hastings's pay increase with an effective date of May 17, 2015, seconded by Phil Smith. 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****June 3, 2015****Page 5 of 6****ROAD DEPARTMENT****Old Business****Signs**

Tom Kayati gave an update on the parking signs and noted the Westview signs have been installed. He expects to receive the Kanawha and Rosslyn signs soon.

Lori Gerald spoke with Chief Schwind and she said parking enforcement on Westview Avenue will start on July 1<sup>st</sup>.

There was a general discussion about parking on Westview by the Board and Staff.

**PROPERTY MAINTENANCE CODE (PMC)****Old Business****1278 Community Park Drive**

PMC Director Mark Higdon gave an update on the condition at 1278 Community Park Drive and asked the Board to approve Resolution 06032015A which is a duplicate of 2014 resolution. There was a brief discussion of the issue by Board and Staff. Mr. Higdon explained how he used the ORC to have a public notice. Chief Schwind indicated he could post a notice to the web site, but there can be not link to a document.

Lori Gerald made a motion to Resolution 06032015A which declared the property of 1278 Community Park Drive was overgrown with grass and weeds and cited Section 505.87, Ohio Revised Code.

**Olentangy River Road - Dumpsters**

PMC Director Mark Higdon informed the Board of his activities at the Hills Market complex on Olentangy River Road in response to a complaint. The complaint concerned the condition of the parking lot and dumpster behind the retail stores.

**412 Rosslyn Avenue - Update**

Mark Higdon has forwarded all documentation related to 412 Rosslyn Avenue to the Franklin County Prosecutor's office for action to clean up the property.

RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 3, 2015  
Page 6 of 6**

**Approval of May 20, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the May 20, 2015 minutes as amended, seconded by John Oberle. All voted "Aye."

**Motion to go into Executive Session**

John Oberle made a motion for the Board to go into Executive Session at 7:48 pm citing Confidential Business Information of an Applicant for Economic Development Assistance, Lori Gerald. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lori Gerald made a motion for the Board to return to a public meeting at 8:10 pm, seconded by John Oberle. All voted "Aye."

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

July 8<sup>th</sup> 2015  
Date

[Signature]  
Chair

[Signature]  
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****July 8, 2015****Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Guests:** Henry “Butch” Belszek, Helen Epps, Linda Jarrett, Nathan Huller, Kathryn & Todd Huller, Brad Horn, Don Dale, Laura Smith, Robert Shough, Pat Kelly

Chair Gerald asked for a moment of silence as the Code Enforcement Director’s mother recently passed.

Boy Scout Nate Huller was recognized and asked to brief the Board of Trustees on his Eagle Scout project, which consists of improving the mulch beds around the township hall. One of the questions posed to the Board was whether the township could obtain the mulch at a discounted price. The Road Superintendent indicated the mulch could be delivered to the township hall and Scout Huller said the township would be reimbursed by the Scout Troop. The consensus of the Board was for Nate Huller to move forward on his project. Boy Scouts of America insurance will provide coverage for any accidents.

Chair Gerald recognized township resident Henry “Butch” Belszek to give an overview of the Tremont Gardens Emergency Preparedness Plan. The plan consists of multi-pages, bound notebook containing maps, lists and other information as to what a resident should do in case of an emergency and how to prepare for different types of emergencies. The Board expressed its thanks to Mr. Belszek and the Block Watch group for a fine job. It is expected the development of a specific plan for other township areas will be done in the near future. The Trustees indicated their desire to formally issue a resolution in the near future thanking those involved in the development of the plan.

**TRUSTEES****Old Business****8200 Flint Road - Update**

John Oberle reported on his activity with the County Treasurer who had certified the Flint Road property as tax delinquent since 2012 and who indicated the property will be put up for foreclosure sale by December 31, 2015.

## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
July 8, 2015  
Page 2 of 6**

**Community Park – Maple Canyon / Land Bank - Update**

John Oberle stated the Community Park address had been certified tax delinquent since 2005 and the County Prosecutor's office has moved the property into the expedited tax foreclosure process with an expected 6 to 7 month process.

Mr. Oberle spoke with the Land Bank and since the property has no building, the normal tax foreclosure process must be used with an expected solution in the 13 to 14 month time frame. The Land Bank does not own the property and they used the nuisance law to remove the former structure on the property. Mr. Oberle will obtain an order of preferences as to the distribution of the sale money for the next meeting.

**Plum Tree - Update**

Mr. Oberle indicated the construction activity has slowed down and that there is no water service at the property. Tom Kayati confirmed low activity and there was a general discussion how a water supply could be arranged, possibly through a sub-meter on an adjoining property.

**5411 Olentangy River Road - Update**

John Oberle reported the property owner was supposed to board up the property, but he was not aware if the work had been done. The Fiscal Officer reported receiving the \$700.00 reimbursement for the market analysis from the property owner. Consensus of the Board was for Code Enforcement to visit the property, determine progress being made and report back to the Board.

**Star Board - Update**

Linda Jarrett wishes to start a Block Watch in the Flint Road area. Tom Kayati offered the Flint Road Cemetery building as a possible meeting location.

Also, she has heard from some residents living in the area called The Sanctuary, located in Columbus, of their desire to return to the township. There was a general discussion on the issue.

There was a brief discussion of which parts of Flint Road are located in Columbus and Franklin County.

**Recycling - Update**

Lori Gerald reported on the Mount Air survey for recycling services and of the 63 properties, only 13 yes votes have been received. The current vote is far fewer than the 75% yes vote required by Local Waste.

Brad Horn asked if there are recycling bin options for the Tremont Gardens area and subsequent discussion called for the need for SWACO to place more recycling bins in or near the township. Lori Gerald will look into the issue.

Worthington Hills will be the next area surveyed.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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July 8, 2015  
Page 3 of 6**

**Budget Planning**

John Oberle outlined the issue of renting township building out and how renting the space out to another local government agency could generate revenue for the township. He further covered Shared Services that will be discussed later and how the Local Government Fund money received by the township has dropped these past few years.

Tom Kayati suggested the possibility of a joint-trash district. There was a brief discussion of the idea.

Mr. Oberle spoke about a new grant program available in September from the State of Ohio that supports the employment of consultants to identify ways for local government to be more efficient.

The last legislative program discussed by Mr. Oberle was the request for funding of equipment through the Ohio Department of Administrative Services.

Lori Gerald mentioned the upcoming meeting on August 12<sup>th</sup> where the healthcare insurance will be discussed. The township's healthcare broker will update Chief Schwind, Tom Kayati and the Fiscal Officer on changes to healthcare law and its impact on the township.

**Shared Services**

Lori Gerald talked about the upcoming joint meeting with Perry Township and a joint letter explaining the purpose of the meeting. She asked for Board and staff for recommendations as to the best date/time to meet in August.

There was a suggestion of researching the Shared Services accomplishments in Ohio and develop a township list of potential ideas.

**Solid Waste Contract**

John O'Keeffe gave an overview of the new Consortium 2 contract that was recently published and gave the dates when the recycling and solid waste contracts would be awarded. The consensus was Rumpke would be the only recycling vendor again.

Mr. O'Keeffe raised the issue of recycling and asked Mr. Oberle to expand on the issue. Mr. Oberle indicated he had discussed the recycling issue with SWACO's outside legal counsel and he indicated Sharon Township could opt in on the new contract, but would be required to have recycling. There was a general discussion of the issue by the Board.

**FISCAL OFFICER:****Old Business****Tax Revenue Budget – Resolution 07082015A**

The Fiscal Officer asked the Board to approve the 2016 Tax Revenue Budget which had been distributed to them. There was a brief discussion.

Lori Gerald made a motion to approve resolution 07082015A which is the 2016 Tax Revenue Budget and for the Fiscal Officer to submit the budget immediately to the County Budget Commission, seconded by Phil Smith. All voted "Aye."

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 1014B

Held \_\_\_\_\_

20 \_\_\_\_\_

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

The Fiscal Officer asked the Board to approve the distribution rates of the Bigham revenue and after discussion the following rates were approved: Road – 16.83%, Police – 72.75%, General – 7.80%, and Cemetery 2.62%.

Lori Gerald made a motion to distribute the Bigham revenue according to the above percentage by fund, seconded by John Oberle. All voted "Aye."

**New IT Support**

The Fiscal Officer asked the Board for approval to change the IT Support firm to ComputerSmith because the current firm had been unresponsive. The consensus was to move forward with ComputerSmith.

**Driveway Repair - Update**

The Fiscal Officer asked the Board to approve Breck's Paving as they had submitted the lowest bid of three bids to repair the driveway entrance. The cost will be shared by the General Fund – 75% and Police Fund – 25%. The Board's consensus was to move forward with Breck's Paving as the contractor.

**AOS / LGS – Update**

Sam Kraly has completed his work on the 2014 bank reconciliation.

**AT&T – Update**

The Fiscal Officer updated the Board on two billing issues being addressed; state sales tax and Yellow Pages charges.

**Sharon Lee Pay Raise**

The Fiscal Officer asked the Board to approve a 2% pay raise for Sharon Lee effective July 9, 2015, he had previously sent the Trustees the background material.

Lori Gerald made a motion to approve a 2% pay raise for Sharon Lee effective July 9, 2015, seconded by John Oberle. All voted "Aye."

**Disaster Recovery Plan test**

The Fiscal Officer advised the Board that the Fiscal Office Disaster Recovery Plan was tested at Clinton Township on June 10<sup>th</sup>, no exceptions were noted.

**POLICE DEPARTMENT****New Business****Cruiser 485 Repairs**

Chief Schwind asked the Board to approve paying \$1,048.30 to Germain Ford for repairs to cruiser 485. There was a Board consensus to pay the bill.

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**SHARON TOWNSHIP TRUSTEES  
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**Cruiser 484 Repairs**

Chief Schwind asked the Board to approve the repair of cruiser 485 and gave an outline of the issue and his interaction with Board members. There was discussion of the issue.

Lori Gerald made a motion to approve paying no more than \$6,000.00 to Germain Ford to repair cruiser 485, seconded by John Oberle. All voted "Aye."

**Constable Brook Dendui Pay Raise**

Chief Schwind asked the Board to approve a step increase pay raise for Constable Brook Dendui, effective July 9, 2015.

Lori Gerald made a motion to approve a step increase pay raise for Constable Brook Dendui, effective July 9, 2015, seconded by Phil Smith. All voted "Aye."

**Franklin County Sheriff Office Dispatching Contract**

Chief Schwind asked the Board to approve the Franklin County Sheriff's Office Dispatching Contract to go into effect on August 3, 2015. There was a discussion of the issue.

Lori Gerald made a motion to approve the Franklin County Sheriff's Dispatching Contract effective August 3, 2015, seconded by Phil Smith. Lori Gerald and Phil Smith voted "Aye", John Oberle abstained.

**ROAD DEPARTMENT****New Business****Resurfacing – Forest Ridge Court and Drive**

Tom Kayati distributed the estimated cost for resurfacing Forest Ridge Court and Drive by the Franklin County Engineer, which had a \$53,450.00 price tag. There was a discussion of the issue by the Board.

Lori Gerald made a motion to approve the Franklin County Engineer resurfacing project on Forest Ridge Court and Drive at a cost not to exceed \$53,450.00, seconded by Phil Smith. All voted "Aye."

**PROPERTY MAINTENANCE CODE (PMC)****New and Old Business**

Due to the recent passing of his mother, PMC Director Mark Higdon was not present at the meeting.

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
July 8, 2015  
Page 6 of 6**

**Approval of June 3, 2015 Regular Meeting Minutes**

Lori Gerald made a motion to approve the June 3, 2015 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:50 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

8-19-2015  
Date

  
Chair

  
Fiscal Officer

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 5, 2015****Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement, Tom Kayati – Road Superintendent – on vacation

**Guests:** Henry "Butch" Belszek, Don Dale, Laura Smith, Robert Shough, Pat Kelly, Paula Snider, Tina Tate, W.F. McClary, Lindsay Duffey

Chair Gerald noted there were two speakers from the Franklin County Auditor's office present. The Fiscal Officer introduced the two individuals and gave a short background on the subject matter of their presentation.

