

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
January 8, 2014  
Page 1 of 5**

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

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Bev Eriurn, Dan Smith, Ron and Mellissa Falver, Rich Fowler, Lynn and Laura Smith, Pat Kelly, Dan and Kathy Walters, Randy and Pat Hichstetter

John Oberle and Phillip Smith were sworn in by the Fiscal Officer. Mr. Smith took his place on the Board.

**Organizational Motions**

**Board Chair**

John Oberle made a motion to appoint Lori Gerald as the 2014 Sharon Township Board of Trustees Chair. The motion was seconded by Phil Smith. All voted “Aye.”

2014 Board of Trustees Chair Lori Gerald took over the conduct of the meeting from her predecessor John Oberle.

**Board Vice Chair**

Lori Gerald made a motion to appoint John Oberle as the 2014 Sharon Township Board of Trustees Vice Chair. The motion was seconded by Phil Smith. All voted “Aye.”

**2014 Township liaison to Police Department**

John Oberle made a motion to appoint Lori Gerald as the 2014 Township liaison to the Police Department. The motion was seconded by Phil Smith. All voted “Aye.”

**2014 Township liaison to Sharon Memorial Board**

Lori Gerald made a motion to appoint John Oberle as the 2014 Sharon Township liaison to the Sharon Memorial Hall Board of Trustees. The motion was seconded by Phil Smith. All voted “Aye.”

**2014 Township liaison to Administrative Offices**

John Oberle made a motion to appoint Phil Smith as the 2014 Sharon Township liaison to the Administrative Offices. The motion was seconded by Lori Gerald. All voted “Aye.”

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**Organizational Resolutions**

**Resolution 01082014A – Appointments/Designations**

Phil Smith made a motion to approve Resolution 01082014A Appointments/Designations for 2014. The motion was seconded by John Oberle. All voted "Aye."

**Resolution 01082014B – Elected Official Compensation**

John Oberle made a motion to approve Resolution 01082014B Elected Official Compensation for 2014 in which officials will be paid monthly. The motion was seconded by Phil Smith. All voted "Aye."

**Resolution 01082014C – Meeting Dates**

Phil Smith made a motion to approve Resolution 01082014C entitled "Meeting Dates", which depicts all 2014 regular township meeting dates. The motion was seconded by John Oberle. All voted "Aye."

**Resolution 01082014D – Per Diem and Mileage Reimbursement**

John Oberle made a motion to approve Resolution 01082014A "Per Diem and Mileage Reimbursement" rates for 2014. The motion was seconded by Phil Smith. All voted "Aye."

**Resolution 01082014E – Re-Employment of Township Employees**

Motion was tabled until next regular meeting so employee information could be corrected by the Fiscal Officer.

**Resolution 01082014F – Employment of Code Enforcement Director**

Lori Gerald made a motion to approve Resolution 01082014F entitled "Employment of Code Enforcement Director", The motion was seconded by John Oberle. All voted "Aye."

**TRUSTEES:**

**Old Business**

**Bethel Road Rezoning - Update**

John Oberle and Tom Kayati have been monitoring the progress at the construction site. Mr. Oberle believes the developer to be meeting the community standards and his commitments at this time.

**Westerville Annexation – Bigham Properties**

John Oberle summarized the annexation of the Bigham family property to the city of Westerville. Outside legal counsel has been hired by Sharon Township and he has conveyed the township's position to the Westerville legal counsel. Township legal counsel is attempting to gather financial information for presentation to the Board at the future meeting.

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**Maple Canyon Update**

John Oberle spoke with the Land Bank about providing certified demolition costs to the township which then would certify the costs to the Franklin County Auditor which then becomes a tax lien. Progress has been slow but steady.

**Flint Road Property - Update**

John Oberle stated the property has come out of bankruptcy and that J.P. Morgan Chase is pursuing foreclosure on the property.

**Sharon Memorial Board (SMB)**

John Oberle will be attending the next SMB meeting on February 6<sup>th</sup> and he reported the SMB is pleased with the new board members. The Board is working on a Vision Plan, financial records were requested by Mr. Oberle and he expects to see the records on a quarterly basis, and SMB is working with the American Legion on an easement.

**Star – Advisory Board**

Lori Gerald stated that Linda Jarrett report to the Board after next week's STAR Board meeting on Tuesday January 14th.

Phil Smith suggested STAR Board look into the parking issue on Rosslyn Avenue. John Oberle felt Mr. Smith's suggestion was valid, but he recommended the Trustees have direct contact with residents and hold public meetings if needed.

Lori Gerald indicated that she and Chief Schwind are looking into permit parking and there is a concern that city of Columbus residents are parking on Rosslyn Avenue. More to follow in future meetings.

**Flooding - Property at Milton and Rosslyn**

Lori Gerald gave a summary of the flooding problem that a resident has been experiencing for some time and who provided YouTube videos as documentation. The videos appear to show rain runoff going down the alley into his back yard. He asked for a solution.

Tom Kayati has spoken with the individual, but he needs to be present to see the effect when it is raining. Clearly, any solution will be delayed until spring time before Mr. Kayati can observe the problem and formulate a solution and present it to the Board of Trustees. There was a general discussion of the issue by staff and Trustees and Mr. Kayati noted the videos were made in early 2013 and the property owner indicated he had not been timely in his request for assistance.

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**FISCAL OFFICER:  
Old Business**

**Call Insurance**

The Fiscal Officer said the negotiation process is ongoing; contact has been made with the Franklin County Prosecutor Officer, nothing unusual to report.

**Time Warner Contract**

The Fiscal Officer indicated the Time Warner contract is in the process of designating an installation date.

**Various Items**

The Fiscal Officer advised the Trustees the receipt of Vector Disease Control invoice for the 4<sup>th</sup> quarter in the amount of \$1,414.16. As previously approved by the Board, the amount will be split by the Road Department and General Fund. Todd Weithman will be attending the next meeting to advise the Board on healthcare insurance.

**New Business**

**Local Government Service - Assistance**

The Fiscal Officer has asked the Ohio Auditor of State's Local Government Service (LGS) for assistance in determining how to correct some financial issues. A meeting is set for next Monday with LGS's Sam Karly.

**POLICE DEPARTMENT:**

**Old Business**

**Public Records – John Oller**

Police Chief gave a background summary of a murder of a Sharon Township resident in Columbus, a request for public records by New York City resident John Oller who is writing a book, and the draft of response that the County Prosecutor will approve.

Chief Schwind asked for guidance as to whether to charge for the cost of copying records and mailing costs. The Board said the township policy on public records must be followed.

**New Business**

**Police Equipment Inventory**

Chief Schwind has updated the Police Department inventory for the annual township inventory to be submitted to the County Engineer. The Fiscal Officer commented that both the Police and Road Departments had submitted updated lists and that Sharon Lee had updated the Administrative inventory.

**False Alarm List**

Chief Schwind passed out an updated False Alarm listing that will be reviewed by the STAR Board. The Trustees suggested the listing be modified to not show who or where the alarms happen.

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### ROAD DEPARTMENT:

#### Old Business

Tom Kayati gave an update of snow removal operations so far this year. He gave an overview of the small and large truck usage, problems experienced by truck and actions taken to provide continuing service.

#### New Business

##### Pay Raises

Tom Kayati passed out his recommendation for pay raises. John Oberle noted the request for 3% with the exception of Bryan Bowman who is still in step increase mode. The Board will review the material for the next regular meeting.

Chair Gerald asked the audience if there were any questions or comments. One gentleman asked if there were any financial reports available, the Fiscal Officer offer his assistance.

Kathy Walters asked for clarification on the False Alarm issue and Chief Schwind gave a summary of the issue. One issue was whether the false alarms have resulted in police protection of the township. The respond was to ensure any false alarms based upon faulty equipment are fixed quickly.

#### 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 18, 2013 Meeting Minutes:

The Fiscal Officer did not have the minutes ready for review by the Board of Trustees.

With no further business to bring before the Board a request to adjourn at 7:29 PM -was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

JAN 22, 2014  
Date

  
Chair

  
Fiscal Officer

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

### **Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Rich Fowler, Laura Smith, Dan and Kathy Walters

Chair Gerald recognized the Sharon Township healthcare advisor Todd Weithman. He distributed several documents and gave a summary of healthcare options in using Medical Mutual of Ohio. The Plan Cost document indicated that total monthly healthcare premiums will rise to \$18,429.82 and includes monthly Federal Mandated Fees of \$654.66.

Mr. Oberle inquired whether the township history had changed and its impact on monthly charge what has been the Obama Care effect. Mr. Weithman indicated the township is grandfathered for 2014, but changes can be expected in 2015. Mr. Weithman gave an overview of potential measures the township could take in the future to reduce healthcare costs. He will be back in August or September to update the Board of its 2015 healthcare options.

Lori Gerald raised the issue as to how the reduce healthcare costs and Mr. Oberle suggested having the department heads look at their budgets and make this issue a discussion topic in future meetings. Ms. Gerald asked Mr. Kayati and Chief Schwind if they had any comments on the subject matter, they did not at this time.

Mr. Weithman recommended the township approval Medical Mutual of Ohio as its healthcare provider for 2014

John Oberle made a motion to approve Medical Mutual of Ohio as the Sharon Township healthcare provider for 2014, seconded by Phillip Smith. All voted "Aye."

### **TRUSTEES:**

#### **Old Business**

#### **Bethel Road Rezoning - Update**

John Oberle and Tom Kayati continue to monitor the progress at the construction site on Bethel Road. Chief Schwind commented that most zoning districts require the support structure be on the property owner side of the fence. Chief Schwind has observed the support structure facing outward towards the Sharon Township neighbors. There was an exchange about future tree plantings and other landscape items and how they will interact with the new fence.

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Mr. Oberle indicated he will raise this fence issue with the developer's attorney in the near future.

**Westerville Annexation – Bigham Properties**

John Oberle stated the annexation of the Bigham family property to the city of Westerville is in process. The township's outside legal counsel is working on the matter.

**Maple Canyon Update**

John Oberle obtained the demolition costs from the Land Bank and it was \$15,961.71. Mr. Oberle indicated a certification document would be generated and presented to the Board for its approval and submission to the county auditor.

**Sharon Memorial Board (SMB)**

John Oberle stated he would be attending the next SMB meeting on February 6<sup>th</sup> and he noted the SMB currently has nine members. The SMB annual budget has been requested and the SMB is in the process of identifying skill sets for future board members.

Mr. Oberle offered the prospect of the SMB holding its monthly meetings at the township hall. He felt that having government units meeting at the township hall would not require contracts and provide a source of revenue to the township.

SMB continues to work with the American Legion on an easement agreement on the driveway. Mr. Oberle made favorable comments about the current SMB President Jeremy Herman.

**Flint Road Property - Update**

John Oberle indicated there was no update on this subject.

**Star – Advisory Board**

Fiscal Officer O'Keeffe updated the Board about the STAR Board meeting on Tuesday January 14th. The STAR Board reviewed Chief Schwind's false alarm report and the consensus was favorable to having a township false alarm system. The Board should expect a recommendation in the future from the STAR Board.

The STAR Board is looking at other ideas of improving services and generating revenue. Its next meeting is February 11<sup>th</sup> at 7:00 pm.

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**Property Maintenance Code (PMC)**

Lori Gerald gave an update on PMC Officer Mark Higdon activities. The first issue he will address will be education requirements for his position. Also, there was a discussion of uniform items such as boots and how such items should be purchased by the individual or township. Lori Gerald will advise Mr. Higdon to consult his tax accountant if he desires special footwear.

The issue of safety was raised by Mr. Higdon. The issue was discussed by Board and staff covering various aspect of how the PMC Officer should react to certain conditions. The Board suggested this issue be researched with other townships operational manuals and how their staff is advised to operate. Mr. Oberle suggested a Board member be identified as the point of contact for the PMC Officer.

Chief Schwind will investigate the costs of educational material and work up a purchase order. He indicated the online Internet classes will require a credit card and asked for approval to use a township credit card to pay for the classes. There were no objections from the Board.

**Flooding - Property at Milton and West Kanawha**

Lori Gerald summarized the flooding problem and said the Board would re-visit the issue in the spring. Phil Smith offered a suggestion on fixing the problem and Tom Kayati indicated that the suggestion would be considered in the future.

Kathy Walters asked if the flood problem happens all the time, Mr. Kayati said he wasn't sure and will be able to accurately assess the situation in the spring. In respond to a question from Mr. Fowler, Mr. Kayati gave a brief description of the flooding problem.

**Parking – Three Streets Area**

Lori Gerald announced that she and the Fiscal Officer would team up and work on this issue. Ms. Gerald has not been able to get in contact with Nick Soulas at the Franklin County Prosecutor's office after multiple attempts via email and telephone. She hoped a team approach would generate more activity.

**FISCAL OFFICER:**

**Old Business**

**Call Insurance - Update**

The Fiscal Officer updated the Board on negotiations with Call Insurance. That a carpet cleaning had been added to the contract, that no alterations to the building had been requested and that just waiting on Kevin Tighe to sign the agreement.

Held \_\_\_\_\_

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

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**US Bank – Signature Card**

The Fiscal Officer gave an update of the US Bank signature card issue and he hopes to have a US Bank centrally-located document for all Trustees to sign in the near future.

**Request for Real Estate Tax Advance – Resolution 01222014E**

The Fiscal Officer presented Resolution 01222014E entitled “Request for Real Estate Tax Advance”. This document is required by the County Budget Commission to release collected real estate taxes prior to the March 2014 distribution.

John Oberle made a motion to approve Resolution 01222014E, seconded by Phillip Smith. All voted "Aye."

**Re-employment of Township Employees – Resolution 01222014F**

Resolution 01222014F was presented to the Board. The document contents updated from the January 8<sup>th</sup> meeting when it was first presented.

John Oberle made a motion to approve Resolution 01222014F, seconded by Phillip Smith. All voted "Aye."

**ROAD DEPARTMENT:  
Old Business**

**Road Department Pay Raises**

Mr. Kayati had previously given the Board his recommendations for pay raises and asked the pay raises be approved and effective January 9, 2014. The Board agreed with the recommendations.

Phillip Smith made a motion to approve the Road Department pay raises presented by Tom Kayati and with an effective date of January 9, 2014, seconded by John Oberle. All voted "Aye."

**New Business**

**NDPDES Reporting**

Tom Kayati updated the Board on the NDPDES Report that he delivered to Franklin County this past Tuesday. Mr. Kayati thanked the RKW Block Watch group for its participation in past cleanups and that Sharon Township is trying very hard to do what it is required to do to reduce pollution in waterways.

**Request for new Street Signs – Worthington Hills**

Tom Kayati recently received a request for new street signs to be the same as the new Perry Township street signs. The Board was encouraged to go to the Worthington Hills area and viewed the new signs. Mr. Kayati mentioned that he would like to have uniformity in township street signs.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

Held \_\_\_\_\_

## SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT

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

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Mr. Oberle asked for the timing of township street signs and Mr. Kayati indicated in the 3 to 5 year period. Mr. Kayati also noted the use of street signs with stop signs as a way to reduce sign posts.