Tina Tate explained the Owner Occupied real estate tax credit and Homestead real estate tax credit. Paula Snider distributed materials to the Board and audience members. During and at the end of their presentation, they answered questions posed to them. Board members thanked them for coming out to Sharon Township and sharing their knowledge and information.

Chair Gerald recognized township resident James Erickson who had requested a hardship exemption from paying Local Waste for trash pickup due to his wife's medical condition. Mr. Erickson explained that he recycled his trash at the Indianola Recycling site. He also presented his recent federal tax returns for their review. Mr. Erickson indicates he was responding to the March 23, 2015 letter he received from the township on the issue.

Mr. Oberle indicated that allowing the exemption would set a precedent for the township and that consideration must be made as to how much income is considered to be a hardship. The issue then arose whether U.S. Census data should be used in the future to determine an appropriate level of net income to meet a hardship classification.

Board discussion followed and the consensus was to allow an exemption until April 30, 2015 and to notify Local Waste of the exemption.

John Oberle made a motion to approve James Erickson's hardship exemption from paying Local Waste for trash pickup until April 30, 2015 and that on or before that date Mr. Erickson must present updated information to the Board in order to obtain a one-year extension of the exemption, seconded by Phil Smith. All voted "Aye."

## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 5, 2015****Page 2 of 6****TRUSTEES****Old Business****Community Park – Maple Canyon / Land Bank - Update**

John Oberle stated the Community Park and Maple Canyon properties have been classified by the Franklin County Prosecutor's Office under the expedited tax foreclosure process with an expected 6 to 7 months to settle their status.

Mr. Oberle thanked Mark Higdon for advising the Board of the Maple Canyon property condition. The Land Bank informed Mr. Oberle that they would take over the maintenance of Maple Canyon. Mr. Higdon indicated Maple Canyon had been recently mowed.

**8200 Flint Road - Update**

John Oberle confirmed the property will be sold via the normal foreclosure process and that Municipal Tax LLC has paid Franklin County for the land rights.

Mr. Oberle was informed by the county auditor's office what the township position would be in receiving its share and learned the following:

- 1<sup>st</sup> Position – Municipal Tax, LLC
- 2<sup>nd</sup> Position - Costs related to the property such as demolition
- 3<sup>rd</sup> Position – Real estate taxes – Sharon Township

**Plum Tree - Update**

Mr. Oberle spoke with Road Superintendent Kayati, who indicated there has not been any further damage to the road, though there has been some washout due to recent rains.

**Star Board - Update**

Trustee Smith did not have anything report on the Star Board.

**Recycling - Update**

Lori Gerald reported the Mount Air survey results of 50% were less than the 75% participation rate required by Local Waste.

Worthington Hills will be the next area surveyed.

**Mosquitos - Update**

Phil Smith and Lori Gerald gave a summary report on the level of the mosquito problem in the Tremont Gardens area.

**Eagle Scout Project - Update**

Lori Gerald reported the Eagle Scout project to improve the township hall landscape will be done this coming weekend.

## RECORD OF PROCEEDINGS

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Held

SHARON TOWNSHIP TRUSTEES

20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

August 5, 2015

Page 1 of 6

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement, Tom Kayati – Road Superintendent – on vacation

**Guests:** Henry "Butch" Belszek, Don Dale, Laura Smith, Robert Shough, Pat Kelly, Paula Snider, Tina Tate, W.F. McClary, Lindsay Duffey

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John Oberle made a motion to approve James Erickson's hardship exemption from paying Local Waste for trash pickup until April 30, 2015 and that on or before that date Mr. Erickson must present updated information to the Board in order to obtain a one-year extension of the exemption, seconded by Phil Smith. All voted "Aye."

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 5, 2015****Page 2 of 6****TRUSTEES****Old Business****Community Park – Maple Canyon / Land Bank - Update**

John Oberle stated the Community Park and Maple Canyon properties have been classified by the Franklin County Prosecutor's Office under the expedited tax foreclosure process with an expected 6 to 7 months to settle their status.

Mr. Oberle thanked Mark Higdon for advising the Board of the Maple Canyon property condition. The Land Bank informed Mr. Oberle that they would take over the maintenance of Maple Canyon. Mr. Higdon indicated Maple Canyon had been recently mowed.

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**Plum Tree - Update**

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Trustee Smith did not have anything report on the Star Board.

**Recycling - Update**

Lori Gerald reported the Mount Air survey results of 50% were less than the 75% participation rate required by Local Waste.

Worthington Hills will be the next area surveyed.

**Mosquitos - Update**

Phil Smith and Lori Gerald gave a summary report on the level of the mosquito problem in the Tremont Gardens area.

**Eagle Scout Project - Update**

Lori Gerald reported the Eagle Scout project to improve the township hall landscape will be done this coming weekend.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 5, 2015****Page 3 of 6****Commercial Real Estate Review**

Lori Gerald obtained a 2<sup>nd</sup> opinion on whether the township hall could be rented out on a commercial basis. According to Chris Anderson, Remax Realtors, the township hall would not be a good candidate for commercial use due to market conditions.

The Board agreed to coordinate future efforts on this issue.

**Shared Services**

Lori Gerald spoke about the upcoming joint meeting with Perry Township and Mr. Oberle suggested having an agenda for the meeting. Lori Gerald will work with Chief Schwind and Mr. Oberle will work with Tom Kayati.

**FISCAL OFFICER:****Old Business****Appropriation Increase – Police Fund - Resolution 08052015A**

The Fiscal Officer outlined the process that led to asking for an appropriation increase for the Police Fund to match the amount of money received from the Bigham property distribution. The other funds could ask for increases later this year, if desired.

Phil Smith made a motion to approve resolution 08052015A which approved increasing the Police Fund appropriations by \$90,940.23, seconded by John Oberle. All voted "Aye."

Audience member Pat Kelly asked the Fiscal Officer if Sharon Township was financially detached from Worthington. When asked why, he indicated that if Sharon Township could prove it was financially independent, then the current voting arrangement would be changed. Mr. O'Keeffe indicated the township's books are open to everyone.

John Oberle asked for all communications related to the detachment issue be shared with the Board of Trustees and Mr. O'Keeffe indicated he would do so.

**Website Renovation**

The Website renovation will move to a development phase over the weekend. JOOMLA offers a free 90-day web site for testing/development.

**IT Support Firm**

ComputerSmith is the township's new IT Support firm and they were here today working on the Server. There is a one year contract for the service and will cost \$370 per month, of which the General Fund will pay \$70 per month and the Police Department paying the balance.

**LGS/Audit**

LGS representative Sam Kraly has completed his work and we are waiting for the start of the 2013-2014 audit. Mr. O'Keeffe has sent an email to Steph Washington at AOS asking what audit firm won the bidding process.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
August 5, 2015  
Page 4 of 6**

**AT&T**

The Fiscal Officer is working on two AT&T issues and noted there has been no change from last month.

**Records Commission**

Sharon Lee is well on her way to meet her goal of 500 pounds of old records to be destroyed over the next 12 months. There will be two destruction dates this year: August 30 and October 30. The Fiscal Officer wishes to employ Ohio Mobile Shredding to destroy all records approved for destruction.

**Consortium 2 Contract**

The Fiscal Officer reported Rumpke was the only recycling bidder and will require other haulers to pay a \$20 per ton fee for them to accept their recycle material. It was noted that in the last few years there wasn't a fee imposed by Rumpke.

**Tax Liens**

The Fiscal Officer made an inquiry with the Franklin County Treasurer's office as to the total number of weed/grass cutting tax liens. Data has not been received yet.

**Trash Notification**

Lori Gerald asked the Fiscal Officer to obtain a listing of all rental properties in Sharon Township. The Franklin County Auditor delivered a listing of all Franklin County on Tuesday. Work will start soon on letters to property owners and tenants advising them of the need to contact Local Waste to have their trash removed.

**SWACO Recycling Bin Sites**

Lori Gerald asked the Fiscal Officer to obtain a listing of all locations in or near Sharon Township that have recycling bins. This information will be included in the next newsletter.

**POLICE DEPARTMENT****New Business****Police Dispatching - Update**

Chief Schwind updated the Board on the recent change to Franklin County Sheriff for dispatching services. He gave an overview of the new telephone number that township residents would use to obtain Police Department service.

He described all the activities to get a post card mailed to township residents advising them of the new Police Department number. Another post card mailing will be done so residents can inform their alarm system vendor of the telephone number change. Alarm systems vendors call the direct line, not 911.

Mr. Oberle asked if there was any record of a resident not being serviced and Chief Schwind stated there were none.

## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10149

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 5, 2015****Page 5 of 6****Adam Meadows Resignation**

Chief Schwind asked the Board to accept Adam Meadows resignation effective July 21, 2015.

John Oberle made a motion to accept Constable Adam Meadow's resignation effective July 21, 2015, seconded by Phil Smith. All voted "Aye."

**Payroll Increase – 3 Constables**

Chief Schwind asked the Board to approve a pay raises for Constables Andrew Rowland, Michelle Moyer and Kyle Storm effective August 6, 2015. The Police Chief went through each Constable's performance evaluation.

Phil Smith made a motion to approve a pay raise for Constables Andrew Rowland, Michelle Moyer, and Kyle Storm, effective August 6, 2015, seconded by John Oberle. All voted "Aye."

**CAD – LEADS Systems**

Chief Schwind advised the Board that he would formally request at the next meeting for the addition of CAD – LEADS systems in township cruisers. Sharon Township is the only Police Department without LEADS.

**ROAD DEPARTMENT****New Business****Flint Road Intersection - ODOT**

Mr. Oberle updated the Board on Tom Kayati activities related to the problem with the Flint Road – Pocono Road intersection and how ODOT is approaching a solution. At this time, Mr. Kayati will be attending a meeting with ODOT upon his return from vacation.

**Detaching from Worthington**

Mr. Oberle asked the Chair to speak on another issue and he then thanked Pat Kelly to raising the Detachment issue earlier in the meeting.

Mr. Oberle spoke on the long history of the Sharon Township with Worthington, Walnut Grove / Flint Road Union Cemeteries and how taxes are collected for the cemeteries and fire protection. Sharon Township has a snow plowing contract with the village of Riverlea.

Mr. Oberle felt any detachment would not be beneficial to Sharon Township and suggested Riverlea and Worthington be included in the upcoming joint meeting on Shared Services. A short Board discussion followed.

John Oberle made a motion to invite the Riverlea Village Council and Worthington City Council to the upcoming joint Perry/Sharon Townships meeting on August 25<sup>th</sup>, seconded by Phil Smith. John Oberle voted "Aye" and Phil Smith and Lori Gerald voted "Nye."

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Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
August 5, 2015  
Page 6 of 6**

Mr. Oberle made a public record request for all communication on the issue of detachment.

Audience member Pat Kelly was recognized and there was an exchange between Mr. Kelly and Mr. Oberle. Chief Schwind made a few comments how he works with Perry Township.

**PROPERTY MAINTENANCE CODE (PMC)**

**New and Old Business**

PMC Director Mark Higdon briefly described an automobile accident he was involved in while on township business. He will send a summary of the accident to the Board.

Mark Higdon was a detail briefing on problems at various properties throughout the township. There were periodic exchanges with Board members on select properties.

The Hills Market was cited has having full compliance with trash bins maintenance and its management are supportive of a clean and safe trash bin area.

**Approval of July 8, 2015 Regular Meeting Minutes**

After a brief discussion, the Board tabled the July 8, 2015 minutes till the next regular meeting.

With no further business to bring before the Board a request to adjourn at 8:23 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

8/19/2015  
Date

[Signature]  
Chair

[Signature]  
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****August 19, 2015****Page 1 of 6**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Guests:** Henry “Butch” Belszek, Don Dale, Laura Smith, Robert Shough, Pat Kelly, Lindsay Duffey, Kathy and Dan Walters, Anthony and Melissa Paletta, Steven Brown, Audrey Redmon

**TRUSTEES****Old Business****Community Park – Maple Canyon / Land Bank - Update**

John Oberle stated he had spoken with the County Prosecutor’s office and they are continuing to work both Maple Canyon and Community Park under the expedited tax foreclosure process with an expected 6 to 7 months to settle their status. There are no changes from the last meeting.