Mr. Oberle suggested Mr. Kayati make a future recommendation pertaining to a township road sign replacement schedule. Lori Gerald asked Mr. Kayati to look into whether there is any grant money available for such a project.

### Snow Removal

The Road Superintendent stated that 161 tons of salt have been used this year, 146 were used last year. There appears to be a salt shortage and Mr. Kayati is looking for other sources of road salt. The weather will have a dramatic impact on in the coming weeks. Salt will be applied to hills and dangerous intersections. Mr. Oberle asked the low point of salt effectiveness and Mr. Kayati said 25 degrees.

Mr. Kayati said Franklin County will cut off the township if they get low on salt and he will check with the city of Worthington. Sand could be used, but will clog the catch basins.

Rich Fowler mentioned that Road Department recently removed a dead deer on Westview Avenue and the neighbor who reported the dead deer was very satisfied with their quick action.

### POLICE DEPARTMENT:

#### Old Business

#### OCJS 2013 Grant

Police Chief announced the award of a \$3,228.39 grant with a 10% township match. This grant pays for the purchase of one cruiser computer. There will be future record requirements.

#### New Business

#### Roy Tailor Purchase Order

Chief Schwind gave a summary of the Roy Tailor purchases needed for new Constable Britton Morris. He expects the invoice to be in the range of \$2,000.00. Chief Schwind asked the Board for its approval of a \$2,000.00 purchase order for Roy Tailor.

Phillip Smith made a motion to approve a purchase order for \$2,000.00 for Roy Tailor, seconded by John Oberle. All voted "Aye."

#### Training – February 10<sup>th</sup> to 14<sup>th</sup>

Chief Schwind gave the Board an outline of police training and how the Ohio Attorney General is paying for on-site training. By hosting the training, Sharon Township gets training at a vastly reduced cost. Chief Schwind asked the Board for its approval for the training.

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**Financial Report – Motion to accept**

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

**Approval of December 18, 2013 Meeting Minutes:**

John Oberle made a motion to approve the December 18, 2013 minutes as amended, seconded by Lori Gerald. All voted "Aye."

**Approval of January 8, 2014 Meeting Minutes:**

Phillip Smith made a motion to approve the January 8, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

**Motion to go into Executive Session**

John Oberle citing the need to discuss personnel issues made a motion to go into Executive Session at 8:07 pm, seconded by Phillip Smith. All voted "Aye."

**Return to Public Meeting**

At the completion of the executive session, Phillip Smith made a motion for the Board to return to a public meeting at 8:32 pm, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:33 PM -was made. Phil Smith moved to adjourn the regular meeting, Lori Gerald seconded. All voted "Aye."

Feb 19, 2014  
Date

[Signature]  
Chair

[Signature]  
Fiscal Officer

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

**SPECIAL SESSION HELD AT  
95 E. Wilson Bridge Road  
February 14, 2014  
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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**

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

**Speaker:** None

**Guests:** None

**Financial Records and Audit Status**

The Fiscal Officer passed out a meeting agenda, Summary of Issue and Resolution 02142014A – Approval of LGS Contract. Mr. O’Keeffe suggested the Trustees read the documents first and then asked their questions.

The Summary of Issue consisted of four parts – Background, Source of Problem, Solution and Approach and Reporting.

John Oberle asked the Mr. O’Keeffe when the problem started and Mr. O’Keeffe indicated in early 2012. He further commented that the Local Government Services Representative Sam Kraly is working on 2012 records and Mr. O’Keeffe is working on the 2013. The work consists of performing a proof of cash rather than bank reconciliation. The proof of cash will detect errors, misstatements and fraud.

The issue of the letter from the Auditor of State also known as the 90-day was discussed. Mr. Oberle had not received the letter. The letter indicated the township was unauditible due to the bank records not being reconciled. When asked if this was the sole issue, Mr. O’Keeffe said yes that the auditors have conducted an audit inventory and the only thing missing was an official bond which was later found by Sharon Lee.

The problem revolves around the fiscal officer not posting in an accurate and timely manner.

Mr. O’Keeffe expects to fix the issue and improve the accounting and payroll processes. He will make recommendations in a report that will be presented to the Trustees on April 16<sup>th</sup> and requests their approval of the recommendations during the May 7<sup>th</sup> regular meeting.

There was a brief discussion of institutional knowledge and how the Fiscal Officer has developed a three-ring binder of procedures. He gave a short story of how having a designated person to speak at the Ohio Public Employees Retirement System had resulted in a reduction of problems.

One area the Fiscal Officer has concerns about is payroll. He is concerned that there is no one in the township that could do the bi-weekly payroll if he should

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not be available. There was a brief exchange on payroll vendors such as ADP and PayCor.

Mr. Oberle asked about Local Government Services (LGS) and Mr. O’Keeffe indicated LGS is a unit of the Ohio Auditor of State office. He stated LGS handles a lot of issues for local governments such as bank reconciliation, record reconstruction, etc. Mr. O’Keeffe started talking with LGS in January and then explained the reason why LGS is working on the 2012 records.

LGS has estimated 100 hours at \$50.00 per hour to complete the work and had incurred 16 hours to date. There was a general discussion as to how Mr. Kraly is handling the proof of cash and whether he could get through 2012 quickly.

Mr. O’Keeffe made a commitment to pay the \$5,000.00 LGS invoice by making deposits into the township’s General Fund. He will make a \$1,000.00 deposit every month from January to May 2014.

Lori Gerald offer to assist the fiscal officer in the process. Mr. O’Keeffe and Mr. Oberle both related how bank statements should be presented at future township meetings.

Lori Gerald indicated she wants to attend a meeting with the LGS representative Sam Kraly and Mr. O’Keeffe said he would send out an email to the other Trustees summarizing the meeting.

**Resolution 02142014A – Approval of LGS Contract**

Phillip Smith made a motion to approve Resolution 02142014A, seconded by John Oberlet. All voted “Aye.”

With no further business to bring before the Board, a request to adjourn at 7:15 PM -was made. Phillip Smith moved, John Oberle seconded. All voted "Aye."

March 5, 2014  
Date

Lori A. Gerald  
Chair

John O'Keeffe  
Fiscal Officer

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

### **Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Pat Kelly, Dan and Kathy Walters, and Boy Scout Troop 862 leaders - Warren Lee, Brad Midgley, James Schierzing, William Lustore, Barbara Allen-Midgley

Chair Gerald recognized Boy Scout Troop 862 leaders who were introduced and who made a request to use the Sharon Township hall on Monday nights from 7:00 pm to 8:30 pm. The Troop consists of 35 youths between the ages of 11 to 17.

Mr. Oberle asked whether the Troop had liability insurance and the response was yes, that insurance documentation would be provided to the township. There was a general discussion among the Board and staff as to whether having Troop 862 would interfere with township operations, there were none.

John Oberle made a motion to give provisional approval to Boy Scout Troop 862 to meet on Monday nights from 7:00 pm to 9:00 pm effective February 19, 2014, subject to a written agreement between Sharon Township and Boy Scout Troop 862 and the submission of appropriate and adequate liability insurance, seconded by Phillip Smith. All voted "Aye."

### **TRUSTEES:**

#### **Old Business**

#### **Bethel Road Rezoning - Update**

John Oberle had not received a response from the developer's legal counsel concerning the fence orientation issue.

#### **Westerville Annexation – Bigham Properties**

John Oberle stated township legal counsel Don Brosius believes the most Sharon Township will receive is \$125,000 for the annexation of the Bigham family property to the city of Westerville. The process continues.

Held \_\_\_\_\_

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**Maple Canyon Update**

John Oberle has sent a letter to the Franklin County Prosecutor that he obtained from Tom Kayati on assessing the demolition charges. There is a need for a legal review of citations in the letter.

**Sharon Memorial Board (SMB)**

John Oberle stated he had the 2014 SMB budget that he had requested. A copy will be distributed to Board members.

**Flint Road Property - Update**

John Oberle indicated he makes periodic inquiries with JP Morgan Chase but had no update on this subject to report.

**Star – Advisory Board**

Fiscal Officer O’Keeffe updated the Board about the STAR Board meeting on Tuesday February 11th. Mark Potts of the Franklin County Auditor office gave an overview of real estate taxes. It was well received.

Linda Jarrett had hope on obtaining STAR Board approval to submit their False Alarm recommendation to the Board of Trustees. That event is expected to happen during the next STAR Board meeting on March 11<sup>th</sup> at 7:00 pm.

**Property Maintenance Code (PMC)**

Lori Gerald gave an update on PMC and stated she and Chief Schwind had met with Mark Higdon. Mr. Higdon was instructed to work on a plan that would include the development of policies.

There was a discussion about the purchase of the PMC laptop and Chief Schwind will make the purchase. Also, Mr. Higdon asked for a township telephone for use while working, that issue is being looked into. Tom Kayati asked if the township telephone system could be configured to allow PMC voice mail messages and the response was yes.

Chief Schwind spoke about where to place the PMC information on the township web site. There was a discussion of the issue and Chief Schwind will work with TekOrange to modify the township web.

Chair Gerald asked everyone to start working on newsletter entries for publication in April which would include news of the PMC. Lori Gerald will write the profile article.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014B

Held \_\_\_\_\_

## SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT

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

95 E. Wilson Bridge Road  
February 19, 2014  
Page 3 of 5

### **Parking – Three Streets Area**

Lori Gerald spoke about the recent fire truck accident and the need to restrict parking on one side of the streets since there is a safety concern. She indicated the north side would be logical since it has the fire hydrants. Mr. Kayati gave a summary of problems the Road Department has had over the past several months. Mr. Oberle stated there would be a need to have at least one public meeting. Action on this issue will take place over the summer. Mr. Smith asked about exceptions for certain residents on Rosslyn Avenue.

### **FISCAL OFFICER: Old Business**

#### **Call Insurance - Update**

The Fiscal Officer updated the Board on negotiations with Call Insurance. The lease agreement now has a yearly carpet cleaning clause. Once the Trustees sign the agreement, it will be mailed to Nick Soulas at the prosecutor's office for his final review and approval. Then the agreement will be distributed to all parties.

#### **US Bank – Signature Card**

The Fiscal Officer distributed the US Bank signature card for Trustee signature. All future updates should be done via the relationship manager rather than the branch office.

#### **Trustee Bond**

The Fiscal Officer asked John Oberle and Phillip Smith to sign OTARMA bonds which are associated with their period of service.

### **ROAD DEPARTMENT: Old Business**

#### **Road Mileage Certification**

Mr. Kayati presented the County Engineer's annual road mileage certification which requires their signatures. The township mileage remains at 9.9 miles.

#### **Road Mileage Certification**

Mr. Kayati updated the Trustees on the recent increase of salt price charged by the Franklin County Engineer. The price went up from \$58 to \$75 per ton. Additionally, he gave an update of Road Department activities related to the recent snow falls, which include clearing catch basins.

Trustee Smith related a story how a new resident was impressed with the township's snow removal efforts.

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

**REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
February 19, 2014  
Page 4 of 5**

**New Business****Hands Free Equipment**

Mr. Kayati spoke about his recent purchase of telephone speakers which connect to the department's telephone via the Bluetooth function. The speakers allows the truck operator to answer their telephone verbally thus improving safety while snow plowing. He cited an improvement in snow plowing coordination. The expenditure was submitted to OTARMA which has an open grant for safety related purchases.

Mr. Kayati is monitoring the property at Milton and Kanawha to ensure water is not building up near it.

John Oberle brought up the issue of Tom Kayati's annual pay raise. Mr. Oberle indicated the Cemetery Board had raise Tom's salary 3%. Lori Gerald asked for input from the Board and everyone believed a 3% raise was appropriate.

John Oberle made a motion to approve a 3% pay raise for Tom Kayati with an effective date of March 1, 2014, seconded by Phillip Smith. All voted "Aye."

**POLICE DEPARTMENT:****Old Business****Training**

Chief Schwind gave the Board a brief summary of the recent police training held at the township and how the trainers were impressed with facility. Another training class could be held on May 28 and 29, 2014 if the Trustees approve.

Phillip Smith made a motion to holding police training dealing with subject control at the township hall on May 28 and 29, 2014, seconded by John Oberle. All voted "Aye."

**New Business****Sharon Woods Park Incident**

Chief Schwind distributed a press release that summarized the Sharon Woods Park incident on February 17<sup>th</sup>. The incident is still under investigation and charges have not been filed.

**New Hire – Micheal Ann Moyer**

Chief Schwind gave the Board his written recommendation to hire Micheal Ann Moyer at the next regular meeting.

**Financial Report – Motion to accept**

Mr. Oberle request copies of the bank statements to be included in future reports. John Oberle made a motion to approve the Financial Report, seconded by Phillip Smith. All voted "Aye."

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 1014E

Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
February 19, 2014  
Page 5 of 5**

**Approval of January 22, 2014 Meeting Minutes:**

John Oberle made a motion to approve the January 22, 2014 minutes as amended, seconded by Phillip Smith. All voted "Aye."

**Gypsy Moth Program**

Lori Gerald gave a brief description of the program and asked Mr. Smith who attended the public meeting at Whetstone Park to give a report of the meeting. He indicated there were a number of people in attendance, that there would not be spraying if windy or raining. Mr. Oberle asked if the spraying was mandatory, Mr. Smith was not sure. When ask about the timing of the spraying, Mr. Smith indicated it would happen in the morning.

Ms. Walters passed out multi-page document and outlined what was covered during the public meeting. Ms. Walters and Rich Fowler made numerous comments about the spraying and the potential problems with the insecticide that the Ohio Department of Agriculture wishes to use in controlling the gypsy moth.

It appears the Columbus Department of Recreation and Parks does not endorse the use of the Bacillus Thuringiensis (Btk) and recommends Gypchek.

The Board asked a number of questions and came to the conclusion that this issue needs to be explored and resident concerns addressed by the Ohio Department of Agriculture. A representative will be requested to attend a future meeting.

With no further business to bring before the Board a request to adjourn at 8:15 PM -was made. Phil Smith moved to adjourn the regular meeting, Lori Gerald seconded. All voted "Aye."

1/16/2014  
Date

Lori Gerald  
Chair

John S. D. Kupp  
Fiscal Officer

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_

## SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT

20\_\_\_\_\_

95 E. Wilson Bridge Road  
March 5, 2014  
Page 1 of 4

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

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

### **Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Pat Kelly, Dan and Kathy Walters, Chuck and Mary Angeletti, Julie Smiley (FLOW)

Chief Schwind introduced Micheal Ann Moyer as a new township constable. Lori Gerald made a motion to approve Resolution 03052014A hiring Ms. Moyer as a full-time constable, seconded by John Oberle. All voted "Aye."

Ms. Moyer was sworn in by the Fiscal Officer. The Trustees offered congratulations and pictures were taken.