**8200 Flint Road - Update**

John Oberle confirmed the property will be sold via a County Sheriff sale this year.

**Plum Tree - Update**

Mr. Oberle indicated there is no major construction work being done at this time and Mr. Kayati confirmed there is some work being done and that lumber had been delivered to the site. Mr. Oberle asked Mr. Kayati if there were any complaints from neighbors and he said no, that the construction crews are working from 8:00 am to 4:00 pm and are not causing any problems.

Mr. Oberle stated there will have to be a meeting with the property owners at the end of construction as promised in their letter to Sharon Township so arrangements can be made for road damage compensation.

**Star Board - Update**

Trustee Smith did not have anything to report on the Star Board.

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 19, 2015****Page 2 of 6****Newsletter - Update**

Lori Gerald asked the Board and staff to send in their articles to Sharon Lee for the 3<sup>rd</sup> quarter newsletter as soon as possible as the intent is to mail out the document before Labor Day.

**Mark Higdon Accident - Update**

Lori Gerald updated the Board on status of Mark Higdon's automobile accident and by all accounts it appears his car will be repaired with no effect on the township. There was **no** Workers Compensation claim filed by Mr. Higdon and the Fiscal Officer informed OTARMA of the accident.

**Shared Services - Update**

Lori Gerald opened the discussion about the upcoming joint meeting with Perry Township on August 25<sup>th</sup> on Shared Services. Ms. Gerald is working with Chief Schwind and Mr. Oberle is working with Tom Kayati on services that are currently shared with Perry Township.

When asked what Shared Services was, Mr. Oberle said its objectives would include saving money, have no impact on residents, not reducing staff nor would it include a merger with Perry Township. Both Chief Schwind and Tom Kayati have developed a list of Shared Services activities with Perry Township and Mr. Oberle agreed to put together an agenda for the joint meeting.

Resident Rich Fowler asked what is shared services? Mr. Oberle gave him several examples of what could be included and that residents had told him that Sharon Township services must be maintained.

Tom Kayati gave an example of sharing the chipper with Perry Township and spoke about working with the county engineer on salt purchases and road work.

**FISCAL OFFICER:****Old Business****Website Renovation**

Website renovation has moved to the development phase. A free 90-day JOOMLA development site has been established on the Internet <https://sharontwp.demo.joomla.com/administrator/index.php>. The test web site will be populated and tested over the coming weeks.

**IT Support Firm**

ComputerSmith was working on two main issues. Remote access to the township's email system and the dropping of Internet access on PC's at different date/times. The blacklisting of the township email is slowly going away as predicted by ComputerSmith. We have received reports that other local entities have experienced the same problem recently

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 19, 2015****Page 3 of 6****LGS/Audit**

LGS I Audit - LGS representative Sam Kraly will be at the township tomorrow to go over his work. AOS has selected the audit firm, Julian & Grube, Inc, to perform the next 2 audits. Signed documents will be mailed to the AOS home office for processing.

**Driveway Repair**

Breck's Paving is scheduled to repair the driveway Thursday August 20th.

**AT&T**

As mentioned previously, there are two AT&T issues currently being addressed by the Fiscal Officer. AT&T provided some information on one issue and they were asked to provide further guidance. There has been no change since last month.

**Consortium 2 Contract**

Bidders requested the current Local Waste charge and fuel surcharge for Sharon Township. The current charge is \$13.39 per month, there is no fuel surcharge at this time. Next month the contract will be awarded.

**Tax Liens**

Franklin County Auditor's Office was contacted and Tax Lien expert Vince Javlin advised the Fiscal Officer that only two (2) real estate parcels had grass/weed mowing tax liens. The properties are Maple Canyon and Community Park. The Fiscal Officer will make the necessary UAN transactions to reimburse the Road Fund from the General Fund for mowing the two properties.

**Trash Notification**

The process of notifying all rental properties in Sharon Township should be completed by the end of next week. Draft letters to property owners and tenants advising them of the need to have their trash picked up by Local Waste should be done by this coming Monday.

**After 6 Office Cleaning, LLC**

Our current office cleaning firm is going out of business on August 31st, the owners are retiring. The person that cleans our office has incorporated as After 6 Office Cleaning, LLC and should be retained by the township. The old cleaning rate is \$75.00 per day and new rate is \$50.00 per day. The new cleaning rate will save the township's General Fund \$1,300.00 in 2016.

**Rental Income Analysis**

The Room Rental analysis shows income exceeds expenses by \$3,758 to-date. The expense categories consist of six areas: Electric, Natural Gas, Water/Sewer, Office Cleaning, Carpet Cleaning and Real Estate Taxes.

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**SHARON TOWNSHIP TRUSTEES**

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 19, 2015****Page 4 of 6****Huntington Bank Accounts**

The three Huntington Bank money market accounts are in transition to new accounts for the General, Fire and Road Funds. The new accounts will eliminate a required \$10,000.00 balance and a \$10.00 a month fee if the account goes below \$10,000.00. The process is part of a measured response to expected bank charges for collateralized deposits. Both U.S. Bank and Huntington Bank relationship managers support the migration of account.

**Public Records Requests**

There have been four public records requests received in the past week, more than the entire past year. Steven Nourse (Senior Counsel at AEP) has requested a copy of the Township Parking Regulation and Special Permit Parking Policy. Andy King of Worthington News asked for the Shared Services letter sent to employees and the June 3, 2015 minutes. Kathy Walters requested 2015 minutes. Ohio@openthebooks.com (Burr Ridge, Illinois) has requested 2014 payroll information and the request is being reviewed by the Fiscal Officer.

**OhioCheckBook.com**

The Fiscal Officer again suggested Sharon Township join the Ohio Treasurer of State's program. There was a brief of the issue, but no decision was made.

**Healthcare**

The Fiscal Officer mentioned the previous week there was a meeting on Healthcare by Todd Whitman, Chief Schwind and Tom Kayati.

Chair Gerald offered to the Board, a Declaration Number 08192015A which allows township elected officials to voluntarily withdraw from the Medical Mutual of Ohio healthcare insurance program. If every elected official voluntarily withdrew from the healthcare insurance plan, the General Fund expenditures would be reduced by \$40,015.20. There was a brief discussion of Declaration and Mr. Oberle said he would study the declaration before making a decision. The other three elected officials signed the Declaration.

**POLICE DEPARTMENT****New Business****Police Dispatching - Update**

Chief Schwind updated the Board on the recent change to Franklin County Sheriff for dispatching services. He gave several examples of the exposure to a county-wide radio system in having on Constables. He then discussed the purchase of CAD-LEADS system, that Sharon Township is the only police department without direct LEADS access. There was a general discussion of the issue which had been covered in the previous regular meeting.

John Oberle made a motion to approve the purchase of CAD-LEADS for no more than \$7,666.50, seconded by Phil Smith. All voted "Aye."

## RECORD OF PROCEEDINGS

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 19, 2015****Page 5 of 6****ROAD DEPARTMENT****New Business****Flint Road Intersection - ODOT**

Mr. Kayati had written a letter to ODOT containing Sharon Township's concerns about the intersection of Flint Road and Pocono. The Board was pleased with the letter and once it is placed on township letterhead, Chair Gerald will sign and have it mailed to ODOT.

**Forest Ridge – Update**

Mr. Kayati updated the Board on the recent repaving of Forest Ridge Drive and Court by KoKosing under the Franklin County Engineer's paving program. He indicated the work was excellent and the total cost of the project was \$53,450.00.

**General Discussion – Road Department**

Mr. Kayati took a question from resident Audrey Redmon on road resurfacing in the Sharon Hills area.

Mr. Kayati will include information about the new No Parking regulation and the 2015 Leaf Pickup Program in the 3<sup>rd</sup> quarter newsletter.

Mr. Oberle gave an update of recently settled Cargill lawsuit where road salt price fixing was the subject. It is possible Sharon Township could receive some money from the settlement amount.

**General Discussion – Police Department**

Chief Schwind announced the township's participation in the National Prescription Drug Take-Back on Saturday September 26 from 10:00 am to 2:00 pm. Any resident can drop off used prescription drugs and the Sharon Township Police Department will ensure they are safely destroyed.

Chief Schwind also announced his two week vacation starting on Monday September 7<sup>th</sup> and noted he would not be in cellular telephone range.

**PROPERTY MAINTENANCE CODE (PMC)****New and Old Business**

PMC Director Mark Higdon gave an update of his activities noting his recent visit to 5411 Olentangy River Road showed the vehicles had been removed, but no evidence of any other type of work. Mr. Oberle said he would contact the property owner's legal counsel on the issue.

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

**Approval of August 5 and July 8, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the July 8 and August 5, 2015 minutes as amended, seconded by John Oberle. All voted "Aye."

**Motion to go into Executive Session**

John Oberle made a motion for the Board to go into Executive Session at 7:49 pm citing Confidential Business Information of an Applicant for Economic Development Assistance, Lori Gerald seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lori Gerald made a motion for the Board to return to a public meeting at 7.55 pm, seconded by John Oberle. All voted "Aye."

**General Discussion – Shared Services**

The Board and staff had a general discussion of Shared Services, everyone giving examples and their opinions.

With no further business to bring before the Board a request to adjourn at 8:26 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

9-2-2015  
Date

Lori Gerald  
Chair

John S. Oberle  
Fiscal Officer

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 2, 2015****Page 1 of 4**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

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

**Guests:** Henry "Butch" Belszek, Don Dale, Chard Carr, Robert and Sandy Shough, Anthony Paletta

**TRUSTEES****Old Business****5411 Olentangy River Road – Update**

John Oberle gave a summary of events concerning the property and how he recently spoke with the property owners legal counsel about the failure to make progress in cleaning up the property. Mr. Oberle has drafted a letter and asked the Board to finalize the document. The Property Maintenance Code Director was asked to make a stop at property and determine its current condition.

Mr. Oberle will finalize the document and give it to Sharon Lee for certified mail delivery. Also, if there is no action by the property owner, Mr. Oberle suggested the township should follow the Section 505.86 Ohio Revised Code approach in getting the property back to a productive environment.

**Community Park – Maple Canyon / Land Bank - Update**

John Oberle gave an overview of the foreclosure process, which is ongoing and how Franklin County offices are actively pursuing a solution.

**8200 Flint Road - Update**

John Oberle stated he will be contacting the Municipal Tax, LLC law firm in Cleveland to determine its status.

**Plum Tree - Update**

Mr. Oberle gave a brief history of the Perry Township property that has been the source of Plum Tree road damage. As mentioned in a recent Board meeting, the township should wait until the spring 2016 before sitting down with the owner to obtain compensation for the damage roads. In a letter, the owner had indicated his desire to work with Sharon Township.

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**SHARON TOWNSHIP TRUSTEES**

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 2, 2015****Page 2 of 4****Star Board - Update**

Trustee Smith did not have anything to report on the Star Board.

**Newsletter - Update**

Lori Gerald stated the 3<sup>rd</sup> quarter newsletter had been mailed to township residents. The Fiscal Officer reported the Sharon Hills Civic Association will deliver 36 electronic newsletters. Lori Gerald asked for input from any other civic association to increase the electronic delivery and reduce postage costs.

**Shared Services - Update**

Lori Gerald opened a discussion about the joint meeting with Perry Township on August 25<sup>th</sup> on Shared Services. Mr. Oberle complimented township members for their efforts to make it a successful meeting. Mr. Oberle mentioned there is state funding (grants) available for studies of township operations.

The issue will be placed on the next meeting agenda.

**FISCAL OFFICER:****Old Business****Website Renovation- Update**

Website renovation continues, though there is little to report. There was a brief discussion on whether an outside firm should do the work and the consensus at this time is for the Fiscal Officer to continue his work on the website.

**IT Support Firm**

ComputerSmith has cleared all reported problems and will start on configuring the Server so it can be backed up to township devices and configuring the new administrative computer (Windows 7) recently purchased at Micro Center.

**LGS/Audit - Update**

LGS I Audit - LGS representative Sam Kraly completed the bank reconciliation through June 30, 2015 and we are waiting on the audit firm, Julian & Grube, Inc, to start the 2013 and 2014 audit. The Trustees have been given the June 2015 bank reconciliation performed by LGS. Finally, the Fiscal Officer will provide to Mr. Kraly a position paper on the elimination of the Flexible Spending Account (FSA) from the Uniform Accounting Network (UAN).

**AT&T - Update**

As mentioned previously, there are several AT&T issues currently being addressed by the Fiscal Officer. AT&T has been asked to provide instructions on how to return their router; none has been given to the township. The Ohio Sales Tax issue goes back to 2012 and I expect it will take a few more months for the AT&T process to address the issue. The addition of \$45.00 per month for Yellow Pages, starting in May 2015 has repeatedly been denied by the township and I recently requested AT&T to provide the source documents that form the basis for the monthly charge.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 2, 2015****Page 3 of 4****Consortium 2 Contract**

As indicated in a recent email from the Fiscal Officer, an analysis by the law firm Eastman & Smith, LTD, who are under contract with SWACO, has determined that Local Waste was the lowest bidder for the next Consortium 2 contract.

Sharon Township will fall under the new contract on January 1, 2018 and recycling is included in the monthly charge of \$14.17. There will be a telephone conference call next week to answer any questions about the bids.

**After 6 Office Cleaning, LLC**

Our current office cleaning firm went out of business on August 31, 2015, the contract with After 6 Office Cleaning, LLC is ready for signature. As previously mentioned, the old cleaning rate was \$75.00 per day and new rate is \$50.00 per day. The new cleaning rate will save the township's General Fund \$1,300.00 in 2016.

**Public Records Requests**

In the past week, a public records request from Chad Carr was received via email, he asked for 2011 and 2012 financial records. Also, I have not done any work related to Ohio@openthebooks.com (Burr Ridge, Illinois) which asked for 2014 payroll information.

**POLICE DEPARTMENT****New Business****Police Chief Pay Increase**

The issue of a pay raise for Chief Schwind was introduced and the Police Chief left the room for the Board of Trustees to discuss the issue. Upon completion of their discussion, the consensus was to award a 3% pay raise.

Phil Smith made a motion to award a 3% pay increase to Chief Schwind effective September 3, 2015, seconded by John Oberle. All voted "Aye."

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Mr. Kayati gave a briefing about the intersection problem at Flint Road and Pocono to include pictures of water pooling on the road. Winter conditions will cause problems for township residents and the Road Department. No response has been received from ODOT to the recent township letter. The Board advised Mr. Kayati to send another letter with pictures to the ODOT District 6 Director.

**PROPERTY MAINTENANCE CODE (PMC)****New and Old Business**

PMC Director Mark Higdon gave an update of his activities by providing a brief summary of the properties on the CED Case Tracker report. The report is color coded to indicate the degree of effort to clean up the property. There was a short discussion between Mr. Higdon and Sandy Shough concerning a structure in the Maple Canyon area.

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

**REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
September 2, 2015  
Page 4 of 4**

**Approval of August 14, 2015 Regular Meeting Minutes**

Lori Gerald made a motion to approve the August 19, 2015 minutes as amended, seconded by John Oberle. All voted "Aye."

**Bus Stop issue has returned**

There was a brief discussion about the return of the Bus Stop problem on Rosslyn Avenue. Phil Smith will obtain the Columbus Public School District bus numbers so they can be included in another letter the School Superintendent about an inappropriate bus stop location.

**Township Thank You**

Chief Schwind will develop a thank you resolution addressed to Henry "Butch" Belszek for his work on the Tremont Gardens disaster plan document.

With no further business to bring before the Board a request to adjourn at 8:00 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

9-23-2014  
Date

[Signature]  
Chair

[Signature]  
Fiscal Officer

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held SHARON TOWNSHIP TRUSTEES 20**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 23, 2015****Page 1 of 4**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speaker: None**

**Attendance:** John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement, Tom Kayati – Road Superintendent is on vacation

**Guests:** Don Dale, Robert and Sandy Shough, Anthony Paletta, Dan and Kathy Walters, Lindsay and Mike Duffey

Chair Gerald noted Road Superintendent Kayati was on vacation this week and that Trustee Oberle was probably having rush hour problems getting to the township hall. Mr. Oberle arrived shortly thereafter.

**TRUSTEES****Old Business****Star Board - Update**

Trustee Smith indicated he wished to work with the Star Board on several issues, but was having a problem connecting with the members. Lori Gerald offered to look into the matter and have the Star Board contact Trustee Smith.

**5411 Olentangy River Road – Update**

John Oberle gave an update of activities related to 5411 Olentangy River Road such as it not being in compliance with the joint agreement to renovate the property and that a letter had been sent to the property owner and their legal counsel. Apparently, the property owners are in the process of selling the property to a neighbor. Mr. Oberle suggested the Board wait until the next meeting for any positive activity related to the property and, if none, then start the Section 505.86, ORC process.

**Joint Meeting – Next Steps - Update**

Lori Gerald will distribute the Joint Meeting minutes once she receives the document and reviews it.

**Possible Sale – 8017 Flint Road**

John Oberle related a story about a potential sale of 8017 Flint Road and suggested the township connect with the owner to ensure satisfaction with township services and to prevent annexation to Columbus.

## RECORD OF PROCEEDINGS

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Meeting

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Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 23, 2015****Page 2 of 4****Village of Riverlea – Potential Police Protection Contract**

John Oberle stated he recently met with the Village of Riverlea which will be increasing their property taxes to pay for road improvements. The Village of Riverlea currently contracts its snow plowing and tree removal through Sharon Township. Mr. Oberle suggested to the Village that they consider contracting police protection through Sharon Township as a way to lower its costs. Riverlea currently contracts with Worthington for police protection. Chief Schwind made several comments about previous bids with Riverlea and that he would welcome working with the Village on a police protection contract.

**Local Govt Safety Capital Grant Program**

John Oberle reported on the \$10 million Local Government Safety Capital Grant Program, but the program rules have not yet been drafted. The program could be the source of funding for a new police cruiser. Chief Schwind made several comments about the program potential.

Resident Sandra Shough was recognized and she presented a dozen cupcakes to the Police Department. The Board thanked her for donation.

**FISCAL OFFICER:****Old Business****Website Renovation- Update**

Website renovation is continuing, not much has been accomplished in the past several weeks. .

**IT Support Firm**

ComputerSmith has configured the new administrative computer (Windows 7) recently purchased at Micro Center. The next step will be to set up document scans on the new copier.

**LGS/Audit - Update**

Julian & Grube. Inc, started the 2013 and 2014 audit yesterday, there are three auditors on site and they expect to be done with their work on Friday. Part of that work includes the generation of financial statements. There is a resolution to allow LGS to provide the documents to Julian & Grube. There was a discussion about removing the Flexible Spending Account (FSA) from the Uniform Accounting Network (UAN). There is a general understanding that FSA should not be in UAN, but there is a concern about disclosure.

**AT&T - Update**

As mentioned previously, there are several AT&T issues currently being addressed by the Fiscal Office. There is nothing new to report.

**Consortium 2 Contract**

Sometime in October, the law firm Eastman & Smith, LTD, who are under contract with SWACO, will transmit an agreement to Sharon Township approving the next Consortium 2 contract.

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 23, 2015****Page 3 of 4****New Business****LGS Contract**

The Fiscal Officer presented Resolution 09232015A entitled "Resolution to Approve LGS Contract." Mr. O'Keeffe asked the Board of Trustees to approve a contract with Local Government Services (LGS) where they will generate the 2013-2014 financial statements to be audited by the audit firm of Julian & Grube. The engagement is not expected to exceed \$2,000.00. Trustee Oberle had several questions which were answered by the Fiscal Officer.

Phil Smith made a motion to approve Resolution 09232015A authorizing LGS to generate the 2013-2014 financial statements at a cost not to exceed \$2,000.00, seconded by John Oberle. All voted "Aye."

**POLICE DEPARTMENT****New Business****Police Dispatching**

Chair Gerald noted the Franklin County Sheriff dispatching bill was in the range of \$890.00, a significant reduction from the monthly charge by Worthington.

Chief Schwind commented that Perry Township was also switching its dispatching services from Worthington to the Franklin County Sheriff. Once Perry Township has made the switch, Sharon Township radios will be calibrated so both townships will share the same radio channel.

**Drug Take Back Day at the Sharon Township Hall**

Chief Schwind outlined the upcoming Drug Take Back program. The Solid Waste Authority of Central Ohio (SWACO), in conjunction with the Drug Enforcement Administration (DEA), local businesses, law enforcement, and public health departments, are sponsoring a drug collection event on Saturday, September 26, from 10:00 a.m. to 2:00 p.m. All residents are invited to bring unwanted, unneeded, or expired prescription and over-the-counter pills for safe disposal to the township hall.

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Chair Gerald tabled this issue due to Mr. Kayati being on vacation.

**PROPERTY MAINTENANCE CODE (PMC)****New and Old Business**

PMC Director Mark Higdon gave an update of his activities by providing a brief summary of the properties on the CED Case Tracker report. The report is color coded to indicate the degree of effort to clean up the property.

Some of the addresses discussed were 496 and 412 Rosslyn Avenue, 155 Park Road, 626 & 635 Edgecliff. Mr. Higdon summarized a problem in submitting documents to the Franklin County Prosecutor. He subsequently learned Franklin County does not accept any email with zip files attached and has modified his submission procedure.

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**

**September 23, 2015**

**Page 4 of 4**

Residents Sandra & Robert Shough told the Trustees about a complaint filed against their property by Franklin County Zoning Officer Joe Bailey that they believe was the result of efforts by Mark Higdon, Property Maintenance Code Director. Director Higdon took exception to their comments.

There was a considerable back and forth between the two parties including Shough allegations that Franklin County is investigating Joe Bailey activities, their unhappiness with the code enforcement process and Mr. Higdon, that Sandra Shough has contacted the news media about this issue. Mr. Higdon responded to a number of Shough statements during the 25+ minute verbal exchange.

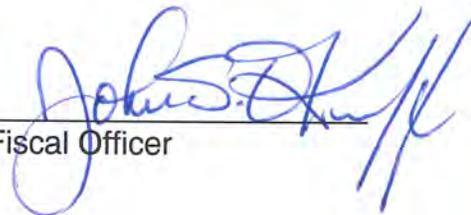
Lori Gerald commented that the Rosslyn Avenue School Bus Stop issue mentioned in the previous meeting has been resolved.

**Approval of September 2, 2015 Regular Meeting Minutes**

John Oberle made a motion to approve the September 2, 2015 minutes as amended, seconded by Phil Smith. All voted "Aye."

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 7:35 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

10-7-2015              
 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****October 7, 2015****Page 1 of 5**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: Jon and Anne Davis – 5425 Olentangy River Road**

**Attendance:** John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement, Tom Kayati – Road Superintendent is on vacation

**Guests:** Don Dale, Robert and Sandy Shough, Anthony Paletta, Chad Carr, David and Jeanne Melvin, Jon and Anne Davis, Barb Shepard, Chad Wildman, Amanda Preston, Pat Kelly

Chair Gerald recognized Jon and Anne Davis in the audience and asked Trustee John Oberle to give an update of activities related to 5411 Olentangy River Road. After Mr. Oberle’s update, he introduced John and Anne Davis. Jon Davis addressed the Board stating he was the next door neighbor of the property at 5411 Olentangy River Road and has watched the property deteriorate over the past 5+ years. Jon Davis wishes to purchase the property from the current owner and developed it as a mother-in-law home. Sharon Township welcomes the Davis involvement and Mr. Oberle will coordinate efforts with the stakeholders.

**PROPERTY MAINTENANCE CODE (PMC)**

**New and Old Business**

PMC Director Mark Higdon gave an update of his activities by providing a brief summary of the properties on the CED Case Tracker report. Mr. Higdon sent an email the Trustees asking for their consideration of having the Road Department remove the trees located in the right-of-way at 496 Rosslyn Avenue.