Chair Gerald recognized David Adkins of the Ohio Department of Agriculture who had been invited to speak about the proposed Gypsy Moth spraying scheduled later this year. Mr. Adkins announced that spraying will be done with Gypchek to the delight of the audience, as funding became available to purchase the product.

Mr. Adkins gave an overview of the spraying operations by the contracted helicopter indicating that the start time would be around 7:30 pm and last no more than 8 hours. The best time for application is before 10:00 am due to low winds and high humidity.

### **TRUSTEES:**

#### **Old Business**

#### **Bethel Road Rezoning - Update**

John Oberle reported on his conversation with the developer's legal counsel concerning the fence orientation and his reply that the fence meets Columbus code. Mr. Oberle asked for the final watershed plan and has been given contact information for the tree planting phase of the development.

#### **Westerville Annexation – Bigham Properties**

John Oberle stated township legal counsel Don Brosius continues working on an annexation agreement that is expected to generate \$125,000 for the township.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road  
March 5, 2014  
Page 2 of 4**

**Maple Canyon Update**

John Oberle made changes to the certification letter to assess costs for tax purposes; the prosecutor's office suggested all Board members sign the letter. Also, the prosecutor is working on the foreclosure process that will result in the property being acquired by the Land Bank. Mr. Oberle reported there is another interested buyer of the property.

**Sharon Memorial Board (SMB)**

John Oberle had nothing to report about SMB.

**Flint Road Property - Update**

John Oberle stated JP Morgan Chase outside legal counsel in Cincinnati is working on the foreclosure of the property.

**Star – Advisory Board**

Fiscal Officer O'Keeffe stated the next STAR Board meeting is on March 11<sup>th</sup> at 7:00 pm.

**Property Maintenance Code (PMC)**

Lori Gerald gave a short update on efforts to get the PMC operation moving along and include comments about the uniform to wear. One item of concern expressed by the PMC officer was the need for an identification card and Chief Schwind indicated he would obtain the cost for an identification card system.

**Parking – Three Streets Area**

Lori Gerald indicated she will be speaking with Mr. Anderson of the Franklin County Prosecutor's office about the parking issue. Her hope is to schedule at least one public meeting and have parking restrictions in place around early fall.

Tom Kayati was asked to provide a list of streets and his input as to leaf collection and snow plowing.

**Boy Scouts Parking – Three Streets Area**

The issue of Boy Scout Troop 862 using the township hall was raised by Lori Gerald. Apparently the previous sponsor has not made a definite decision on whether they will support Troop 862.

The Board had a consensus of supporting Troop 862 and would like to discuss certain issues with an appropriate Boy Scout leader. The Board was advised that the Troop wishes to build their own storage shed and there were no objection by the Trustees provided all city building and zoning permits were obtained.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

20

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
March 5, 2014  
Page 3 of 4**

**FISCAL OFFICER:  
Old Business**

**Call Insurance - Update**

The Fiscal Officer stated the county prosecutor has approved the lease agreement, awaiting the signed document for distribution.

**Carpet Cleaning - Timing and Bid**

The Call Insurance lease agreement calls for a carpet cleaning, the Fiscal Officer recommended the cleaning in the springtime and that he had secured a carpet cleaning bid from Stanley Steamer.

**New Business**

**2014 Budget – General Fund Narrative**

The Fiscal Officer distributed a narrative on the 2014 General Fund revenue and expenditures. Revenue is expected to be flat and healthcare costs are rising.

**PILOT Project**

The Fiscal Officer distributed the document identify the real estate property owners that are exempt from real estate taxes. He asked the Trustees to consider sending letters to the property owners asking them for Payments In Lieu of Taxes with more discussion in the future.

**Investment Analysis and Recommendation**

The Fiscal Officer suggested the elimination of certain low yield investments in favor of StarPlus with more discussion in the future.

**ROAD DEPARTMENT:**

**New Business**

**County Engineer Purchase Order**

Mr. Kayati asked the Broad for approval of a \$10,000.00 purchase order with the Franklin County Engineer office for salt. This is the standard operating document and Mr. Kayati indicated he was finishing up a 2013 purchase order.

John Oberle made a motion to approve a \$10,000 purchase order with the Franklin County Engineer, seconded by Phil Smith. All voted "Aye."

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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

**REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
March 5, 2014  
Page 4 of 4**

**Financial Report – Motion to accept**

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

**Approval of February 14, 2014 Regular Meeting Minutes:**

John Oberle made a motion to approve the February 14, 2014 minutes as amended, seconded by Phillip Smith. All voted "Aye."

**Approval of February 19, 2014 Special Meeting Minutes:**

Phil Smith made a motion to approve the February 19, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

**Motion to go into Executive Session**

Lori Gerald citing the need to discuss a legal issue made a motion to go into Executive Session at 7:50 pm, seconded by John Oberle. 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 8:10 pm, seconded by Lori Gerald. All voted "Aye."

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

3-19-2014  
Date

[Signature]  
Chair

[Signature]  
Fiscal Officer

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
March 19, 2014  
Page 1 of 5**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Pat Kelly, Kathy Walters, Laura Smith, Ross Brown

Chair Gerald recognized the township’s Property Maintenance Officer, Mark Higdon who distributed a report of his recent activities. The report consisted of two components: Activity and Issues. Mr. Higdon stated he had met with the Franklin County Board of Health inspector Joe Bailey and that he is maintaining a log book of hours worked.

Based upon his meeting with Mr. Bailey, there is a need for a photo id, digital camera that takes stills and video, cellular telephone, miscellaneous tools, uniform and Mace.

The discussion included authorization for the Police Chief to purchase a laptop computer at Micro Center and that it would be equipped with Microsoft Security Essentials, OpenOffice software suite and a 1-year insurance coverage.

Trustee Oberle asked the Police Chief if there were additional Mace stock in the Police Department that could be given to Mr. Higdon. The Chief indicated there were none.

Trustee Oberle offered the use of his personal digital camera by Mr. Higdon until a township camera is purchased. Coordination of the exchange would be between the two individuals. Mr. Higdon noted he had about a two-week time frame to take pictures before the early spring weather results in vegetation growth. Mr. Oberle indicated the need for Mr. Higdon to identify those properties with junk cars for property maintenance action and those properties that can be turned over to the Franklin County Land Bank.

The Fiscal Officer was asked to search for a digital recorder purchased by the township several years ago and give it to Mr. Higdon. Additionally, a signed state of Ohio sales and use tax exemption form will be given to Mr. Higdon should he need such an item while shopping for uniform items.

Chair Gerald asked Chief Schwind about an estimated monthly cost for a cellular telephone for Mr. Higdon and he will look into the matter.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road**

**March 19, 2014**

**Page 2 of 5**

**TRUSTEES:**

**Old Business**

**Bethel Road Rezoning - Update**

John Oberle reported on his conversation with the developer's legal counsel who will make information available to the township as construction progresses. The tree planting plan is one item to be received in the future.

**Westerville Annexation – Bigham Properties**

John Oberle stated township legal counsel Don Brosius continues working on an annexation agreement that is expected to generate \$125,000 for the township. He has been in contact with Westerville's Bruce Bailey and there could be an agreement for Trustee review at the next meeting.

Chair Gerald asked that Mr. Brosius attend the next meeting to answer any questions on the annexation. Mr. Oberle asked what questions the Trustees would like answered and Ms. Gerald asked how the township portion of money was developed and other process related questions. According to Mr. Oberle, legal counsel believes the township is receiving a good deal on the annexation. Mr. Oberle suggested the Trustees call Mr. Brosius and ask questions rather than having him attend a public meeting as a way to keep legal costs low. The Board members will make telephone calls to Mr. Brosius.

**Maple Canyon Update**

John Oberle stated the Maple Canyon property is in the foreclosure process.

Lori Gerald spoke up about the property at 5411 Olentangy River Road. Mr. Oberle stated he has spoken with the Franklin County Land Bank and was informed the property is in the foreclosure process as the property was certified tax delinquent in 2012. Lori Gerald mentioned a neighbor of the property is interested in buying it. Mr. Oberle left a voice mail message with the property owner where he indicated the township is going through a process of clean up the property. The Franklin County Land Bank is willing to listen to the township as to handle the property and Mr. Oberle suggested a public auction as a way to allow interested parties purchase the property.

**Sharon Memorial Board (SMB)**

John Oberle had nothing to report about SMB.

**Flint Road Property - Update**

John Oberle had calls into JP Morgan Chase outside legal counsel who is working on the foreclosure of the property to push for a resolution.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road  
March 19, 2014  
Page 3 of 5**

**Star – Advisory Board**

Lori Gerald updated the Board recent STAR Board meeting. She expects STAR to make a formal recommendation on a false alarm system in the near future. The Fiscal Officer will research where false alarm revenue will be posted.

The STAR Board continues to look at areas where expenses can be reduced and the healthcare area appears to be one that should be reviewed.

Also, the STAR Board wishes to review the process as to who votes for township elected officials. Lori Gerald indicated several township residents wanted the STAR Board to determine if unincorporated residents can vote to elect officials. Mr. Oberle felt this issue should be discussed by the Trustees at its next meeting as to whether the STAR Board should look into this issue. The next STAR Board meeting is on April 8<sup>th</sup> at 7:00 pm.

**Permit Parking**

Lori Gerald indicated she not receive a response from the Franklin County Prosecutor's office about the permit parking issue.

Chief Schwind mentioned that Mifflin, Blendon, and Clinton Townships are looking at permit parking and said he will pass on any information he learns onto the Board.

**Gypsy Moth Program**

A thank you letter has been drafted to the Ohio Department of Agriculture highlighting their outstanding actions taken in response to township and resident concerns about the gypsy moth program. Trustee Oberle called the department director's office and thanked them for their support.

Trustee Phil Smith indicated his report on the program was placed in the Trustees' mail boxes. Chair Gerald indicated she requested a written report, not copies of pages out of a book. Mr. Smith indicated he would write a report.

Tom Kayati gave an overview of a class on the Gypsy Moth Program that he recently attended. The location was at the luka Park where he observed the moth infestation. He distributed an information sheet on the insect.

Resident Kathy Walters inquired about advance public notification as to when spraying would be done and asked how residents would be notified. There was a discussion of actions to be taken by all parties. It was noted there is a need to follow up with David Adkins of the Ohio Department of Agriculture to ensure a wide distribution of public notice signs.

**TRUSTEES:**

**New Business**

**Resolution 03192014A – 5411 Olentangy River Road**

Lori Gerald mentioned she had the resolution developed to identify the property as a nuisance to the community. Trustee Oberle gave the Board an overview of ways to transfer real estate to the Franklin County Land Bank.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road  
March 19, 2014  
Page 4 of 5**

The resolution needs to include evidence the Franklin County Board of Health has declared the property is unsafe. Mr. Oberle will send the property owner a letter advising him of future action. Resolution was put on hold.

**Resolution 03192014B – 2014 Budget**

The Fiscal Officer had distributed the 2014 Budget which was a consolidation of the budgets discussed during the previous meeting. There was a general discussion of issues

It noted that several 2013 entries appeared to be lowered than expected and a couple of format errors. The Fiscal Officer was asked to correct the identified issues, send the corrected worksheet to the Trustees for their review prior to sending the budget to the County Budget Commission.

Phillip Smith made a motion to approve the 2014 Budget, as amended, seconded by John Oberle. All voted "Aye."

**Newsletter**

Chair Gerald asked the next newsletter include at least the following subjects: Gypsy Moth, False Alarm system, registration of automobiles in Sharon Township, parking permits, Phillip Smith biography, and Sharon Township audit status.

Mr. Oberle asked the False Alarm system remain on future agendas and that the public be advised the Board would vote on the matter in May.

The issue of how to deliver the newsletter was discussed. There are certain areas that wish the newsletter be mailed to residents. It was suggested that elected officials deliver the newsletter by going door-to-door and there was favorable support for that method.

**FISCAL OFFICER:  
Old Business**

**Call Insurance - Update**

The Fiscal Officer reported he had distributed the county prosecutor approved lease agreement to Call Insurance.

**2% Pay Raise – Sharon Lee**

The Fiscal Officer requested a 2% pay raise for Sharon Lee. Ms. Lee works for the Police Department, Trustees and Fiscal Officer. A copy of the Fiscal Officer's annual evaluation form for Sharon Lee was distributed to the Trustees.

Chief Schwind requested the pay raise be delayed until April as that is the time he presents the Police Department pay raise recommendations. The Trustees agreed to delay pay raise consideration until April.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT

20

95 E. Wilson Bridge Road  
March 19, 2014  
Page 5 of 5

**POLICE DEPARTMENT:**

**New Business**

**ID Card Printing System**

Chief Schwind distributed a document containing four Identification Card System quotes. In the attached summary, Chief Schwind asked for Trustee approval to purchase the Magicard Printer System.

John Oberle made a motion to approve the purchase of the recommended Magicard Printer System with a \$2,500 limit, seconded by Phil Smith. All voted "Aye."

**ROAD DEPARTMENT:**

**New Business**

**OTARMA Grant Award**

Mr. Kayati announced Sharon Township was awarded a grant from OTARMA to reimburse the full cost (\$369.96) of the hand-free cellular telephone speakers that were installed in the township's trucks recently. The purchase was considered a safety issue and OTARMA agreed with the township.

**Financial Report – Motion to accept**

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

**Approval of March 5, 2014 Regular Meeting Minutes:**

Phillip Smith made a motion to approve the March 5, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:22 PM -was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

April 2, 2014  
Date

  
Chair

  
Fiscal Officer

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road  
April 2, 2014  
Page 1 of 6**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Pat Kelly, Kathy and Dan Walters, Laura Smith, Linda Kukor, Jim Ramsey – Franklin County Engineer’s Office, Mary Williams

Chair Gerald recognized Jim Ramsey from the Franklin County Engineer’s Office who was invited to speak to the Board of Trustees about the National Pollutant Discharge Elimination System (NPDES) system authorized by the Clean Water Act.

Mr. Ramsey gave an overview of NPDES and how local governments in Franklin County had joined together to share resources in meeting the requirements of the federal law known as the Clean Water Act.

Road Superintendents are generally the township’s point-of-contact for dealing with administration of NPDES issues. In response to a question by Lori Gerald, Tom Kayati indicated Sharon Township is covered by Franklin County for construction issues.

Franklin County has been mapping storm sewer systems since 2009 and has shared these GIS systems with the Road Superintendents so they can confirm the map information. The maps are critical to finding a source of pollution according to Tom Kayati. There was a short discussion on access to maps by local government.

John Oberle asked as to the county’s NPDES compliance status and Mr. Ramsey indicated the county was “close” to full compliance and the issues of outreach and public involvement are being addressed. Tom Kayati stated he has published information about NPDES in the newsletter and gave several examples of how citizens can ensure there is no pollution outflow. Mr. Ramsey mentioned how “rain gardens” can reduce discharge into waterways.

Several audience members had general comments about public participation in their residential areas.

Mr. Oberle asked whether water quality in local rivers has improved under the Clean Water Act and Mr. Ramsey responded affirmatively. He indicated the initial projects cleaned up waterways dramatically and these current efforts do have an impact, but not on the level of waste water treatment projects.