1278 Community Park is quite overgrown and it is recommended the Trustees authorize a final cut for year. Mr. Higdon noted the property 6790 Maple Canyon which is controlled by the Land Bank is overgrown. Mr. Oberle will contact the Land Bank and ask for a final cut for the season. The HUD-owned property at 155 Park Road is grossly overgrown. Mr. Higdon will draft a letter from the township to HUD and Mr. Oberle will contact Member of Congress Tiberi for assistance.

Lori Gerald asked about the condition of the property at 5311 Riverside Drive and Mr. Higdon said the property is an open case with the Franklin County Prosecutor and Zoning.

## RECORD OF PROCEEDINGS

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Held

**SHARON TOWNSHIP TRUSTEES**

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 7, 2015****Page 2 of 5**

Columbus resident Barbara Shepard of 6380 Birkewood Street whose backyard is located in Sharon Township gave an overview of her plantings in the backyard and on Maple Canyon. She offered gardening services to Sharon Township. After a fairly long presentation, the issue at hand was whether plantings on Maple Canyon pose a safety hazard to neighbors leaving their driveways. Mark Higdon indicated there have been several complaints about the backyard and area along the road. Trustee Smith indicated he had a problem backing out from resident Robert Shough driveway recently. The Board posed several questions concerning the plantings on the roadway. Mrs. Shepard was asked to consider public safety in maintaining her property.

Mrs. Shepard agreed to work with neighbors and Mark Higdon to ensure compliance with the township's property maintenance code and the safety of her neighbors.

**TRUSTEES****Old Business****Star Board - Update**

Trustee Smith indicated he wished to work with the Star Board on several issues and Lori Gerald will contact Linda Jarrett.

**Sharon Memorial Board - Update**

John Oberle reported the recent resignation of Sharon Memorial Board (SMB) member John Stephan. Mr. Oberle suggested publication of openings on the SMB and asking for applications from candidates. The SMB is making improvements to the hall, revenue is exceeding expenditures and the annual financial report will be submitted to the township in the coming months.

**Franklin County Engineer Dinner**

The annual Franklin County Township Association meeting is on November 12<sup>th</sup> and is again being hosted by the Franklin County Engineer. Those attending the meeting are asked to inform Sharon Lee if they are attending so she can notify the Engineer's office.

**Proclamation – Tremont Gardens Emergency Preparedness Plan**

The Board of Trustees agreed with and signed the Official Proclamation which recognized the residents of the Tremont Gardens area who are members of the RKW Block Watch for their development of an emergency preparedness plan.

The residents should be proud of their accomplishment in creating the plan and how it will improve the quality of life in the Tremont Gardens area.

**Sewer Cleaning Plan**

Trustee Smith suggested the township connect with the city of Columbus on a formal plan for the periodic cleaning of sewer lines within the township. He will investigate the issue.

## RECORD OF PROCEEDINGS

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SHARON TOWNSHIP TRUSTEES

20

## REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

October 7, 2015

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**FISCAL OFFICER:****Old Business****Resolution accepting the 2016 Official Certificate of Estimated Resources**

The Fiscal Officer presented the 2016 Official Certificate of Estimated Resources that was recently approved by the Franklin County Budget Commission. As required by Ohio law, the Board must pass a resolution accepting the document.

Phil Smith made a motion to approve the 2016 Official Certificate of Estimated Resources, seconded by John Oberle. Mr. Oberle abstained, Lori Gerald and Phil Smith voted "Aye."

**Resolution 10072015A – Life Insurance for Part-time Employees**

The Fiscal Officer presented a resolution entitled, "Support for Change of Section 505.602, ORC Life Insurance for Part-Time Township Employees." He gave a brief of the issue and his interaction with State Representative Duffey, State Senator Hughes and the Ohio Township Association. It was Representative Duffey's suggestion for the Board to pass a resolution so the legislative process can start at the Ohio General Assembly.

The Board agreed with the resolution and all members signed the document so it could be forwarded to State Representative Duffey.

**Resolution 10072015B – Increase in Cemetery Fund Appropriations**

The Fiscal Officer asked the Board to approve a \$20,000.00 increase in the Cemetery Fund appropriations, which will allow the payment of the 2<sup>nd</sup> half rollback money received from the State of Ohio. The increased appropriations are still less than the estimated resources projected by the County Budget Commission.

John Oberle made a motion to approve Resolution 10072015B authorizing a \$30,000.00 increase in the Cemetery Fund Appropriations, seconded by Lori Gerald. All voted "Aye."

**Website Renovation- Update**

Website renovation is continuing, not much has been accomplished in the past several weeks. .

**IT Support Firm**

The Fiscal Officer reported the last major item for ComputerSmith is to connect the new copier to the Server, allow for scanning of documents to the Server and activate the fax machine.

**LGS/Audit - Update**

Julian & Grube, Inc. is working on the 2013 and 2014 audit and are coordinating their work with Sam Kraly of LGS. The auditors have identified an issue related to the purchase of clothing for township non-police employees. The issue was discussed with the Board and they were made aware of IRS Publication 529.

**AT&T - Update**

There is nothing new to report.

## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 7, 2015****Page 4 of 5****Consortium 2 Contract**

The receipt of an agreement from SWACO via the law firm Eastman & Smith, LTD, is now expected to run into November.

**New Business****Standing Data – Approved Payroll Rates**

The Fiscal Officer distributed to the Board a listing of all elected official and township employee pay rates as of October 7, 2015. The periodic distribution of the payroll rate list was recommended by the Auditor of State in the last management letter.

**Lazelle Road**

Prior to the meeting, the Fiscal Officer had received a telephone call from a Columbus resident about the expansion of Lazelle Road from High Street to Worthington-Galena Road. The work is to start in 2017 and is listed in the MORPC Transportation Plan.

***Note: at this time in the meeting, Police Chief Schwind had left to attend to a township police issue and Trustee Phil Smith left for personal reasons.***

**POLICE DEPARTMENT****New Business****Pay Raises**

Chair Gerald noted the absence of Chief Schwind, who had sent via email his recommendations for step increase for Sgt Gordon White and Constable Jacob Matejko. There was a general agreement with the step increases which were based upon an annual evaluation.

Lori Gerald made a motion to approve the step increases for Sgt Gordon White and Constable Jacob Matejko, seconded by John Oberle. All voted "Aye."

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Mr. Kayati informed the Board that there had been no response from ODOT to the concerns about the Flint Road/Pocono Road intersection. A letter has been drafted for Board approval and signature requesting Franklin County Engineer assistance with township concerns. Mr. Oberle offered to make minor changes and the Board agreed the Chair should sign the letter for mailing.

**496 Rosslyn Avenue – Trees**

There was a discussion about several large trees in the right-of-way at 496 Rosslyn Avenue, which is undergoing the foreclosure process by BMI Credit Union. Mark Higdon has a risk assessment performed and there is a public safety factor to consider. The Board discussed the issue at length.

Tom Kayati will obtained estimates to cut down the two trees. Mr. Oberle I researched the 30-day notice wording and reported the Road Superintendent must send the notice via certified mail and posted on the township website.

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 7, 2015****Page 5 of 5****Sump Pump Issue**

Tom Kayati updated the Board on his efforts to prevent road icing this coming winter via the property owners who discharge their sump pump onto the township roadway. He is working with residents on possible solutions. Mark Higdon will be monitoring sump pump discharges and will write citations when necessary.

**Leaf Collection**

Lori Gerald has several questions about leaf collection and their related street signs. There was an exchange of information and Mr. Kayati indicated the street signs for leaf collection would go up on October 14<sup>th</sup> and come down on December 15<sup>th</sup>.

**Approval of September 23, 2015 Regular Meeting Minutes**

John Oberle made a motion to approve the September 23, 2015 minutes, seconded by Lori Gerald. All voted "Aye."

**Motion to go into Executive Session**

John Oberle made a motion for the Board to go into Executive Session at 8:08 pm citing Confidential Business Information of an Applicant for Economic Development Assistance, Lori Gerald 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 8.20 pm, seconded by Lori Gerald. All voted "Aye."

**Meeting Adjourned**

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

10-01-2015

Date



Chair



Fiscal Officer

# RECORD OF PROCEEDINGS

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

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 21, 2015****Page 1 of 4**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: Lindsay Kerr – Ohio Treasurer of State**

**Attendance:** John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement - absent, Tom Kayati – Road Superintendent

**Guests:** Don Dale, Robert and Sandy Shough, Anthony Paletta, Chad Carr, David Melvin, Jon Davis, Dan and Kathy Walters, Anthony Paletta, Ryan Koch, Bradley Horn, Pat Kelly

Chair Gerald recognized Lindsay Kerr of the Ohio Treasurer of State to demonstrate the OhioCheckBook website and how Sharon Township can post expenditure information at no cost. During the approximately 19 minute presentation, Ms. Kerr answered questions and showed how financial data can be viewed by the public. Over the coming months, a large number of local governments will be added to the website and Sharon Township was encouraged to join in the future.

**PROPERTY MAINTENANCE CODE (PMC)**

**New and Old Business**

**496 Rosslyn - Trees**

Mr. Kayati was asked for an update on the condition of trees at 496 Rosslyn Avenue and he stated a letter had been mailed to the residence and copied BMI as directed during the last regular meeting. He has asked Jobie Tree Service for a quote to take down the trees but has not yet received the quote. Mr. Oberle indicated the property is undergoing the foreclosure process.

**Sump Pump Issue**

Tom Kayati updated the Board on his efforts to assist residents who have been cited by the PMC Director for sump pump discharges. Residents are making efforts to correct the situation.

Lori Gerald asked if there were any comments about the sump pump issue and Pat Kelly thanked Mr. Kayati for helping the residents on this issue.

## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 21, 2015****Page 2 of 4****TRUSTEES****Old Business****5411 Olentangy River Road - Update**

Trustee Oberle updated the Board on the Davis Family activities to purchase the property and update it to code, not annex the property to Columbus and indicated the process could take up to five years. If the Davis acquire the property, the Board could issue a resolution authorized by Section 505.86, ORC and may be able to incorporate the above three objectives into a legally binding document.

The Board discussed and debated conditions of potential sale and how Sharon Township would best benefit. This issue will be considered at a future meeting.

**Star Board - Update**

Lori Gerald reported her conversations with Linda Jarrett and Brad Horn and will assist in establishing a Star Board meeting.

**Sewer Line Cleaning**

Lori Gerald gave an overview of the recent email by Chief Schwind describing how the city of Columbus schedules sewer line cleaning in the township.

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

John Oberle gave a status report of open Board positions and reported the SMB has received two resumes so far and that applications for Board of Trustee appointments should be received by the end of the year.

**Information Technology Consortiums (ITC)**

John Oberle has done some preliminary research into using the local government-based ITC to develop and host the township web site.

**FISCAL OFFICER:****Old Business****Website Renovation- Update**

There was nothing to report on the website renovation.

**Franklin County Data Center**

An inquiry has been made with the Franklin County Data Center to determine if they would develop and host the township website.

**IT Support Firm**

There was nothing to report on IT Support activities.

**LGS/Audit - Update**

The Auditor of State approved a Julian & Grube contract modification establishing the audit completion date of December 31, 2015. Also, I was recently informed that Sam Kraly of LGS will be leaving the Auditor of State for a private sector job in the next two weeks.

## RECORD OF PROCEEDINGS

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**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 21, 2015****Page 3 of 4****AT&T - Update**

There is nothing new to report.

**Consortium 2 Contract**

There is nothing to report.

**POLICE DEPARTMENT****New Business****Trick or Treat Night**

Chief Schwind advised the Board that this year's Trick-or-Treat night will be on Thursday October 29<sup>th</sup>.

**Rehiring of Carl Booth**

Chief Schwind told the Board that at the next meeting he would ask for approval to re-hire Carl Booth as a part time Constable. There was a brief discussion by Board members and the general consensus was Carl Booth would be a good addition to the township Police Department.

**Trench Speed**

Chief Schwind gave a report on the State Route 23 "trench" and how an upcoming meeting of law and fire departments was needed to ensure a smooth response to a major accident within the "trench".

Chief Schwind distributed a list of speed citations issued for vehicle speed on the north side of the "trench"; several citations had speeds exceeding 80 miles per hour.

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Mr. Kayati informed the Board that the final paving for this year has been done by ODOT and he is not sure whether the pooling issue at the Flint Road/Pocono Road intersection has been corrected. The Franklin County Engineer will review ODOT work to ensure compliance with road work standards.

Lori Gerald asked how the leaf collection was going and Mr. Kayati stated that both units were working and there had been problems encountered.

**Freight Line Truck Repair**

Tom Kayati asked the Board to approve repairs to the Freight Line Truck estimated to cost no more than \$2,700.00.

Phil Smith made a motion approving the repair of the Freight Line truck at a cost not to exceed \$2,700.00, seconded by John Oberle. All voted "Aye."

RECORD OF PROCEEDINGS

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Meeting

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

**REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
October 21, 2015  
Page 4 of 4**

**Resident Comments**

Kathy Walters commented on area tree planting activities and also the Candidate Night at the Worthington Arts Center.

**Approval of October 7, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the October 7, 2015 minutes as amended, seconded by Lori Gerald. All voted "Aye."

**Motion to go into Executive Session**

Phil Smith made a motion for the Board to go into Executive Session at 7:33 pm citing Personnel Matter, John Oberle seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lori Gerald made a motion for the Board to return to a public meeting at 7.42 pm, seconded by John Oberle. All voted "Aye."

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 7:43 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

Nov 4, 2015 \_\_\_\_\_  
 Date Chair Fiscal Officer



## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****November 4, 2015****Page 1 of 5**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: Todd Weithman – Healthcare Insurance**

**Attendance:** John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – Code Enforcement - absent,

**Guests:** Don Dale, Robert and Sandy Shough, Anthony Paletta, Lindsay Duffey, Brad Horn, Dan and Kathy Walters, Bard Shepard, H. Butch Belszer, Pat Kelly

Chair Gerald recognized Todd Weithman, the township’s healthcare insurance broker and asked him to update the Board on his recommendation for the 2016 healthcare insurance plan for Sharon Township.

Mr. Weithman gave an overview of market and indicated the Medical Mutual of Ohio had offered a 7/10 of 1 percent increase for Sharon Township in 2016. There was a discussion of the issue by the Board as to whether there was a provider that could provide services at a lower price. The consensus was Medical Mutual of Ohio was had the best plan at the lowest cost.

Phil Smith made a motion to approve Medical Mutual of Ohio as Sharon Township’s healthcare insurance provider in 2016, seconded by John Oberle. All voted "Aye."

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**PROPERTY MAINTENANCE CODE (PMC)****New and Old Business****496 Rosslyn - Trees**

Mr. Kayati obtained a quote of \$1,900 from Jobies Tree Service to cut the trees down, \$300 to haul the wood away and \$350 to remove the stumps. He indicated Jobies Tree Service was booked solid till December 14<sup>th</sup>. Mr. Oberle cited the public safety aspect and Ms. Gerald indicated there was no need to remove the tree stumps.

John Oberle made a motion to approve Jobies Tree Service to cut and remove the trees located at 496 Rosslyn citing public safety for no more than \$2,200.00, seconded by Lori Gerald. All voted "Aye."

Held \_\_\_\_\_

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

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

**Sump Pump Issue**

Tom Kayati updated the Board on his efforts to assist residents who have been cited by the PMC Director for sump pump discharges. Residents are making very good progress to correct the situation. A good number of homes have been cleared with only two residences with outstanding issues.

John Oberle will be the lead Trustee to work with any property owners on sump pump issues.

Finally, Mr. Oberle reported the Code Enforcement Director had informed him that there had been a marked improvement of Barbara Shepard's property on Maple Canyon Road.

**TRUSTEES****Old Business****5411 Olentangy River Road - Update**

Trustee Oberle updated the Board on the Davis Family draft contract and their efforts to obtain water/sewer services from the city of Columbus. Mr. Oberle will be working to ensure the property is not annexed by the city of Columbus.

**Key Employee Evaluations**

There was a general discussion of the new Personnel Evaluation Forms, how the process will take place and the deadline is December 15<sup>th</sup>. The Trustee-liaison will conduct the initial evaluation. The forms for Department heads will have Department and Personal Goals. Mr. Oberle gave some examples of what he shared with the Road Superintendent.

The Code Enforcement Department will be asked to ensure consistency in activities and focus on township regulations not county/state requirements.

John Oberle made a motion to approve Sharon Township Department Head Review by November 30, 2015 and completed by the end of the year, seconded by Lori Gerald. All voted "Aye."

**Parking and Temporary Parking Passes**

Mr. Oberle reported on a conversation he had with a Westview Avenue resident about speeding motor vehicles. Chief Schwind spoke on the issue and was joined by comments made by residents in the audience and Board members.

Chief Schwind is keeping his options open on obtaining a portable traffic speed sign. He believes the traffic speed sign does reduce speeding vehicles.

There was general discussion on Temporary Parking Permits by Board members and staff. The upcoming holiday season and allowing cars parking on both sides of a street appears to be a problem that must be solved. It was decided to table the issue until the next meeting.

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**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
November 4, 2015  
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**Star Board - Update**

The Fiscal Officer updated the Board on the recent Star Board meeting that included Trustee Phil Smith.

Several members were concerned about the Flint Road – Pocono intersection and were pleased to hear about the Board of Trustees activities related to ODOT and the Franklin County Engineer.

The Star Board believes Sharon Township should have "Welcome" signs like that of every other public entities i.e. Worthington and Perry Township. There was a general discussion and consensus that the Star Board should continue its effort to determine the number of and placement of township welcome signs.

**FISCAL OFFICER:****Old Business****Website Renovation- Update**

All efforts by the Fiscal Officer have stopped. The newly elected Trustee Lindsey Duffey appears to be the best person to ensure the township has a quality website that meets the needs of its residents.

**IT Support Firm**

ComputerSmith wishes to install a new anti-virus software on township computers, there has been an exchange among stakeholders on connecting the copier to the Server, there has been no forward movement on the SendIO email protection software.

**LGS/Audit – Update – Resolution 11042015A**

Julian & Grube submitted a proposal to replace LGS so the financial statement work assigned to Sam Karly can be completed in a timely manner. LGS cannot provide a representative to do the work until mid-January 2016. The proposal cost is \$3,000. There was a brief discussion of the issue between the Fiscal Officer and Trustees.

John Oberle made a motion to approve Resolution 11042015A authorizing Julian & Grube to generate the 2013-2014 township financial statements from the UAN system at a cost not to exceed \$3,000, seconded by Phillip Smith. All voted "Aye."

**UAN**

The Fiscal Officer is concerned about the relentless number of false emails being received daily and is considering moving the UAN computer off the Server. While SendIO may stop the vast majority of false emails, it only takes one to do any damage.

## RECORD OF PROCEEDINGS

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20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
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**AT&T - Update**

As mentioned previously, there are several AT&T issues currently being addressed by the Fiscal Office. There is nothing to report at this time.

**Huntington to Park National - Update**

The three former money market accounts have been moved to new Park National Bank accounts. Over the next several months, CDs will mature at Huntington and the proceeds will be transfer to Park National where new CDs will be purchased.

**POLICE DEPARTMENT****New Business****Request to Purchase a New Cruiser**

Chief Schwind gave an overview of the two-page memorandum he distributed to the Board on the purchase of a new cruiser via the State Term Schedule.

Discussion continued on how to sell a cruiser that was overhauled recently due to an accident. This issue will be considered in an upcoming meeting.

**Grant Application**

Chief Schwind informed the Board he had submitted a grant application for replace all cruiser computers. The last time he asked for funding for seven units but received only enough for one unit.

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Mr. Kayati had not heard from ODOT or the County Engineer and he will follow up with the County Engineer.

**Oil – Water Separator**

Tom Kayati asked the Board to approve the annual oil/water separator work by Safety-Clean at an estimated cost of \$1,800.00. There was a short discussion of the issue and several questions by the Board.

John Oberle made a motion approving the annual oil/water separator work at a cost not to exceeded \$1,800.00, seconded by Lori Gerald. All voted "Aye."

## RECORD OF PROCEEDINGS

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

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

Tom Kayati indicated the leaf pickup season is moving along at a good pace. He related a story about leaves in the street in the Worthington Hills area and how a resident will ask neighbors to not place leaves in the street.

**General Comments**

Chief Schwind related the story that the Ohio Highway Patrol will be performing a lot of traffic checks in and around the "Trench" in the coming weeks.

**Approval of October 21, 2015 Regular Meeting Minutes**

John Oberle made a motion to approve the October 21, 2015 minutes as amended, seconded by Phil Smith. All voted "Aye."

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 8:05 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

11-2-2015  
Date

Paul Schwind  
Chair

John Oberle  
Fiscal Officer

# RECORD OF PROCEEDINGS

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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****November 18, 2015****Page 1 of 5**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Attendance:**, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement - absent, Tom Kayati – Road Superintendent , John S. O’Keeffe – absence due to family tragedy, Sharon Lee – Fiscal Officer Pro Temp

**Audience:** Don Dale, Robert Shough, Lindsay Duffey, Butch Belszek, Pat Kelly

By a motion of the Board, Sharon Lee was appointed Fiscal Officer – Pro Temp to record the minutes due to the absence of John O’Keeffe.

**Guest Speakers: Jennifer Fish – Director - Franklin County Soil and Water District and Charles Broschart – Community Environmental Health Division Manager - Franklin County Public Health**

Chair Lori Gerald recognized Jennifer Fish and Charles Broschart as the meeting’s guest speakers. Both individuals distributed handouts to those present and over a 30 minute time period explained their subject matter and answered questions.

Ms. Fish gave an overview of the Stormwater Management Program, citing how the Ohio EPA regulates the program which was created by the Federal Clean Water Act.

The Stormwater Management Program consists of six minimum control measures and Ms. Fish gave examples for each measure:

- Public Education
- Public Outreach and Involvement
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Control
- Post Construction Stormwater Management
- Good Housekeeping for municipal facilities and Operations

Ms. Fish cited ongoing close working relationships with township road superintendent’s in Franklin County.

There was an exchange of information about backyard conservation efforts and how homeowners can obtain vouchers, paid by the city of Columbus, to establish backyard projects. There was brief discussion of the rain barrel program, how Sharon Township participated in the past and that the city of Worthington has scheduled classes in 2016.

Mr. Broschart rose to speak about NPDES, services provided to Sharon Township and his handout entitled “Sharon Township NPDES & IDDE Report” dated November 18, 2015. NPDES stands for National Pollutant Discharge

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Elimination System and IDDE is defined as Illicit Discharge Detection and Elimination.

Mr. Broschart indicated the Franklin County Public Health has the authority to regulate and enforce IDDE via the Ohio Revised Code and Ohio Administrative Code. He gave an overview of the IDDE program, cited 184 households in Sharon Township that use aeration treatment systems and 12 locations were investigated and resolved during the last reporting period.

Discussion covered potential 2016 funding of new aeration systems for low income residents. There was an exchange of information between Mr. Broschart and Tom Kayati. Trustees Lori Gerald and John Oberle posed questions about inspection of aeration systems at vacant houses, trends in reporting and what fees are charged for their services.

**PROPERTY MAINTENANCE CODE (PMC)****New and Old Business****496 Rosslyn – Trees and General Update**

Lori Gerald noted Mr. Higdon was not present and will ask that he attend the next regular meeting. Mr. Kayati was asked if there was an update on 496 Rosslyn Avenue and Mr. Kayati replied that Jobie Tree Service is still scheduled to cut the trees down around the 14<sup>th</sup> of the month.

Mr. Oberle was asked to address other PMC issues and he started off the Ohio Public Records request that is being processed. He noted a notice of violation for 449 Rosslyn Avenue and the property owner has filed an appeal. Mr. Oberle has held conversations with Mr. Higdon on the property and has recommended additional time for the property owner to fix several issues. The house does not have gutters, as gutters were not included when the house built and maybe some adjustment of the PMC is needed to recognize historical type structures.