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT**

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

**95 E. Wilson Bridge Road  
April 2, 2014  
Page 2 of 6**

Mr. Oberle raised the issue on township residents connecting to the Columbus water/sewer system as a possible solution towards improving local waterway health.

Mary Williams asked if there were any known issues related to the sewer treatment plants in Delaware County and pollution entering the Olentangy River. Mr. Ramsey was not aware of any problem.

Kathy Walters asked if the upcoming gypsy moth spraying will somehow affect the storm water system. Mr. Ramsey did not believe there would be a problem.

**TRUSTEES:**

**Old Business**

**Bethel Road Rezoning - Update**

John Oberle recommended deleting this issue from future agendas. He indicated the developer's is in compliance and the township will be advised prior to the planting of trees along the property line.

**Westerville Annexation – Bigham Properties**

John Oberle asked if any other trustee has spoken with township legal counsel Don Brosius about the annexation issue, none so far. Mr. Oberle indicated Mr. Brosius is working on an annexation agreement that will be provided to Westerville legal counsel Bruce Bailey. If agreeable, the Westerville city council is expected to approve the annexation document and forward it to Sharon Township for Board of Trustee approval. The annexation is expected to generate \$125,000 for the township.

**Maple Canyon Update**

John Oberle stated the Maple Canyon property is in the foreclosure process. He has spoken with Mary Johnson of the Franklin County Prosecutors Office who has hired outside legal counsel due to the large backlog of real estate properties.

Mr. Kayati asked if the township had a legal responsibility for the property and Mr. Oberle said no as the property is still in the name of the owner. Once the foreclosure process is over and the property ownership transfers to the Franklin County Land Bank, then Sharon Township must decide how to dispose of the property. Mr. Oberle suggested the using a public auction with a reserve clause to ensure the township is made whole for its taxes and charges.

Mr. Kayati stated the growing season was just starting and it's possible the grass cutting may have to be done. There was a brief discussion of what procedure to follow and Mr. Oberle will contact the county prosecutor and confirm the process to use if there is a need to mow the property.

## 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 2, 2014****Page 3 of 6****Sharon Memorial Board (SMB)**

John Oberle reported the SMB has a new Veterans of Foreign Wars group meeting at its hall, bringing a total of three veterans groups meeting there. There is a new fund raising program to raise money to rehabilitate the howitzer located in front of the building.

According to the SMB President, the Board is working together and that new Board member Geoff Shearer, former Navy CB, has been helpful in building maintenance. The Board is looking for another Board member who is a veteran and has mechanical system experience.

Chair Gerald asked if there was a conflict with state law if a non-veteran held an officer position on the board. Mr. Oberle was not aware and indicated he will ask the SMB President to look into the issue, determine if there is a conflict and if so make the appropriate correction at the next board election.

**5411 Olentangy River Road**

John Oberle reported on the property at 5411 Olentangy River Road which is owned by Richard and Linda Baumgartner. Mr. Oberle has made several telephone calls to Mr. Baumgartner a retired doctor who is having health issues. Mr. Oberle was given information that Mr. Baumgartner now lives on Henderson Road.

The Central Ohio Community Improvement Corporation (COCIC) also known as the Franklin County Land Bank has filed suit against Mr. Baumgartner and resolution of the lawsuit is expected in the near future. The Land Bank would be expected to turn over ownership of the property to the township which should hold a public auction.

Mr. Oberle believes any sale would generate a fine amount of money for the township. There are several township residents who have expressed interest in buying the property.

**Flint Road Property - Update**

John Oberle revealed JP Morgan Chase has not authorized its outside legal counsel to file any foreclosure action at this time.

According to Mr. Oberle, the property has been certified tax delinquent and the township has the option to ask the county prosecutor to file a foreclosure action. The issue will be discussed in a future meeting.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****April 2, 2014****Page 4 of 6****Star – Advisory Board**

Lori Gerald updated the Board about the recent STAR Board meeting and their desire to have the upcoming newsletter delivery to resident homes. STAR Board member Mary Williams gave the Board an overview of a possible newsletter delivery method that has a cost of \$44.00 per 1,000 items. It may be necessary to print additional newsletter since delivery coverage may go into Columbus.

**Newsletter**

Lori Gerald discussed who would be writing sections of the newsletter. Subject areas to be covered include NPDES, audit status, permit parking, false alarm. The Trustees agreed to May 21<sup>st</sup> to hold a public meeting on permit parking and false alarms.

**Permit Parking**

Lori Gerald stated she exchanged emails with Harold Anderson from the Franklin County Prosecutor's office about the permit parking issue. She asked a number of questions about permit parking, why this is an issue, hoping to hold a public meeting and approve an implementing resolution before September.

According to the Chief Schwind, other townships are waiting to see how the process works out for Sharon Township as to permit parking.

**Property Maintenance Code**

Lori Gerald updated the Board about recent acquisitions (laptop, camera, etc.) for the Property Maintenance Code (PMC) officer. A cellular telephone has been ordered by Chief Schwind for the PMC and no texting capability will be allowed.

Chief Schwind gave a brief summary to the Board on a camera purchased by Constable Gordon White for the PMC Officer. The Board consensus was the camera purchase was a good use of taxpayer dollars and that Constable White should be reimbursed. The Board did not agree with the request for the purchase of binoculars.

Lori Gerald guided the Board and staff through a revision of the PMC budget components and indicated the updated budget will be distributed to Board members.

John Oberle mentioned COCIC has received additional funding and the need for the PMC Officer to quickly get an understanding as to what township properties could be turn over to COCIC for foreclosure processing.

Lori Gerald said no MACE will be given to the PMC Officer until she discusses the issue with a veterinarian. Chief Schwind suggested caution as use of MACE could raise liability issues. He recommended Dog-Off spray.

Finally, Dave Adkins will be attending the next week's Block Watch to discuss the Gypsy Moth spraying.

# RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held \_\_\_\_\_

## SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT

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

95 E. Wilson Bridge Road  
April 2, 2014  
Page 5 of 6

### **FISCAL OFFICER:** **Old Business**

#### **Outside Payroll Services - Update**

The Fiscal Officer reported he had received several proposals for outside payroll services and was awaiting one more proposal.

#### **False Alarm Questions**

The Fiscal Officer emailed several questions to Nick Soulas at the County Prosecutors Office related to which fund should receive false alarm revenue. Also included were questions related to fire department runs.

#### **Audit Status**

John Oberle asked if the township was on track to resume the audit in early May. The Fiscal Officer indicated the process is moving along and he expects the audit team to return sometime in May.

### **POLICE DEPARTMENT:**

#### **Old Business**

#### **ID Card Printing System**

Chief Schwind has received the Magicard Printer System and is in the process of understanding how to use the system. One of the first people to get an ID card will be the PMC Officer.

#### **Roy Tailor Purchase Order**

Chief Schwind asked the Board to approve Roy Tailor purchase order to not exceed \$2,000.00, clothing mostly for the new constable. Trustee Oberle asked if the money has been budgeted and Chief Schwind responded in the affirmative.

John Oberle made a motion to approve the Roy Tailor purchase order to not exceed \$2,000.00, seconded by Phil Smith. All voted "Aye."

#### **Brite Computer Purchase Order**

Chief Schwind asked the Board to approve the Brite Computer purchase order, not to exceed \$3,342.13, for a new cruiser laptop. The township will be reimbursed through an OCJS grant. Installation cost is separate.

Phil Smith made a motion to approve the Brite Computer purchase order, not to exceed \$3,342.13, seconded by Phil Smith. All voted "Aye."

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

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

**REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
April 2, 2014  
Page 6 of 6**

**Pay Raise for Police Department and Sharon Lee**

Chief Schwind indicated he will submit at the next meeting the pay raises for the Police Department and Sharon Lee.

**Financial Report – Motion to accept**

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

**Approval of March 19, 2014 Regular Meeting Minutes:**

John Oberle made a motion to approve the March 19, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

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

4-16-2014  
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****April 16, 2014****Page 1 of 5**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Laura Smith, Linda Jarrett, Mary Sue Williams, Helen Epps, Audrey Redman

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

John Oberle announced the property is now owned by the Central Ohio Community Improvement Corporation (COCIC) also known as the Franklin County Land Bank. The COCIC has asked the township for its input as to how to dispose of the property.

Mr. Oberle suggested the township hire an appraiser to obtain a current value of the property and other aspects related to selling the property at the highest possible price. There a discussion among Board as to how to proceed on this property.

John Oberle made a motion for the township to hire an appraiser to evaluate the property at 5411 Olentangy River Road and provide advice to the Board of Trustees at a price not exceed \$1,000.00, seconded by Lori Gerald. All voted "Aye."

**Westerville Annexation – Bigham Properties**

John Oberle spoke with township legal counsel Don Brosius about the annexation issue. Mr. Oberle indicated Mr. Brosius and the city of Westerville are still working on the annexation agreement.

**Maple Canyon Update**

John Oberle stated the Franklin County Prosecutor is using outside legal counsel to assist on foreclosure of tax delinquent properties. The use of an expedited foreclosure process will result in the township owning the property. The issue how to sell the property was discussed by the Board and staff. Lori Gerald suggested using the same method to sell all properties obtained from the COCIC.

## 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 16, 2014****Page 2 of 5****Sharon Memorial Board (SMB)**

John Oberle reported the SMB President has received a number of public records requests and Mr. Oberle suggested to the SMB President that he contact the County Prosecutor for guidance.

There was a general discussion of the issue among the Board and staff.

**Flint Road Property - Update**

John Oberle stated the property has been certified tax delinquent and he is awaiting for a response from the county prosecutor ask to whether they will use special counsel for file a foreclosure action. This issue will be discussed in future meetings.

**Star – Advisory Board**

Lori Gerald gave a summary of the upcoming newsletter delivery method to resident homes. She indicated the Police Chief had suggested his officers could participate in the delivery effort. There was a general discussion of delivery to the Mount Air, Flint Road, Sharon Hills and Three-Street area.

STAR Board members Mary Sue Williams, Audrey Redman, Helen Epps and Linda Jarrett offered their input on newsletter delivery to their areas. Lori Gerald indicated Sharon Lee would be generating the newsletter and folding them for pick-up and delivery.

**Newsletter**

Lori Gerald discussed the timing of the next newsletter. In order to inform residents timely of upcoming issues such as NPDES and permit parking, it appears the next newsletter will need to be distributed in August 2014. Lori Gerald led a discussion on items that could be deleted or modified to reduce the size of the newsletter.

**Property Maintenance Code**

Lori Gerald updated the Board on recent activities concerning the Property Maintenance Code (PMC) officer and his April 16, 2014 memorandum. The PMC officer has not been authorized to use MACE based upon feedback from the township's insurance company.

The PMC officer will be reimbursed for any authorized expenditures and he is working on the development of a policy and procedures manual. John Oberle mentioned the need to develop a database of township properties that could be turned over to COCIC.

## 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 16, 2014****Page 3 of 5****FISCAL OFFICER:****Old Business****Audit Status**

LGS is progressing on the 2012 bank reconciliation work and is expected to be done soon. The Trustees asked if they would have a report by the next meeting and the Fiscal Officer indicated they should have a report.

John Oberle wished to have the report prior to the next meeting if possible.

**Call Insurance**

The Fiscal Officer has arranged for Stanley Steamer to clean Call Insurance carpet as noted in the new rental lease.

**Room Rental**

The Columbus Rock and Mineral Society indicated a desire to rent space at the township hall. After discussing the issue with the organization's president, the Fiscal Officer suggested the society contact the Sharon Memorial Hall as their rental rates were believed to be lower than the township. The township rental rate was too high for the society.

**POLICE DEPARTMENT:****Old Business****Letter to Citizen**

Chief Schwind drafted a letter to an area citizen who filed a complaint against a township constable and file a public records request. The complaint was investigated and found to have no merit. Also, the requested information does not exist and the letter informs the citizen of that fact.

**Pay Raise for Police Department and Sharon Lee**

Chief Schwind distributed to the Board a 2014 Pay Proposal and briefed the Board on its components. The Chief gave a detail analysis of changes to the police pay steps and gave special consideration to new employee pay rates. The Board asked several questions concerning the budget

Lori Gerald made a motion to approve the proposed Police Department pay raises as outlined by Chief Schwind, seconded by John Oberle. All voted "Aye."

The discussion then turned to the current funding percent of Sharon Lee payroll by the about Police Fund. Chief Schwind believes the current rate of 50% should be adjusted down to 25% to reflect the amount of work that she does for the Trustees and Fiscal Officer. There was a general discussion and agreement to change the payroll ratio.

Lori Gerald made a motion to modify the percentage the Police Fund (25%) and General Fund (75%) used for Sharon Lee's payroll, 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****April 16, 2014****Page 4 of 5****ROAD DEPARTMENT:****New Business****State Route 23 and I-270 Construction**

The Road Superintendent and gave a report on a recent ODOT meeting he and Lori Gerald attended concerning the interchange construction. Once ODOT realized that they had not informed Sharon Township of expected road closing they stated Sharon Township would need to have a special meeting to handle their questions.

The closing of Flint Road raised concerns as to how residents would be able to travel to and from their residences and how police and emergency services would be provided to residents.

Lori Gerald gave an overview of the construction phases over the coming months which will include the northbound tunnel. Residents are encouraged to sign up for email updates at [www.270-23.com](http://www.270-23.com).

Subsequent conversations with ODOT personnel made them realize the communication link needed repair to ensure a smooth flow of information. Chief will coordinate with Worthington Fire Department to ensure residents are properly protected.

**Water Line Replacement in Worthington Hills**

The Road Superintendent received a telephone call from Aqua Ohio who provides water service to Worthington Hills and has recently been working in Perry Township. They are upgrading the water lines on Clubview Blvd. John Oberle asked when construction was to start but Tom Kayati had not received that information. Mr. Kayati has asked Aqua Ohio to provide to him drawings to the project so he can review and approve them prior to the start of any work. Aqua Ohio has not applied for a Sharon Township excavation permit.

Mr. Kayati said he will advise the county of the Aqua Ohio work due to the expected work on Olentangy River Road. He was not sure whether Aqua Ohio had a permit from ODOT.

**Financial Report – Motion to accept**

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

**Approval of April 2, 2014 Regular Meeting Minutes:**

John Oberle made a motion to approve the April 2, 2014 minutes as amended, 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****April 16, 2014****Page 5 of 5****Motion to go into Executive Session**

John Oberle made a motion for the Board to go into Executive Session at 7:55 pm citing Chief Schwind's request for discussion of personnel medical condition and discipline, 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 8:03 pm, seconded by Phil Smith. All voted "Aye."