The Board will look over the proposed changes at a future meeting and Mr. Oberle will consult with the County Prosecutor's office to ensure any changes are appropriate.

Lori Gerald spoke out about the review of driveways by PMC Director. At the 449 Rosslyn Avenue, the three trash cans on its driveway has been cited by the PMC Director. Ms. Gerald stated the PMC Director needs to be consistent in the number of trash cans allowed at each property throughout the township.

Lori Gerald has asked the PMC Director to file the necessary action as the garage on the Flint Road property appears ready to fall down.

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****November 18, 2015****Page 3 of 5****TRUSTEES****Old Business****5411 Olentangy River Road - Update**

Trustee Oberle updated the Board on the Davis Family activities to purchase the property at 5411 Olentangy River Road. A copy of an email from John Davis was distributed and indicated Columbus city sewer was available, but not Columbus water.

**Key Employee Evaluations - Update**

Lori Gerald asked Board members where they were on their Key Employee Evaluations. There was a discussion as to how Board members evaluations will be consolidated by Sharon Lee and that the employee must respond to comments made by Board members.

**Parking and Temporary Parking Passes**

Lori Gerald opened the issue of temporary parking passes for discussion by Board and Staff. Pro and con statements were presented and debated. When asked, resident Belszek made his opinion known as well as resident Pat Kelly.

The consensus was to strike out items 1 and 2, which referred to the North side of Westview Avenue and both sides of Clubview Blvd South.

Phil Smith made a motion approving resolution 11182015 entitled "A Resolution Establishing Temporary Suspension of Parking Regulations on Township Roadways" as amended, seconded by John Oberle. All voted "Aye."

**Star Board - Update**

Phil Smith has nothing to report on the Star Board.

**County Engineer's Dinner**

John Oberle updated the Board on the previous week's Franklin County Engineers' dinner where 14 townships were represented. There is a steady change in personnel at the engineer's office and salt is in plenty supply.

**Cemetery Board**

John Oberle gave a report on the Cemetery Board and its upcoming appointments that will include a new Worthington city council member and the at-large Board member. John Oberle suggested the Trustees support Cortney Chapman continued membership and cited a long list of accomplishments by Mr. Chapman and how he has been an effective leader. The Board agreed with Mr. Oberle's assessment.

There is a joint meeting on December 7<sup>th</sup>.

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John Oberle gave an overview of possible solutions for the township's IT issues. The Board and Staff covered a number of issues such as Server ownership, LEADS access, web site updates, IT Support Firm activities, etc.

This is an issue that will be reported on in the future.

**2016 Meeting Calendar**

Lori Gerald introduced the 2016 Meeting Calendar and gave an overview of the document and why dates were selected. There was a brief discussion.

Lori Gerald made a motion approving the 2016 Meeting Calendar, seconded by Phil Smith. All voted "Aye."

**1st Quarter Newsletter**

Lori Gerald reminded Board and Staff to start writing articles for the 1<sup>st</sup> quarter newsletter.

**Brosius Rates**

Lori Gerald commented about Attorney Donald Brosius rates for legal services and how they remain the same for 2016.

**POLICE DEPARTMENT****New Business****Trick or Treat Night**

Chief Schwind raised the issue of purchasing a new cruiser in the near future and gave a detailed description of the equipment and how to dispose of an older cruiser.

Phil Smith made a motion authorizing the Police Department to purchase a new cruiser plus graphics at a cost not to exceed \$35,575.00, seconded by John Oberle. All voted "Aye."

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Mr. Kayati informed the Board that he had not heard anything from either the County Engineer or ODOT on the Flint Road Intersection. Mr. Oberle related his conversation with Dean Ringle, the Franklin County Engineer and how there is an expectation that ODOT will be responding soon.

Lori Gerald mentioned the problem that the DeMarco family cannot cut the grass due to ODOT's grading. The Road Superintendent gave his assessment of the ODOT work.

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**REGULAR SESSION HELD AT**

**95 E. Wilson Bridge Road**

**November 18, 2015**

**Page 5 of 5**

**Leaf Season**

Tom Kayati gave a quick update of the leaf season collection.

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 8:06 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

12-31-2015

Date

*[Signature]*

Chair

*[Signature]*

Fiscal Officer

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 2, 2015****Page 1 of 5**

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: None**

**Attendance:** John S. O’Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement – not present, Tom Kayati – Road Superintendent

**Guests:** Don Dale, Robert Shough, Anthony Paletta, Lindsay Duffey, Butch Belszek

**Joint Township Meeting Minutes**

Lori Gerald outlined to the Board the changes to the Joint Township Meeting minutes and that the Perry Township had approved the minutes. There was a discussion about the minutes among Board members.

John Oberle made a motion approving the Joint Township Meeting minutes as amended, seconded by Phil Smith. All voted "Aye."

**PROPERTY MAINTENANCE CODE (PMC)**

**New and Old Business**

**518 Rosslyn**

Lori Gerald noted Mr. Higdon was not present and gave an overview of the PMC’s Case Highlights document that had been distributed to the Board and staff. The property condition at 518 Rosslyn was noted and the Board approved further actions to clean up the property. The document contained proposed code amendments for consideration and approval by the Board.

Mr. Oberle raised the property condition at 496 Rosslyn and noted the foreclosure action will not take place anytime soon. Jobie Tree Service is scheduled to take down the trees in the right-of-way around December 14<sup>th</sup> and the cost will be placed upon the real estate tax duplicate.

**Mission Goals in 2016**

Lori Gerald indicated the 2016 PMC mission goals will be discussed during the next Board meeting.

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 2, 2015****Page 2 of 5****Executive Session – PMC Personnel Issues**

Lori Gerald reported Mr. Higdon had asked for an executive session to discuss certain personnel aspects of his job. There was a brief discussion on starting the next regular meeting at 6:00 pm and the Board agreed to start the meeting at 6:00 pm then go into executive session to discuss personnel issues.

John Oberle made a motion approving the December 16, 2015 meeting to start at 6:00 pm, and then go into Executive Session to discuss Personnel Issues, seconded by Phil Smith. All voted "Aye."

**Public Records Request**

Mr. Oberle spoke about the recent Ohio Public Records Act request from Robert Shough for certain emails surrounding PMC Director Mark Higdon. It was Mr. Oberle's understanding that Mr. Higdon had extracted specific emails related to the request and had given them to the Fiscal Officer.

Mr. Oberle indicated that he and the Fiscal Officer would review the documents and process them in accordance with Ohio law. He also suggested that in 2016, a new committee be established to include a Trustee and the Fiscal Officer to review and process all Ohio Public Records requests.

**Proposed Code Amendments – Roof and Gutters**

Mr. Smith raised the issue of the Proposed Code Amendments dealing with roof and gutters. Lori Gerald spoke about the issue and Mr. Oberle raised the question as to what the "effective date" would be and volunteered to consult with the county prosecutor's office on the issue.

Discussion moved to the property of 89 Rosslyn Avenue which has hanging gutters and a junk card in the back yard. The Trustees authorized the PMC Director to move forward on that property as well as 233 Rosslyn Avenue.

**TRUSTEES****Old Business****5411 Olentangy River Road - Update**

Trustee Oberle updated the Board on the Davis Family activities and noted a purchase agreement has not been completed to-date. When the Davis Family acquires the property, the Board will work with the county prosecutor to ensure it is protected via Section 505.86, ORC.

**Land Bank- Maple Canyon**

Lori Gerald asked for an update about the Land Bank from Trustee Oberle, who stated he had been in contact with the Land Bank. He stated the Land Bank had received from Mark Higdon the documents about the Maple Canyon address and he expects the process to move forward.

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 2, 2015****Page 3 of 5****Key Employee Evaluations**

Lori Gerald gave a status update to the Board of the three key employee evaluations (Chief Schwind, Road Superintendent Kayati, and PMC Director Higdon). She indicated the Board will consider the evaluations during the next Board meeting.

**Star Board - Update**

Phil Smith had nothing to report. The Fiscal Officer mentioned a recent telephone conversation with Mary Sue Williams about a potential number and placement of "Welcome to Sharon Township" signs in the Mount Air. Mr. Oberle commented that Director Linda Jarrett requested guidance on 2016 tasks. Lori Gerald indicated the Star Board was given three assignments.

Mr. Oberle raised the idea of developing a calendar of events to help guide the Board of who is doing what and when the task is to be completed.

Lori Gerald noted the Star Board is short two members, so consideration should be given the Board as to who should be appointed to the Star Board.

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

There was nothing to report on IT Support activities.

**Uniform Accounting Network (UAN)**

The Fiscal Officer would be participating in an UAN webinar this coming Friday.

**Park National Bank (PNB)**

The Fiscal Officer will be meeting with PNB investment representatives the following day to chart a road map for the future.

**Huntington (HB)**

The Fiscal Officer spoke with HB Investment Manager Mike Valo and explained the reason why Sharon Township is retreating from HB investments. The new monthly fees were not acceptable to Sharon Township. Mr. Valo understood the reasons and expressed his hope that Sharon Township would do business with HB in the future.

**LGS/Audit - Update**

Julian & Grube is expected to pick up the audit torch in the next week and complete the audit before the end of December.

**AT&T - Update**

The Fiscal Officer filed a complaint against AT&T with PUCO and had sent an email to the new AT&T account manager. This problem is evolving.

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 2, 2015****Page 4 of 5****Consortium 2 Contract**

Local Waste representative Eric DeHays is expected to stop by the township in the next day or so and drop off a signed copy of the Consortium 2 contract.

**2016 Temporary Budget**

A 2016 Temporary Budget and Resolution was distributed to the Board for their review and the Fiscal Officer suggests the Trustees contact department heads directly, should they have any questions. The resolution must be approved at the next regular meeting on December 16<sup>th</sup>.

**New Hire – Linda Roberts**

Mr. O'Keeffe raised the possibility of hiring Linda Roberts on a part-time basis to fill-in when Sharon Lee goes on vacation in 2016. Sharon Lee has not taken any vacation of any length for several years.

Ms. Roberts volunteers on Tuesdays for several hours at the reception desk and has done so for a number of months. She is retired from Columbus State Community College and has a good understanding of reception desk duties and is a pleasant person. She would not be hired until 2016, but the Fiscal Officer wanted to make the Trustees aware of the need for a part-time employee.

**POLICE DEPARTMENT****New Business****Constable Rowland – Full-time status**

Chief Schwind updated the Board on the conversion of Constable Rowland from part-time to full-time Constable effective January 7, 2016. The Chief will have a resolution authorizing the employment change for Constable Rowland at the next regular meeting.

**ROAD DEPARTMENT****Old Business****Flint Road Intersection - ODOT**

Mr. Kayati updated the Board about the Franklin County Engineer email which summarized their review of the ODOT work done at the intersection of Flint Road and Pocono Road. The Board requested the review over concerns about construction standards.

Mr. Kayati discussed various aspects of the issue and answered the Board questions. He raised the prospect that York Temple Drive may not exist in the future, depending on a number variables. There are also right-of-way issues that could be acted upon by the township.

Mr. Kayati spoke highly of the Franklin County Engineers review to ODOT's work.

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The Board asked Mr. Kayati to write a letter to the Franklin County Engineer responding to the recent email, thanking him for his work and asking for a survey of the Flint/Pocono intersection to firmly establish what is township road to be maintained. The letter will be shared with the Trustees, updated and Sharon Lee will then place on letterhead paper.

**Leaf Collection Season**

Tom Kayati informed the 2015 leaf collection season was over and the signs will not come down until December 16<sup>th</sup>. Road Department attention is now focusing on getting ready for the snow plowing season.

**Face Masks**

Tom Kayati told the Board the he recently purchased motocross face masks to protect employee eyes and lungs while they were performing leaf collection. The filters worked great and the face does not fog up.

Phil Smith asked Mr. Kayati what the township road limits were and the discussion among Board and staff deal with truck drivers misunderstanding of Riverside Drive.