**Police Payroll Motion**

Lori Gerald made a motion Police Department pay raises would not go into effect to Sgt Scott Hladik due to his medical condition and for Constable John Gough due to discipline issues, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:05 PM -was made. Lori Gerald moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

5-7-2014  
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****May 7, 2014****Page 1 of 6**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Laura Smith, Richard Flower, Pat Kelly, James Schiering and two scouts from Boy Scout Troop 862, Eric Eldridge, Jeannette Oxender – President WHCA, Michele Bair – Vice President WHCA

Franklin County Sheriff Deputy Tony Casper was recognized by Board Chair Lori Gerald who gave a presentation of various programs available without cost to citizens by the Sheriff's office. There were four main topics covered by the presentation: Volunteer in Police Services (VIPS), Adult Drug Education, Adult Gang Education and Rape Aggression Defense. There was an active exchange of comments and ideas between Deputy Casper and Board members and staff. Deputy Casper is available to meet with local groups to help improve safety and security and he left literature and business cards for audience members.

Jeannette Oxender (President) and Michele Bair (Vice President) of the Worthington Hills Civic Association (WHCA) were recognized and Ms. Bair rose to speak. She gave the Board an overview of the WHCA efforts to become a non-profit and reported the IRS has initially declined recognizing the organization as a 501 (c) (3) non-profit. The IRS notification letter was dated April 28<sup>th</sup> and had a response due date of May 19, 2014. WHCA is rewriting its proposal and including more information for the IRS to reconsider and asked the Board of Trustees for its support. The Trustees firmly support WHCA efforts and Mr. Oberle will coordinate with Michele Bair any material needed by WHCA for a successful award of the non-profit classification. Copies of the WHCA application and IRS response was given to the Board.

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

John Oberle reminded the Board the property is owned by the Central Ohio Community Improvement Corporation (COCIC) also known as the Franklin County Land Bank. An appraiser was hired and pictures were taken depicting the appalling condition of the house and surrounding property. Several pictures showing the property's squalid condition were distributed to Board members. The appraiser will issue a report in the future as to the best method for the township to sell the property. Mr. Oberle indicated there is still a lot of work to do with this property.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

**SHARON TOWNSHIP TRUSTEES**  
**REGULAR SESSION HELD AT**  
**95 E. Wilson Bridge Road**  
**May 7, 2014**  
**Page 2 of 6**

**Westerville Annexation – Bigham Properties**

John Oberle summarized the Bigham annexation issue with the city of Westerville and that the township would receive \$125,000 one-time payment as a result of the annexation.

Phil Smith made a motion to approve Resolution 05072014A which approves the annexation of the Bigham property by the city of Westerville, seconded by Lori Gerald. All voted "Aye", John Oberle abstained due to his position on the Cemetery Board.

**Maple Canyon – Community Park Update**

John Oberle stated the Maple Canyon property is still in the foreclosure process by the Central Ohio Community Improvement Corporation (COCIC) also known as the Franklin County Land Bank.

The Franklin County Prosecutor was asked to place the Community Park property on its delinquent properties list. No one is living there and the property has been tax delinquent for several years.

**Sharon Memorial Board (SMB)**

John Oberle had nothing to report on the Sharon Memorial Board (SMB).

Lori Gerald asked Mr. Oberle if he had had a discussion with the SMB President concerning his options in responding to public record requests. Mr. Oberle had not, but will in the future.

**Flint Road Property - Update**

John Oberle stated he is waiting for a response from the county prosecutor.

**Star – Advisory Board**

Lori Gerald stated she did not have anything to report.

**Property Maintenance Code**

Lori Gerald distributed a draft of the Property Maintenance Code (PMC) Policy Manual and said the document would be discussed at the next meeting.

The PMC Officer has been asked for a reporting of real estate properties that he has identified to be in need of repair, demolition and grass cut. Ms. Gerald hopes to have that report at the next Trustee meeting. As for the properties that need their grass cut, Chair Gerald indicted there were several properties on or near Rosslyn Avenue that needed attention. She will follow up with the PMC Officer, Mark Higdon.

## 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 7, 2014****Page 3 of 6****Permit Parking - Update**

Lori Gerald spoke to the Prosecutor's Office and is in the process and gathering township information from Chief Schwind and Tom Kayati about the existence of driveways for certain streets. The Prosecutor's office indicated property owners must be given on-street parking space if they don't have a driveway. More information about this issue is expected from the Prosecutor's office in the near future.

**New Business****Worthington City / Sharon Township Joint Meeting – Cemetery Board**

John Oberle gave a report on the recent joint meeting between Worthington City Council and Sharon Township Board of Trustees at Worthington City Hall. Both organizations passed a joint resolution on continuing a tax levy for the Cemetery Board.

The Cemetery Board is continuing to improve both Walnut Grove and Flint Road cemeteries. A contract has been sign to remove trees that could pose safety hazards to headstones or visitors.

**Veteran's Appreciation Day**

Lori Gerald indicated the Veteran's Appreciation Day literature put out by the County Recorder's Officer did not appear to apply to Sharon Township. No follow up on this issue this year.

**Columbia Gas Survey**

Lori Gerald mentioned that Columbia Gas has sent out a Gas Survey several weeks ago. She and Tom Kayati will complete the survey and return it to Columbia Gas.

**FISCAL OFFICER:****Old Business****Outside Legal Counsel – Update**

The Fiscal Officer stated he has just received an invoice from Don Brosius, the outside legal counsel for the Bigham annexation. There is a need for another purchase order to handle future payments. After a brief discussion, the Trustees agreed to a \$1,500.00 purchase order.

John Oberle made a motion to approve a \$1,500.00 purchase order for outside legal counsel Don Brosius's work in connection with the Bigham annexation, 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****May 7, 2014****Page 4 of 6****Report to Sharon Township**

The Fiscal Officer distributed the "Report to Sharon Township" which contained eleven recommendations for fiscal improvements.

**LGS / Audit - Update**

The Fiscal Officer is reviewing the LGS's 2012 bank reconciliation work and spoke with Sam Karly, who hopes to have a report for the Trustees in the coming weeks.

**POLICE DEPARTMENT:****New Business****Acceptance of Sgt Hladik resignation**

Chief Schwind advised the Board that Sgt Scott Hladik's application for disability retirement was approved effective April 30, 2014 by the Ohio Public Employees Retirement System.

John Oberle made a motion to accept Sgt. Scott Hladik's resignation, seconded by Lori Gerald. All voted "Aye."

**Repairs/Replacement of Police Department Computers**

Chief Schwind inform the Board that certain Police Department computers are in need of repair or replacement due to system software, Microsoft XP, is no longer supported by Microsoft. Chief Schwind asked the Board for approval for a purchase order in the amount of \$1,500.00 for computer repair or replacement.

Lori Gerald made a motion to approve a purchase order for \$1,500.00 for the repair and replacement of Police Department computers, seconded by John Oberle. All voted "Aye."

**OCJS Grant Application**

Chief Schwind gave an overview of a possible grant that could replace one or more cruiser computer(s). The grant is a regional approach grant so the Chief Schwind plans on having Delaware County Sheriff, Perry and Sharon Townships on the proposal. He wanted to ensure the Trustees are aware of the grant proposal and the possibility that Sharon Township may not win any grant money.

**Adam Meadows – New Hire**

Chief Schwind informed the Board of Trustees of his desire to hire Adam Meadows as a new constable at the next Board meeting. A memorandum summarizing Mr. Meadows' qualifications was distributed to the Trustees.

**Chief Schwind wins another Award**

On February 18, 2014, the Ohio Association of Chiefs of Police named Chief Donald E. Schwind as the 2014 recipient of the "William E. Crosier Award Distinguished Service Award." All present congratulated Chief Schwind.

## 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 7, 2014****Page 5 of 6****ROAD DEPARTMENT:****New Business****Flooding – 156 West Kanawha**

Road Superintendent Tom Kayati gave a report on the flooding of the back yard at 156 West Kanawha Avenue. The property owner, Eric Eldridge, was present in the audience. There was a good exchange of information between Mr. Kayati and Mr. Eldridge and there appears to be potential solution to redirect rain water away from Mr. Eldridge's property. Mr. Kayati expects to work on the issue after Memorial Day.

**Seasonal Employees**

The Road Superintendent asked the Trustees to approve the seasonal hiring of Robert Haycock at \$12.00 per hour and Antwonn Smith at \$9.50 per hour.

John Oberle made a motion to approve the seasonal hiring of Robert Haycock at \$12.00 per hour and Antwonn Smith at \$9.50 per hour, seconded by Phil Smith. All voted "Aye."

**Beems Purchase Order**

The Road Superintendent asked the Trustees to approve a fuel purchase order for Beems in the amount of \$8,000.00.

Phil Smith made a motion to approve a fuel purchase order for Beems in the amount of \$8,000.0, seconded John Oberle. All voted "Aye."

**Village of Riverlea – Tree Removal**

Tom Kayati informed the Trustees of a request by Worthington Police to remove a down tree in the Village of Riverlea. He used the FEMA standard in creating an invoice of \$197.78 for equipment use and labor. Mr. Kayati stated there is no contract between Riverlea and Sharon Township for this type of work.

John Oberle suggested a contract be developed for such work in the future to protect the township for lawsuits.

**Wesley Glen Parking Lot Problem**

Lori Gerald raised the issue of Wesley Glen parking lot on Westview Avenue that is not properly draining. Citizen Rich Fowler passed out a document entitled "Problems with the Wesley Glen Parking Lot." This document contained pictures that demonstrated the parking lot problems.

Chair Gerald indicated that the township could not make any direct actions but would support affected citizens with the city of Columbus and Clintonville Area Commission. Mr. Oberle suggested a letter be sent to Wesley Glen informing them of what they promised, what has not been done and the impact of Wesley Glen's neighbors. Rich Fowler will draft the letter.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 7, 2014  
Page 6 of 6

**Boy Scouts Troop 862**

Lori Gerald asked the two boy scouts if they had any questions, there were none. The boy scouts are working on a merit badge and admitted they didn't understanding most of the evening proceedings.

**Financial Report – Motion to accept**

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

**Approval of April 16, 2014 Regular Meeting Minutes**

Phil Smith made a motion to approve the April 16, 2014 minutes, seconded by John Oberle. All voted "Aye."

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

May 21, 2014      [Signature]      [Signature]  
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 21, 2014****Page 1 of 5**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Laura Smith, Richard Flower, Steven Brown, Brad Horn, Dennis and Mary Sue Williams, Bennie Smith, Dan Walters, Don Reuter

Chair Gerald recognized Chief Schwind who indicated the Trustees had before them Resolution 05212014A which pertains to the hiring of Adam Meadows as a full-time constable. Mr. Meadows was introduced to the Board and Chief Schwind gave a summary of his background and asked the Board to approve his hiring.

John Oberle made a motion to approve Resolution 05212014A in which the Board of Trustees hired Adam Meadows as a full-time constable effective May 22, 2014, seconded by Phi Smith. All voted "Aye"

Fiscal Officer O'Keeffe then administered an oath of office to Adam Meadows. Following the short ceremony were picture taking and congratulations from Board members and the audience.

**TRUSTEES:****Old Business****Westerville Annexation – Bigham Properties**

John Oberle summarized the Bigham annexation issue with the city of Westerville and that the township would receive \$125,000 one-time payment as a result of the annexation. The township was receiving approximately \$1,600 per year in real estate taxes from the Bigham properties.

**Sharon Memorial Board (SMB)**

John Oberle stated he is waiting on a return telephone call from the SMB President, that a former board member has been making a number of public record requests and that Mr. Oberle will coordinate efforts by the county prosecutor to ensure SMB fully meets legal requirements as to public records.

**Star – Advisory Board**

Lori Gerald asked the Fiscal Officer to update the Board. Mr. O'Keeffe said the Board inquired about the status of the Wheatley property on Flint Road and the Fiscal Officer is drafting a letter for the STAR Board addressed to state elected officials asking their help in shoring up township revenue sources.

## 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 21, 2014****Page 2 of 5**

Lori Gerald asked if Cathy Ferrari attended the meeting and Mr. O'Keeffe said no. Chair Gerald said she was informed Ms. Ferrari was stepping down but has not confirmed the information. If so, the opening on the Board will need to be filled.

**Property Maintenance Code (PMC)**

Lori Gerald stated she received an email from (PMC) Officer Mark Higdon where Mr. Higdon had filed complaints with the Franklin County Board of Health against ten+ properties in need of their grass being cut.

Ms Gerald gave a summary of properties needing attention and explained why neighbors should not cut the overgrown grass. There appears to be a number of properties on Rosslyn Avenue that need attention. She will follow up and obtain a status of the Board of Health actions against the property owners.

The PCM Policy Manual will be reviewed at the next meeting.

**Permit Parking – No Parking**

Lori Gerald indicated that Chief Schwind and Tom Kayati would make presentations about the Permit Parking/No Parking issue. She also noted Worthington Fire Chief Scott Highley was present and wanted his input on the issue.

Tom Kayati gave a summary of the parking issue which is related to the ability of township plow trucks to negotiate the three-street area during the winter. He gave a number of examples of the difficulty the road crews have during the winter months. Mr. Kayati cited problems emergency vehicles were having getting through the tangle of parked vehicles during the winter months.

He is recommending no parking on the north side with exceptions for certain property owners who do not have a driveway and would get a parking permit. All three streets have fire hydrants are located on the north side.

Over the next hour the following discussed:

- Speeding and the need for more police patrols
- Everyone agrees safety is the prime objective
- Fire trucks must have access
- Chief Schwind indicated a speed monitor could be used
- Worthington Fire Chief wants access, says poor parking is causing problems for his fire and ems vehicles
- Mary Sue Williams said construction trucks are running up and down Mount Air roads
- Sign cost hasn't been looked as of this time.
- Ben Smith asked for adjustments for holiday parking
- Rich Fowler support parking tag approach
- Lawn care trucks are not parking correctly on Westview Avenue.
- Chief Schwind indicated several properties are the major cause of parking problems on Westview Avenue.
- Lori Gerald has asked for ideas from residents on parking
- Brad Horn is against the no parking plan

## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
May 21, 2014  
Page 3 of 5**

- Don Dale discussed snow problems
- Chief Schwind indicated some of the parking problems are related to Broad meadows residents parking their cars in the township
- John Oberle wants the best solution for the township
- Ben Smith said the approach used was very good and he appreciated the elected officials listening to the residents.

Lori Gerald thanked everyone for coming to the meeting and that this issue will be enhance in the coming days.

**Timelines and Agenda - Paperless**

Lori Gerald stated she had discussed with John Oberle about getting agendas and paperwork earlier so there can more review time by the Board. Mr. Oberle suggested Sharon Lee work with everyone to obtain meeting materials and scan the documents and email them out as a PDF the Thursday before the bi-monthly meeting.

Mr. Oberle would like the township to go paperless and Lori Gerald mentioned the need to get the agenda on the township web site. She noted the need to obtain instructions for updating the web site.

Lori Gerald noted that John Oberle has suggested using devices as a means to communicating and she asked what type of devices he was referring to. Mr. Oberle mentioned that Perry Township and the Ohio Legislature use iPads and Worthington City Council uses monitors located at their seats.

Lori Gerald thanked Mr. Oberle for taking charge of this project.

**5411 Olentangy River Road**

John Oberle gave an updated of the vacant property and how Mazza Consulting LLC was retained as appraiser of the property who issued a report that was distributed to Board members. The potential value of the property is expected to range from \$85,000 to \$125,000. The Board will discuss its options at the next meeting so it can inform the Central Ohio Community Improvement Corporation (COCIC) of its vision for the property.

Lori Gerald indicated how the process to sell this property can be used at other locations within the township.

**Worthington Hills Civic Association**

Lori Gerald mentioned receiving a letter from the Worthington Hills Civic Association inviting Board members to participate in the July 4<sup>th</sup>.

Chief Schwind mentioned he was taking time off at the end of June.

## 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 21, 2014****Page 4 of 5****FISCAL OFFICER:****Old Business****LGS / Audit - Update**

The Fiscal Officer mentioned LGS was working on a report for the Board and that the auditors are busy working on CAFRS audits (counties, cities) and would not be expected back until June.

**Rental Income/Expenses**

The Fiscal Officer distributed a Room Rental Analysis which listed \$9,132.50 in rental income and \$5,734.35 in utility expenses for a net income of \$3,398.15 for the General Fund.

**Additional Depository Institutions**

The Fiscal Officer updated the Board on his efforts to add four more financial institutions to the township's depository list. The plan is to use middle range banks that offer money market rates superior to Huntington Bank and other large banks. He hopes to have the necessary resolution for Board approval in the coming weeks.

**ROAD DEPARTMENT:****New Business****Flooding – 156 West Kanawha**

Road Superintendent Tom Kayati distributed the 2014 Road Surfacing Program to the Board and gave an overview of the streets involved (Colony Court and Way, Clubview Blvd, Highview Drive, Lookout Point Drive and Mission Hills Drive). The estimated cost for the program is \$96,921.00 and the work will not take place for a number of months. Mr. Kayati asked the Board for their approval so he could move forward with the program.

Phil Smith made a motion to approve the 2014 Road Surfacing Program estimated to cost \$96,921.00, seconded by John Oberle. All voted "Aye."

**Memorial Day Events**

Tom Kayati gave an overview of the efforts made to get the cemeteries in shape for the holiday. Lori Gerald asked if Mr. Kayati had heard from Mr. Kelly about planting poppies on veteran's graves and he replied no. Ms. Gerald indicated help could come from a Boy Scout troop and for Mr. Kayati to call her if he needs the help.

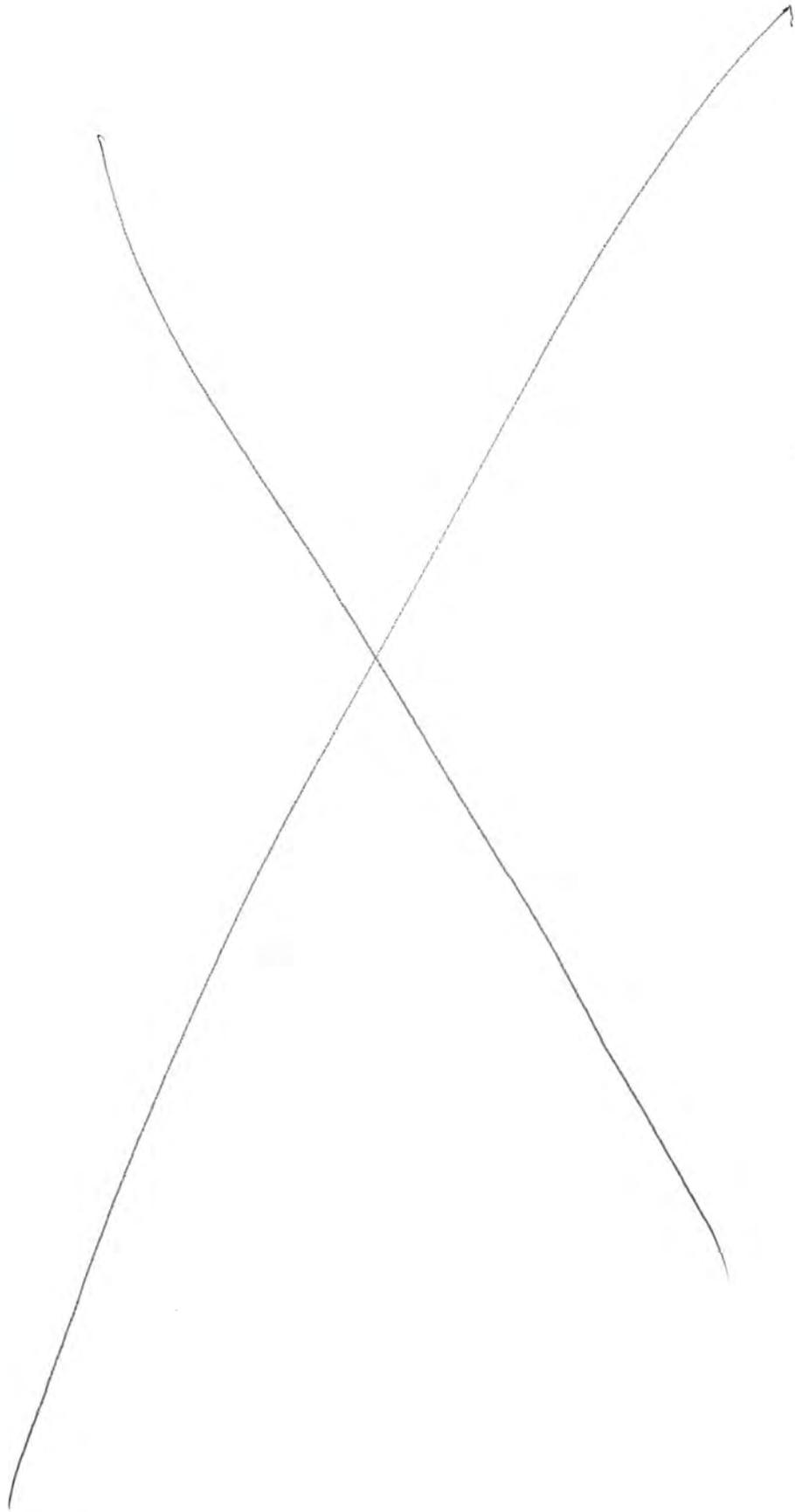
# RECORD OF PROCEEDINGS

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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**

**May 21, 2014**

**Page 5 of 5**

**Financial Report – Motion to accept**

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

**Approval of April 16, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the April 16, 2014 minutes as amended, seconded by Lori Gerald. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:09 PM -was made. Lori Gerald moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

6/4/2014  
Date

Lori Gerald  
Chair

John Oberle  
Fiscal Officer

## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held SHARON TOWNSHIP TRUSTEES 20**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 4, 2014****Page 1 of 6**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Laura Smith, Mark Steinmetz, Shane McElwee, Laura Kunze, Dennis Williams, Lisa Daris

**TRUSTEES:****Old Business****Bethel Road Development - Update**

John Oberle gave an overview of the township's involvement with the Ohio Surgery Center which is expanding their office footprint at 930 Bethel Road. In the past, Mr. Oberle has worked with the developer's legal counsel to convey the concerns of township neighbors and the need to meet verbal assurances made to the township.

At this time, the developer has not provided three critical items to the township:

- 1) Tree planting plan, 2) Completion of the fence on the east side 3) Transmission of the property's storm water plan to Tom Kayati

Mr. Oberle has sent correspondence to the developer's legal counsel citing the lack of compliance with the commitments they made to the township. The township Property Maintenance Officer Mark Higdon was asked for his assessment of the planted trees and he replied that the grass is higher than the tree samplings and one would have expected the trees to be in the 5 foot high range.

Mr. Oberle stated the developer had previously agreed to meet with the township prior to planting the trees, but did not.

**Westerville Annexation – Bigham Properties**

John Oberle stated the legal and approval process is done. Both Sharon Township and the City of Westerville have approved the annexation. There will be an approximate 100 day period before the transactions is finalized by various Franklin County agencies. Mr. Oberle believes a sizable check from Westerville will be arriving in the near future.

## RECORD OF PROCEEDINGS

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Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 4, 2014****Page 2 of 6****Sharon Memorial Board (SMB)**

John Oberle stated he has made two telephone calls to the SMB President and that he is waiting for a return call from him. There is nothing else to report.

**Star – Advisory Board**

Lori Gerald stated the Star Board had not met since the meeting so there was nothing to report.

**5411 Olentangy River Road**

John Oberle gave an update of the vacant property at 5411 Olentangy River Road whose ownership has transferred to the Central Ohio Community Improvement Corporation (COCIC).

The township retained Mazza Consulting LLC to perform a property appraisal and the property was estimated to have a potential value in the range of \$85,000 to \$125,000.

The Board has until the end of June to make a decision as to how it wishes to proceed with the property and inform the COCIC of its vision for the property.

Mr. Oberle believes it would be in the best interest of the township to hold a sealed bid auction. He has spoken with a developer who is interested in the property "as is" and Ms. Gerald indicated she has heard from several residents who are interested in the property.

COCIC has asked the township to mow the property, there is no doubt a brush hog must perform the work. Mr. Kayati indicated he had the equipment to do the work but wondered if the Road Department would be pay for its work. The Trustees agreed the Road Department would be paid out of the sale proceeds.

John Oberle suggested the posting of a sign on the property concerning the auction, John Oberle offered to draft the legal notice and send to the Trustees.

Lori Gerald made a motion to develop a legal notice to put the property up for auction, the Road Department brush hog the property in a safe manner, the Police Department work on abating the abandoned vehicles on the property, seconded by John Oberle. All voted "Aye."

Chief Schwind reminded the Trustees that the Ohio Revised Code (ORC) allows them to junk abandoned vehicles. Mr. Oberle felt the ORC requires the township to notify the property owner of its intention and suggested the PMC Officer perform the task.

## 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****June 4, 2014****Page 3 of 6****Maple Canyon – Verbally added to Agenda**

Lori Gerald made an inquiry as to the status Maple Canyon property. Mr. Oberle indicated he has not had any recent discussions with the County Prosecutor about property. Ms. Gerald spoke about the need for mow the property and after discussion the normal process must be used to get the property mowed.

**Property Maintenance Code (PMC)**

Lori Gerald stated she received an email from (PMC) Officer Mark Higdon where Mr. Higdon had filed complaints with the Franklin County Board of Health against ten+ properties in need of their grass being cut.

Mark Higdon reported on his activities with a focus on high grass with weekly inspections. He filed thirteen high grass complaints with the Board of Health with a fair number of responses from property owners.

He noted property at 286 Rosslyn has been mowed, but according to Trustee Smith the owner has abandoned the property. Mr. Higdon stated some neighbors are cutting the high grass which is a bad idea in that temporary fixes could hide other problems.

John Oberle stated he had some suggestions for the PCM Policy Manual and would email them to Mr. Higdon. Mr. Oberle raised the issues of voluntary compliance and confidentiality and which must be addressed by the Manual. The question of fines came up and Chief Schwind indicated the Fiscal Officer must contact the Environmental Court as fines are set by the court not the township. The issue of putting the fines on the form was discussed and Chief Schwind suggested not putting the fines on the forms as the fines may change but not be notified.

Mark Higdon suggested placing the complaint form on the township web site and obtaining the complaint forms for his use. The Police Department can provide a source of such documents.

**Permit Parking – No Parking**

Tom Kayati distributed a 'No Parking Sign' installation estimate to the Board. Depending upon the post used, the price would range from \$2,888 to \$4,237. Six additional signs for Olentangy Blvd would cost about \$172 to \$257 more.

Mr. Kayati could use U-post or Square Post to host the signs. Mr. Oberle asked which sign is better, Mr. Kayati indicated the Square Post has a longer life and breaks off if hit by a motor vehicle.

Lori Gerald spoke up about Children Playing signs and Mr. Kayati indicated he wished to update the signs and their placement. Board members made several suggestions to Mr. Kayati as to sign placement.

Lori Gerald stated the need to another public meeting on the parking issue. A member of the audience suggested the neighborhood is not aware of the issue.

## RECORD OF PROCEEDINGS

Minutes of

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

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Ms. Gerald spelled out the actions taken to gather information and how the public was informed including delivery of the township newsletter to each resident's home.

Ms. Gerald asked Tom Kayati to explain to the audience why there will be no parking on Westview. The storm water pipes are mostly clay and thus unable to handle vehicles parking over them. For those residents that installed concrete-reinforced pipe would be allowed to park.

**New Business****Roof Report**

Trustee Smith gave a report on his recent work cleaning the roof gutters and minor repairs to the roof. He asked Mr. Kayati if he could cut back some of the vegetation on the building's south side.

Lori Gerald noted that the Fiscal Officer assisted Mr. Smith on the roof and in writing his report. She thanked both individuals for doing the work.

**Recycle – Mount Air**

Resident Shane McElwee asked the Board to consider adding recycling to next service contract. Ms. Gerald informed the audience that during the process to approve the current waste contract that a major of residents did not want the service.

The Fiscal Officer stated the Solid Waste Authority of Central Ohio was moving collect all waste and sort it at their new facility under construction. In several years, there will be no need for the separate of waste.

**FISCAL OFFICER:****Old Business****LGS / Audit - Update – Resolution 06042014A**

The Fiscal Officer requested Board approval of Resolution 06042014A which is the second phase of LGS work at a cost of \$7,000.

John Oberle made a motion to approve Resolution 06042014A which incorporates a LGS contract in the amount of \$7,000 for the second phase of LGS work, seconded by Phil Smith. All voted "Aye."

**Movement of Appropriations within the Same Fund – Resolution 06042014B**

The Fiscal Officer requested Board approval of Resolution 06042014B which authorizes the Fiscal Officer to move appropriations within the same fund, with approval of the department head and email notification to the Board of Trustees. This is an annual request.

Phil Smith made a motion to approve Resolution 06042014B which authorizes the Fiscal Officer to move appropriations within the same fund with approval of the department head and email notification to the Board of Trustees, seconded by John Oberle. All voted "Aye."

## RECORD OF PROCEEDINGS

Minutes of

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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****June 4, 2014****Page 6 of 6****New Business****Highview Drive**

Tom Kayati reported on a request by the Perry Township Road Superintendent to delay this year's road repair on Highview Drive. He declined as it would not benefit the township. Mr. Oberle reported receiving a telephone call from a Perry Township Trustee asking for a delay and that he agreed with Mr. Kayati that Sharon Township could not delay the road improvement work.

**Sink Hole on Colony Court**

Mr. Kayati reported a sink hole on Colony Court and has placed a road plate over it. He does not know how the sink hole started and will request assistance from the Franklin County Engineer's office in solving this problem.

**Perry Township Access via Plum Tree Drive**

Mr. Kayati gave a summary a Perry Township resident, Mr. Hadden, who wants access to Plum Tree Drive from Perry Township, but does not want a turnaround installed at the end of Plum Tree Drive. He will discuss this issue with the Worthington Fire Department before he makes a recommendation.