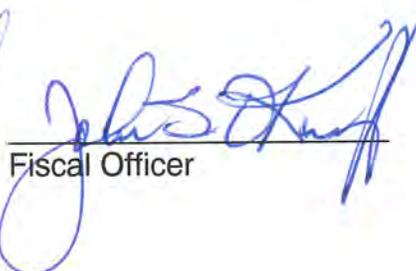
**Approval of November 4, 2015 Regular Meeting Minutes**

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

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 7:23 PM - was made. Phil Smith moved to adjourn the regular meeting, Lori Gerald seconded. All voted "Aye."

12-16-2015  
Date
  
Chair

  
Fiscal Officer

# RECORD OF PROCEEDINGS

Minutes of

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

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Guest Speakers: None**

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

**Guests:** Don Dale, Robert Shough, Anthony Paletta, Lindsay Duffey, Sam and Karen Lutz, Troop 862, Dan and Kathy Walters, Pat Kelly

**Motion to go into Executive Session**

Lori Gerald made a motion for the Board to go into Executive Session at 6:02 pm citing Personnel Issues, Phil Smith seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Lori Gerald made a motion for the Board to return to a public meeting at 7.30 pm, seconded by John Oberle. All voted "Aye."

**Boy Scouts**

Chair Gerald noted the number of Boy Scouts in the audience and the Fiscal Officer stated the agreement was not ready for consideration by the Board of Trustees and would be so at the January 6, 2016 meeting. The Boy Scouts presented a plaque to the Board of Trustees which depicted the cooperation between the two in building the shed. The Trustees accepted the plaque and indicated it would be posted on a wall in the township hall.

**PROPERTY MAINTENANCE CODE (PMC)**

**New and Old Business**

**Case Highlights**

Lori Gerald noted Mr. Higdon had distributed his report and suggested Board and Staff review and send any comments to Mr. Higdon.

**POLICE DEPARTMENT**

**New Business**

**Constable Rowland – Full-time status**

Chief Schwind spoke about the re-hiring of Carl Booth as a part-time constable. Mr. Booth had retired but Chief Schwind asked for him to assist on updating Police Departments Directives and other paperwork.

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Lori Gerald made a motion for the Board to approve Resolution 12162015B which authorizes the hiring of Carl Booth as a part-time constable, Phil Smith seconded. All voted "Aye."

Carl Booth was sworn in as a township constable by the Fiscal Officer. The Board welcomed Constable Booth back to Sharon Township.

**Constable Rowland – Full-time status**

Chief Schwind updated the Board on the conversion of Constable Andrew Rowland from part-time to full-time Constable effective January 7, 2016.

Lori Gerald made a motion for the Board to approve Resolution 12162015C which authorizes the conversion of Andrew Rowland from part-time to a full-time constable, John Oberle seconded. All voted "Aye."

**Trench and Deer Problem**

Chief Schwind spoke about two deer that fell through the Trench opening and were killed upon landing. The Chief contacted ODOT via email about the issue and they are working a solution to protect the public.

Chief Schwind related several issues about the Flint Road / State Route 23 intersection. There was a general discussion about the intersection by the Board and staff.

**TRUSTEES****Old Business****5411 Olentangy River Road - Update**

Trustee Oberle updated the Board on the Davis Family activities concerning 5411 Olentangy River Road. Access to water is a major concern and the Davis Family would like access to Columbus water. Discussion of the issue led to the Board consensus that the property must remain in the township. Mr. Oberle will be working with the Davis family on the issue.

**1st Quarter News Letter**

Lori Gerald asked everyone to get their articles into Sharon Lee as soon as possible. Lindsay Duffey was asked to submit a picture and a biography for the newsletter.

**Star Board**

Phil Smith asked if he could make an appointment recommendation. There was a general discussion by the Board about the vacancies on the Board. Anthony Paletta spoke up about issue and Mr. Oberle suggested the Star Board be added to a township Calendar of Events.

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There was nothing to report on IT Support activities.

**Uniform Accounting Network (UAN)**

UAN recently announced the upcoming replacement of the UAN printer by April 30, 2016.

**Park National Bank (PNB)**

The Fiscal Officer will be on a teleconference meeting with PNB investment representatives on December 18<sup>th</sup>.

**Huntington (HB)**

The Fiscal Officer spoke with HB Investment Manager Mike Valo who provided insight about the Ohio Treasurer of State's Center for Public Investment Management, where he is an instructor. A question had been raised about the township method of purchasing CDs of banks located in other states via Huntington Bank, a designated township financial depository. Reference was made to Section 135.354, ORC.

**Audit - Update**

Julian & Grube were at the township this past Monday and are now working on the financial statements. Julian & Grube requested a time extension to February 1, 2016 from the Auditor of State.

**AT&T - Update**

There are several AT&T issues being addressed by the Fiscal Office. As recommended by the PUCO, the AT&T President's office was contacted and instructions were received on returning the AT&T Internet modem. The modem was returned last week. There has been an increase in communication with AT&T and it appears they realize the Yellow Pages billing is the source of the problem. The problem is trending in our favor.

**Consortium 2 Contract**

The Fiscal Office sent an email to the Trustees stating the County Prosecutor's Office was asked to review the Consortium 2 contract. The approved contract is expected to be considered and approved during the January 6, 2016 Board meeting. There is a January 18, 2015 deadline for the contract's approval.

**2016 Temporary Budget**

A 2016 Temporary Budget and Resolution was distributed at the last meeting and if there are no questions, the Fiscal Officer asked for the Board to approve Resolution 12162015A, which is the 2016 Temporary Budget.

Phil Smith made a motion to approve Resolution 12162015A which is the 2016 Temporary Budget, John Oberle seconded. All voted "Aye."

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20\_\_\_\_\_

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 16, 2015****Page 4 of 5****Boy Scout Shed Lease**

The County Prosecutor was asked to prepare a ten-year lease agreement between Sharon Township and Boy Scout Troop 862 with an annual one-dollar charge. The lease agreement is expected to be ready for approval at the January 6, 2016 Board meeting.

**Sunday Snow Shovel Duty**

To ensure the Chinese Christian Church has a safe and walkable entrance on Sundays during the winter, there is a need for the rear entrance sidewalk to be clear of ice and snow. All elected officials are asked to select one Sunday each month in the January to March timeframe, when they would perform the Snow Shovel Duty. It recommended the elected official perform their task between 8:30 am and 9:30 am when snow is falling. Otherwise, there is no need for any action on their part

**ROAD DEPARTMENT****Old Business****496 Rosslyn Avenue – Tree Removal**

Mr. Kayati updated about the removal of trees at 496 Rosslyn Avenue by Jobie Tree Service at the approved price of \$2,200.00. The stumps were reduced.

**Leaf Collection - Update**

Mr. Kayati spoke about the maintenance of the leaf collection equipment and how involved it is to keep the equipment in top order.

**Vacating Alley - Update**

Mr. Kayati reported on the Franklin County Engineer's approval of the vacating of a portion of an alley behind the last property on West Kanawha Avenue on the South side of the street. There was no challenge of the action.

**Approval of December 2, 2015 Regular Meeting Minutes**

Phil Smith made a motion to approve the December 2, 2015 minutes, seconded by John Oberle. All voted "Aye."

John Oberle made a motion to approve giving Tom Kayati a summation of the November 18, 2015 minutes dealing with the NPDES & IDDE, seconded by Lori Gerald. All voted "Aye."

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Don Dale presented to Lori Gerald an award on behalf of the Block Watch for all her efforts in keeping the township safe.

Karen Lutz asked if there was any movement to annex Rosslyn, Kanawha and Westview to the city of Columbus. She was told no. Ms. Lutz asked when there will be recycling in the township and are property owners required to participate. She was informed recycling comes to Sharon Township in 2018 and there is no requirement to recycle.

Kathy Walters expressed her concern about more trash trucks on the township roads and suggested the use of smaller trucks as a way to reduce the weight on township roads. Mr. Kayati indicated Westview Avenue will be resurfaced in 2+ years. There was a general discussion of road conditions between Mr. Kayati and residents.

Kathy Walters raised the issue of no recycling drop-off sites within Sharon Township and that there is a need for them in the Three-Street area.

**Motion to go into Executive Session**

Lori Gerald made a motion for the Board to go into Executive Session at 7:28 pm citing Personnel Issues, John Oberle seconded. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Phil Smith made a motion for the Board to return to a public meeting at 7.59 pm, seconded by John Oberle. All voted "Aye."

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 8:00 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

1/5/16  
Date

John H. Oberle  
Chair

John S. Kuffer  
Fiscal Officer

RECORD OF PROCEEDINGS

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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****95 E. Wilson Bridge Road****December 23, 2015****Page 1 of 1**

The meeting was opened in proper form at 8:40 AM

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

**Attendance:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Mark Higdon – Code Enforcement – not present, Tom Kayati – Road Superintendent

**Guests:** None

**TRUSTEES****5411 Olentangy River Road - Update**

Chair Gerald asked Trustee Oberle to update the Board on the Davis Family Agreement developed with the assistance of the Franklin County Prosecutor's office. Mr. Oberle stated the 5411 Olentangy River Road will be sold by the Baumgartner family to the Davis family on December 28, 2015.

The Davis Family Agreement absolves the Baumgartner of the agreement they entered into with Sharon Township on January 26, 2015. The Davis Family agreement consists of 14 paragraphs which included:

- Take steps to abate the nuisance with 180 days;
- Ensure the pool is closed;
- Build a structure within five years;
- Use best effort to dig a well and if no potable water is found, then annexation to the city of Columbus is permissible.

Mr. Oberle will research for the Columbus City Council resolution that allow nearby homeowners to tap into the Columbus water line when the Police Substation was built. There was further discussion of the agreement and the consensus was it was the best that could be done for situation. An eyesore will be eliminated by the agreement.

Phil Smith moved to approve the Davis agreement, as amended, for 5411 Olentangy River Road, John Oberle seconded. All voted "Aye."

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 9:06 AM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

1/5/16

Date

John H. Oberle

Chair

John S. O'Keeffe

Fiscal Officer

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## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**SPECIAL SESSION HELD AT****95 E. Wilson Bridge Road****December 31, 2015****Page 1 of 2**

The meeting was opened in proper form at 8:30 AM

<b>Roll Call:</b>	Lori A. Gerald	Present
	John H. Oberle	Present
	Phillip W. Smith	Present

**Pledge of Allegiance was conducted**

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

**Guests:** None

**TRUSTEES****Old Business****Local Waste Contract – Update**

The Fiscal Officer updated the Trustees on the progress in getting the Local Waste contract ready for the January 6, 2016 meeting.

**Boys Scout Shed Lease - Update**

The Fiscal Officer updated the Trustees on the work performed by the County Prosecutor in creating a lease agreement. The agreement will be ready for signature at the January 6, 2016 meeting.

**Police Department Personnel Issue - Update**

Police Chief Donald Schwind requested the Board of Trustees go into Executive Session to discuss a Police Department personnel issue.

Phil Smith made a motion for the Board of Trustees to go into Executive Session to discuss a Police Department Personnel Issue at 8:39 am, seconded by John Oberle. All voted "Aye."

Phil Smith made a motion for the Board of Trustees to go out of Executive Session at 10:13 am, seconded by John Oberle. All voted "Aye."

John Oberle made a motion to place the issue of Constable Jennifer Hastings on the agenda for the January 6, 2016 regular meeting, seconded by Lori Gerald. All voted "Aye."

Chief Schwind asked if Constable Hastings should be contacted and after Board discussion, the Board instructed the Police Chief to advise Constable Hastings that she is on Administrative Leave until Thursday January 7, 2016. The Board will make further decisions during the next Board meeting.

John Oberle made a motion to advise Constable Jennifer Hastings that she is on paid administrative leave until Thursday January 7, 2016, when she will be advised of the Board’s further action, seconded by Lori Gerald. All voted "Aye."

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**

**December 31, 2015**

**Page 2 of 2**

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

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

**Meeting Adjourned**

With no further business to bring before the Board a request to adjourn at 10:16 AM - was made. Lori Gerald moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

1/5/16  
Date

John H. Oberle  
Chair

John S. [Signature]  
Fiscal Officer