**Financial Report – Motion to accept**

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

**Approval of April 16, 2014 Regular Meeting Minutes**

Phil Smith made a motion to approve the May 21, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:05 PM -was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

Date

6-18-2014

Chair

Paul Oberle

Fiscal Officer

John Oberle

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 1014B

Held \_\_\_\_\_

20 \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
June 4, 2014  
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**Additional Depository Institutions**

The Fiscal Officer updated the Board on his efforts to add four more financial institutions to the township's depository list.

**Call Insurance**

Call Insurance has reported an ant problem and the exterminator used by the township in 2011 will be called and asked to eliminate the problem

**Restroom – Sunday**

Constable Moyer reported to the Fiscal Officer that the women's restroom has been left in a messy condition for the past several Sundays by the group renting the space. The point of contact for the Church in Columbus was contacted and he apologized and assured the Fiscal Officer he would ensure the problem does not happen again.

**Meeting in July on Healthcare Cost Cutting**

The Fiscal Officer is coordinating a meeting in July with Chief Schwind, Road Superintendent Kayati and the townships health insurance broker to look for ways to reduce health insurance costs.

**POLICE DEPARTMENT:****Old Business****OCJS Grant - Update**

Chief Schwind updated the Board on the OCJS Grant and Perry Township will be the designated point of contact on handling grant funds. The grant year starts in 2015.

**New Business****Pay Raise – Constable Hastings**

Chief Schwind recommended the Board approve Constable Jennifer Hastings pay step increase. He distributed to the Board Constable Hastings annual evaluation.

Phil Smith made a motion to approve Constable Jennifer Hastings step increase to step C effective May 15, 2014, seconded by John Oberle. All voted "Aye."

**ROAD DEPARTMENT:****Old Business****Flooding – 156 West Kanawha**

Road Superintendent Tom Kayati has met with the owner of 156 West Kanawha and he is pleased with Mr. Kayati's plan to reduce the water flowing into his back yard.

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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****June 18, 2014****Page 1 of 6**

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

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

**Pledge of Allegiance was conducted**

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

**Guests:** Don Dale, Laura Smith, Dan Walters, Katie Feick, Robert Shough

**TRUSTEES:****Old Business****Property Maintenance Code (PMC)**

Lori Gerald opened the meeting with news that PMC Officer Mark Higdon would have to leave tonight's meeting early. Discussion quickly turned to approving the first two pages of the PMC manual to allow Mr. Higdon to fully interact with all stakeholders when filing complaints against property owners. Chief Schwind made several suggestions to improve the document.

John Oberle made a motion to approve pages 1 and 2 of the Sharon Township Property Maintenance Code Manual for immediate implementation; other parts of the manual will be approved by the Board in the future, seconded by Phil Smith. All voted "Aye."

Mr. Higdon made a presentation that included the distribution of a Tracking Report which listed address, complaint type, county agency notified, status and notes. There were twenty-three entries on the report, almost all dealing with high grass/weeds. Mr. Oberle asked that the issues related to Bethel Road and Postlewaite Road be added to the Tracking Report.

Mr. Higdon is researching the purchase of a case management software program for future use. The Tracking Report was created using Excel worksheet and a permanent solution would be to purchase a program dedicated to this type of work. Research in ongoing.

Mr. Oberle asked about the status of Postlewaite Road complaint and Mr. Higdon related his activities and discussions with Rosemarie Lisko, a Columbus resident, who had placed a complaint against the township resident on Postlewaite Road. There is no PMC violation to report.

Lori Gerald raised an issue about reimbursement of insurance costs incurred by the PMC Officer and it was agreed by the Board to place the issue on the next meeting agenda.

## 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 18, 2014****Page 2 of 6**

Lori Gerald asked Trustee Smith to defer any future grass cutting of properties cited by the PMC Officer for high grass/weeds and referred to the County Board of Health under regulation 716. Mr. Smith replied that he had halted his activities and Ms. Gerald reminded him that he had cut the grass at 286 Rosslyn Avenue after it was cited by the PMC Officer. She further asked Trustee Smith to check with the PMC Officer before performing any grass cutting in the township and not solicit work from any property owner cited by the PMC Officer. Trustee Smith indicated he agreed to Ms. Gerald's stipulations.

Tom Kayati asked if the issue about mowing Maple Canyon property had been clarified and Mr. Oberle stated he would obtain an answer in his next telephone call to the County Land Bank and report at the next meeting. The condition of 1278 Community Park was discussed and Mark Higdon indicated 286 Rosslyn Avenue is going to Franklin County Environmental Court according to the County Board of Health.

**Bethel Road Development - Update**

John Oberle indicated he had a meeting with the site's lead doctor on the following day and asked Mark Higdon to attend, if available. There are three issues concerning this property:

- 1) Tree planting plan
- 2) Completion of the fence on the east side
- 3) Transmission of the property's storm water plan to Tom Kayati

Tom Kayati has received the storm water plan and is in the process of reviewing the documents. It appears the fence has been completed to the property line, but not to the Bob Evan's fence.

**5411 Olentangy River Road**

John Oberle reported that the county prosecutor had told him Sharon Township cannot have an auction without owning the property. He outlined three options available to the township and the Board engaged in a discussion.

Lori Gerald made a motion to continue with the County Land Bank efforts to demolish the structure, clean up the property and eventually turn over title to Sharon Township, seconded by John Oberle. All voted "Aye."

**Westerville Annexation – Bigham Properties**

John Oberle summarized the issue for the audience and indicated Sharon Township will receive \$125,000 from the Westerville. Mr. Oberle suggested taking this issue off the agenda until September, when the check will be expected. Chief Schwind asked if police patrols should continue and he was advised to continue them until the township is formally notified by Westerville.

**Sharon Memorial Board (SMB)**

John Oberle stated he had spoken with the SMB President and there is an expected influx of veterans groups that could be meeting there due to the closing of the downtown Veterans Memorial. Programming is going well, repairs are being made to the building, and there is ongoing discussion on a parking lot use

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Held SHARON TOWNSHIP TRUSTEES 20**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 18, 2014****Page 3 of 6**

agreement with the American Legion. The SMB consists of nine members and it is looking for new members with specific skill sets such as accounting and construction. The public records issue is apparently under control.

Lori Gerald mentioned Boy Scout Troop 862 has Eagle Scouts available to perform projects for their badge. They would be of assistance to SMB.

**Star – Advisory Board**

Nothing to report at this time as there was no meeting this month.

**Worthington Hills Civic Association - WHCA**

Lori Gerald spoke about an email she received from the WHCA President Jeannette Oxender about work being performed on the entrance to Worthington Hills. The work being done is not in the township right-of-way so the courtesy email was appreciated.

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

The Fiscal Officer indicated LGS has started working and there is nothing to report at this time.

**Modification of Meeting Dates – Resolution 06182014A**

The Fiscal Officer requested Board approval of Resolution 06182014A which corrects Resolution 01082014C in which Board meetings after July 9<sup>th</sup> were not accurate. The dates listed were for Thursdays not Wednesdays.

Phil Smith made a motion to approve Resolution 06182014A which corrects Resolution 01082014C, seconded by John Oberle. All voted "Aye."

**Extermination of Ants**

The Fiscal Officer asked a number of exterminating companies for quotes on the ant problem in the Call Insurance area. After the lack of response from Ohio Exterminating, Orkin, and Varmint Guard, he was advised to contact Greenix. Greenix responded and it appears the ant problem has been eliminated.

**Depository Institutions**

The Fiscal Officer indicated he ran out of time to prepare the subject matter for the Trustees and will have it ready for the next meeting.

**Frank Gates Seminar**

The Fiscal Officer attended a Bureau of Workers Compensation seminar hosted by Frank Gates at a cost of \$40, which enables to township to receive discount billings in the future. He learned that vendors who perform work on township property must provide proof of Workers Compensation coverage or any liability

## RECORD OF PROCEEDINGS

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Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

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

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****June 18, 2014****Page 4 of 6**

would be imposed on the township account. Sharon Lee is in the process of obtaining workers compensation certificates from six vendors that work on township property. Also, the Fiscal Officer learned about an OSHA report and that document has been downloaded by Sharon Lee and she is in the process of completing it.

**Township Hall – Voting Location**

John O’Keeffe reported that during a STAR meeting, a suggestion had been made about using the township hall as a voting location. The Fiscal Officer sent an email to the Franklin County Board of Elections (BOE) offering the township hall as a voting location. During a recent visit by BOE representatives, they stated the township hall would be a good substitute for Pontifical College Josephinum, which is in the center of the State Route 23 / I-270 construction zone. More information expected in August.

**Web Site Vendor Replacement**

The Fiscal Officer has started the process of obtaining quotes from vendors to replace the township’s current web site vendor: TekOrange. The Board will be advised of his efforts.

**POLICE DEPARTMENT:****New Business****Speeding in Three Streets**

Lori Gerald asked Chief Schwind to discuss his recent emails to constables concerning speeding in the three streets area and he noted his email also asked for vigilance in other areas of the township. Ms. Gerald thanked the Chief for being proactive in getting this issue to the constable’s attention.

**ROAD DEPARTMENT:****Old Business****Permit Parking**

Road Superintendent Tom Kayati distribution a report entitled “West Kanawha and Rosslyn Avenues – No Driveway List North Side of Street”. There was a discussion of what needs to be done prior to the July meeting and post card notification of homes that do not have driveways.

John Oberle suggested having a Newsletter released in July to save on postage and provide timely information to residents on the Permit Parking. There was a brief discussion of using direct vendor deliveries, but Lori Gerald had not received a return telephone call from the vendor. Problems of using a direct vendor in the past were discussed. Resident Don Dale offered to make deliveries in the Three Street area.

Lori Gerald asked the audience members if they had any questions about the proposed permit parking issue. She gave a summary of the issue.

## 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 18, 2014****Page 5 of 6**

There were several questions posed to Ms. Gerald and she replied that issues raised pertained to the city of Columbus. She advised the individuals to contact the Clintonville Civic Association for assistance with Columbus.

**Maple Canyon Complaint**

An audience member who said he lived at 6761 Maple Canyon was concerned that he had been single out for PMC action. Lori Gerald was not aware of his specific issues and Mr. Oberle pointed out that other properties in the area have also been cited by PMC. The gentlemen indicated he had briefly spoken with Mr. Higdon. Lori Gerald said she would follow up with Mr. Higdon on the following day.

**Parking on Westview**

An audience member asked about process to eliminate parking on Westview. Mr. Kayati gave a history of the road and installation of storm sewer (Clay and Concrete/Steel) by residents. He also mentioned how parking on the road way can block emergency and township vehicles.

One resident stated the parking restrictions would have an adverse impact as she hosts events at her home; the last one had 12 to 15 cars. Mr. Kayati indicated that parking permits could be issued to allow residents to host events. There was a lengthy discussion of this issue and Lori Gerald stated no decision has been made and that another public meeting would be held on August 6th.

**ROAD DEPARTMENT:****New Business****Riverlea Snow Removal Invoice and Contract**

Mr. Kayati updated the Board on the Riverlea Snow Removal invoice and how it was calculated and that the County Engineer is the resource for mileage information. He asked the Board to the 2014-2015 Riverlea Snow Removal Contract.

Phil Smith made a motion to approve the 2014-2015 Village of Riverlea Snow Removal Contract, seconded by Lori Gerald. All voted "Aye."

Mr. Kayati indicated Riverlea was interested in having a tree removal contract with Sharon Township. Mr. Oberle will draft the contract and have the County Prosecutor review it.

**909 Plum Tree Drive**

Mr. Kayati gave the Board an update on the Perry Township resident who has asked for access to his Perry Township property via Sharon Township. The Worthington Fire Department recommends a 25 foot wide approach; the type of road is an issue: concrete, gravel or asphalt. Mr. Kayati recommends asphalt or concrete. There was a general discussion of this issue and its impact on Sharon Township.

RECORD OF PROCEEDINGS

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Held

SHARON TOWNSHIP TRUSTEES

20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

June 18, 2014

Page 6 of 6

**Sink Hole - Update**

Tom Kayati said the County Engineer came to look at the reported Sink Hole and they are stumped as for the reason for the sink hole. As information is developed, the Board will be informed.

**Financial Report – Motion to accept**

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

**Approval of June 4, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the June 4, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

**Motion to go into Executive Session**

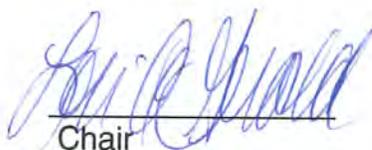
Lori Gerald made a motion for the Board to go into Executive Session at 8:10 pm citing Chief Schwinn's request for discussion of personnel discipline, seconded by John Oberle. All voted "Aye."

**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 8:31 pm, seconded by Phil Smith. All voted "Aye."

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

7-9-2014  
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****July 9, 2014****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**

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

**Guests:** Don Dale, Mary Sue and Dennis Williams, Laura Smith, Helen Epps, Linda Jarrett, Richard Fowler, Robert and Sandra Shough

**TRUSTEES:****Old Business****Property Maintenance Code (PMC)**

Lori Gerald recognized PMC Officer Mark Higdon who gave an update of his activities since the last Board meeting and discussed the contents of the updated PMC Tracking Report that was distributed to the Board.

Resident Sandra Shough asked Officer Higdon what was the status of the Maple Canyon area. There was an exchange of information concerning an unidentified person who had delivered a list of addresses in the Maple Canyon area and that Officer Higdon had been making observations and documenting that information. Chair Gerald asked Officer Higdon if the Maple Canyon area addresses were in the PMC Tracking Report. He replied yes.

As for the status of high grass in the Maple Canyon area, Chair Gerald indicated Trustee Oberle had spoken with the Land Bank earlier in the day about the foreclosure process. She then asked Tom Kayati to explain the process used to get properties with high grass/weed cut. Mr. Kayati gave an explanation and Chair Gerald asked Officer Higdon to follow up and get the lawns mowed for the two properties on Community Park and Maple Canyon.

Mr. Oberle summarized the two issues: the process of getting lawns mowed and the cost placed as a tax lien and jurisdiction of staff as pertains to high grass/weeds. Officer Higdon would be dedicated to the right-of-way area and Road Superintendent will be focus on mowing the properties once all legal and administrative steps have been taken.

## 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 9, 2014****Page 2 of 6****Bethel Road Development - Update**

John Oberle indicated he and PMC Officer Higdon had a 45 minute meeting at the Bethel Road location and learned the following:

- 1) The water issue has been taken care of to the satisfaction of all parties.
- 2) The fence has been completed as designed.
- 3) Confirmed the site lighting will not shine into township area.
- 4) Awaiting a response to the removal of 16 dead trees on property line.

Tom Kayati indicated trees were planted in the right-of-way and he expressed concern about the lack of grass cutting maintenance. There was an exchange of points about property owners maintaining right-of-way areas both in the township and city of Columbus. Mr. Oberle asked PMC Officer Higdon to advise the Bethel Road owners of their obligation to mow the grass in the right-of-way area.

**5411 Olentangy River Road**

John Oberle reported that the county prosecutor had informed him that the Land Bank deed will be voided due to several legal issues. Thus the process of demolishing the structure and turning it over to the township has come to a complete standstill. Mr. Oberle has a telephone call to the county prosecutor's office and will report to the Board when he has further information.

**Sharon Memorial Board (SMB)**

John Oberle had nothing to report on the SMB.

Chief Schwind reported recently speaking with SMB President Herman who indicated someone had parked a boat and trailer on the SMB property, he asked for advice as to the owner of the vehicle. Chief Schwind told President Herman to contact Worthington Police on the issue and ask them for guidance on the matter.

**Star – Advisory Board**

Linda Jarrett updated the Board with suggestions such as having the township hall being a Board of Elections location, development of a township brochure that informs residents and others about the benefits of living in Sharon Township. Mary Sue Williams expressed concern about the proposed extension of the bike path into the Mount Air area and named a number of issues that residents believe would reduce their property value.

The Fiscal Officer indicated the Mid-Ohio Regional Planning Commission has the proposed bike path extension listed in its Bike Plan. MORPC will be asked to make a presentation at a future Board meeting.

Linda Jarrett asked if all Board members had read and approved the three letters to state representatives asking for their support of Sharon Township. The issue was tabled for consideration by Trustees Oberle and Smith.

The need to add another member to the STAR Board was discussed.

## 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****July 9, 2014****Page 3 of 6**

Linda Jarret asked when the newsletter would be ready for delivery to township residents. Lori Gerald gave a detail summary of how and when the newsletter would be delivered. She indicated several additions to the newsletter would cover the parking issue. Rich Fowler and Don Dale offered to deliver the newsletter in their area.

**Audience Questions – Service Complaint, Claim of Real Estate Tax Error**

Lori Gerald asked if there were any questions from audience and Sandra Shough spent several minutes complaining about Sharon Township services. Trustee Oberle thanked Ms. Shough for her comments and gave a detail response of services provided to township residents.

John Winborne of 5322 Riverside Drive reported the property owners in his neighborhood has been paying taxes for having Columbus sewer services when they don't have such service. He indicated that he filed a Board of Revision complaint and as a result reduced his property value from \$88,000 to \$45,000.

He indicated that the problem has been known for 4 to 5 years, that his map shows what properties in his area do not have access to Columbus city sewer. There was an exchange of information and Trustee Oberle will notify County Auditor Mingo of the issue for his follow-up and will report back to the Board when information is received.

**Guest Speaker – Sheriff Deputy Tony Casper**

Lori Gerald recognized Franklin County Sheriff Deputy Tony Casper who gave a presentation on various programs offered by Franklin County Sheriff Zach Scott. The programs included Bike Program, a volunteer program called VIPS, presence at the county and state fair, and other programs. Trustee Smith asked about graffiti on Rosslyn Avenue near High Street and Deputy Casper indicated graffiti helps law enforcement identify who is responsible. Finally, Deputy Casper asked those present to call him if they have any questions.

**FISCAL OFFICER:****Old Business****2015 Tax Budget – Resolution 07092014A**

The Fiscal Officer presented the 2015 Tax Budget for Board approval and he indicated the budget was the result of Police and Road Department involvement. Trustees Oberle and Smith noted several changes the Fiscal Officer would have to make pertaining to year captions. The Fiscal Officer thanked the gentlemen for their sharp eyes and assured them the document would be modified prior to sending it to the County Budget Commission.

Phil Smith made a motion to approve Resolution 07092014A which is the Sharon Township 2015 Tax Budget and directed the Fiscal Officer to transmit the document to the County Budget Commission as required by Ohio law, seconded by John Oberle. All voted "Aye."

## RECORD OF PROCEEDINGS

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BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****July 9, 2014****Page 4 of 6****LGS / Audit - Update**

The Fiscal Officer indicated LGS has nearly completed their work and will transmit the product to the Audit Division.

**Depository Institutions**

The Fiscal Officer indicated there was a recent change in state law and he will find out how that change affects townships when he attends the Ohio Treasurer of State seminar on the following day.

**Web Site Vendor Search**

The Fiscal Officer updated the Board on his efforts to find a different web site vendor and the results do not paint a pretty picture. Two quotes received were unacceptably high and the Fiscal Officer will continue his search.

Chief Schwind stated he has reached out to the TekOrange owner about the lack of written instructions to update the web site. The owner has promised to get back with written instructions in the near future.

**ROAD DEPARTMENT:****Old Business****Parking Restriction**

Road Superintendent Tom Kayati indicated information had been placed into the newsletter and Chair Gerald thanked him for his efforts.

**Riverlea Snow Removal Invoice and Contract**

Mr. Kayati updated the Board on the Riverlea Snow and Tree Removal contract efforts. Trustee Oberle stated the Village of Riverlea had just received the contract and that it would be best to wait for their approval before the Board of Trustees issue their approval.

Mr. Oberle indicated the contract would be of a continuous type. That meaning the contract would automatically renewed unless one or both cancel the contract.

**909 Plum Tree Drive**

Mr. Kayati gave the Board an update on the Perry Township resident who has asked for access to his Perry Township property via Sharon Township. Mr. Kayati and Trustee Oberle developed a letter stating Sharon Township requirements. Board members have reviewed the letter and authorized it to be mailed to the property owner and copied to Perry Township.

Mr. Kayati mentioned he had met with Worthington Fire Department on the issue and included their requirements in the letter.

## 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 9, 2014****Page 5 of 6****Aqua Ohio – Work in Worthington Hills**

Mr. Kayati reported that Aqua Ohio is planning to start working this month in the Worthington Hills area. It is his understanding all the work to be performed is in Sharon Township, but he has not been notified by Aqua Ohio.

Mr. Kayati will be on vacation next week and will work with the County Engineer to ensure no permits are issued until Sharon Township its permit. Mr. Kayati will have his Aqua Ohio contact the Fiscal Officer during his absence.

**ROAD DEPARTMENT:****New Business****Forest Ridge Right-of-Way / Tree Removal**

Mr. Kayati was recently contacted by a resident on Forest Ridge Drive about two large dead trees that they believe are located on township property. The Road Superintendent does not agree with that assessment. Mr. Oberle will make a telephone call to the county prosecutor on this issue. It is his opinion the township does not have to maintain trees in the right-of-way as the township has not planted the trees.

**POLICE DEPARTMENT:****New Business****Damage to Cruiser 486**

Chief Schwind reported that Cruiser 486 was damaged by a constable, the estimated cost of \$5,800.00 to repair the vehicle. Chief Schwind is awaiting the completion of the accident report by the Patrol Sergeant and will withhold any comments on the issue.

**Motion to go into Executive Session**

Lori Gerald made a motion for the Board to go into Executive Session at 8:13 pm citing Chief Schwinn's request for discussion of personnel discipline, seconded by John Oberle. 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 8:35 pm, 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**

**July 9, 2014**

**Page 6 of 6**

**Charges Approval of June 18, 2014 Regular Meeting Minutes**

Trustee Oberle wanted confirmation that Constable John Gough had received the twelve charges and Chief Schwind said yes. Trustee Oberle asked if any person present in the executive session has spoken with Constable John Gough about the charges and all replied no.

Lori Gerald made a motion to approve going forward with the twelve charges against Constable John Gough for allegedly violating department rules and regulations, that Chief Schwind will notify Constable John Gough in writing and that a hearing will be scheduled during the August 6, 2014 Board of Trustees meeting, seconded by John Oberle. All voted "Aye."

**Financial Report – Motion to accept**

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

**Approval of June 18, 2014 Regular Meeting Minutes**

Phil Smith made a motion to approve the June 18, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:42 PM -was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

X-6-2014  
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****August 6, 2014****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:** John S. O'Keeffe – Fiscal Officer, Chief Don Schwind – Police Department, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

**Guests:** Don Dale, Bill Wayhoff, Laura Smith, Pat Kelly, Robert and Sandra Shough

Chair Lori Gerald recognized Boy Scout Troop 862 leader, Bill Wayhoff, as the guest speaker. Mr. Wayhoff made a presentation about a proposed Boy Scout shed to be located on the township's property. A sketch of the 10' x 12' shed location was distributed to those present.

Mr. Wayhoff believes shed location would provide a safe and secure environment and would cement the Troop's efforts to support the township through activities such as the recent newsletter distribution.

Chair Gerald asked a number of questions, Mr. Kayati offered quite a few suggestions as to how to install the shed, and Trustee Oberle indicated the shed should be owned by the township and asked what would be the precedent for Sharon Township to allow the shed on its property.

Mr. Wayhoff thanked the Board and staff for their questions and suggestions and he stated he would consult with Boy Scout advisers as to how to respond to the Board questions and suggestions. This issue to be on the next agenda.

**Bethel Road Development - Update**

John Oberle indicated there was no update.

**5411 Olentangy River Road**

John Oberle had previously reported the Land Bank deed will be voided due to a legal issue. It is Trustee Oberle's opinion that the issue is policy-based not a legal issue and he hopes that county prosecutor will revisit the issue and reverse course. The Board will be updated in the future.

**Sharon Memorial Board (SMB)**

John Oberle had nothing to report on the SMB.

## 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 6, 2014****Page 2 of 5****Star – Advisory Board**

Chair Gerald asked Mr. Oberle if he had times to review the STAR Board letters to state representatives. Mr. Oberle indicated he had reviewed the letter and sent out an email where he expressed his opinion that the letters should not be mailed. It is Mr. Oberle's opinion the STAR Board is a creature of the township that was created to work on issues designated by the Trustees. Chair Gerald disagreed with Mr. Oberle and she indicated the letter should not go out on township letterhead, but the STAR Board could send out inquiries to elected officials.

There was an exchange of opinions and options between Chair Gerald and Trustee Oberle. The issue of what the STAR Board was authorized was identified. It was agreed the Fiscal Officer would make copies of the applicable resolution(s) and minutes for the past several years and send them out to the Trustees. Discussion of the issue will be taken at a future meeting.

**TRUSTEES:****Old Business****Property Maintenance Code (PMC)**

PMC Director Mark Higdon who gave an update of his activities since the last Board meeting and discussed the contents of the updated PMC Tracking Report that was distributed to the Board.

Director Higdon commented on the poor mowing on Sharon Hills Drive and the poor condition of a number of trees on private property that pose a hazardous condition to township residents. Director Higdon walked the Trustees through a number of steps that he had taken to mitigate the tree conditions. He will seek advice from the Tom Kayati due to his cemetery experience, but recommends the use of an arborist in the future.

Director Higdon related a story about a dead tree on city of Columbus property that posed a hazard to a township property. He indicated the city responded very quickly and the tree has been removed.

**Maple Canyon Road and Community Park Drive**

PMC Higdon raised the issue of two properties that have very high grass/weeds with standing water; 6790 Maple Canyon Road and 1278 Community Park Drive. The question posed to the Trustees was how to get the properties mowed.

John Oberle related a recent conversation with the county prosecutor about 6790 Maple Canyon Road and that a special counsel had been tasked to foreclose on the property with expected results in 6 months.

The discussion by the Board and staff covered the process to ensure all legal requirements are met so mowing charges can be assessed on the real estate tax duplicate. Resolutions to start process will be needed at the next meeting.

## RECORD OF PROCEEDINGS

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Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

SHARON TOWNSHIP TRUSTEES

20

REGULAR SESSION HELD AT

95 E. Wilson Bridge Road

August 6, 2014

Page 3 of 5

**Property Maintenance Code (PMC) - Continued**

PMC Director Mark Higdon updated the Board on his efforts to have a policy manual to the Board in September. He continues to review case management software and is of the opinion such software will enhance his effectiveness and efficiency.

**Forrest Ridge Trees**

Trustee Oberle stated to the Board that he had been in contact with Tom Kayati and the County Prosecutor about the issue of trees in the right-of-way on Forrest Ridge. Mr. Oberle related the prosecutor's opinion that the township is not responsible for trees in the right-of-way. Tom Kayati asked the Board to sign a letter requesting the County Engineer to survey Forrest Ridge to confirm whether the trees are in the right-of-way. Mr. Kayati believes the trees are on private property. The Trustees indicated they would sign such a letter.

**Franklin County Real Estate Issue**

Chair Gerald asked Trustee Oberle to give a status report on the real estate issue raised by John Winborne in a previous township meeting. The County Auditor's Internet web site shows properties have certain attributes such a Public Sewer Services when the property has a septic tank. It is the impression of property owners that their property has been overvalued.

Mr. Oberle outlined how he notified the Franklin County Auditor of the issue, that the Internet presented information is not a legal document and that the Franklin County Auditor is investigating the issue.

**Flint Road Issue**

Trustee Oberle updated the Board on the Flint Road issue – garage in disrepair. It was his understanding Chase Bank had stopped foreclosure proceedings and he recommend using Section 505.87, ORC to address the issue.

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

The Fiscal Officer had a meeting two weeks ago attended by LGS and the Audit Division where questions concerning the bank reconciliation were answered by Sam Kraly. The Fiscal Officer met with the audit manager Bill Lang and the financial notes are being worked on.

**Miscellaneous issues**

The Fiscal Officer attended the Center for Public Investment Management meeting on July 10<sup>th</sup> and learned of changes to Ohio law which will allow townships invested their money in Ohio local bonds.

## 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 6, 2014****Page 4 of 5**

The township investment policy will need to be updated to take advantage of an opportunity to receive higher interest rates.

**POLICE DEPARTMENT:****Old Business****John Gough request to postpone hearing to August 20th**

Chief Schwind reported Constable John Gough had requested a delay for his hearing until the August 20<sup>th</sup> Board of Trustees meeting.

John Oberle made a motion to approve Constable John Gough's request for a delay of his hearing until the August 20<sup>th</sup> Board of Trustees meeting and for Chief Schwind to notify Constable John Gough of the approved delay, seconded by Lori Gerald. All voted "Aye."

**New Business****Request to Promote Kyle W. Storm to Step B**

Chief Schwind requested Board approval of Constable Kyle W. Storm payroll promotion to Step B effective August 7, 2014.

John Oberle made a motion to approve Constable Kyle Storm's payroll promotion to Step B effective August 7, 2014, seconded by Phil Smith. All voted "Aye."

**Hiring of Jacob Matejko**

Chief Schwind informed the Board that he would present Jacob Matejko at the next meeting as a new constable to hire. The Board had no objections.

Chief Schwind discussed the possibility of changing the way constables obtain protective vests. A formal change of policy will be submitted to the Board in the future.

**Constable Gordon White Promotion**

Chief Schwind announced that Constable Gordon White would be promoted in September. The Chief needed the Board's approval so he could attend training in September at a cost of \$1,850.00.

Lori Gerald made a motion to approve the promotion of Constable Gordon White to the rank of Sergeant in September 2014 and the cost of \$1,850.00 for training, seconded by John Oberle. All voted "Aye."

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 6, 2014****Page 5 of 5****ROAD DEPARTMENT****Aqua Ohio – Work in Worthington Hills**

Chair Gerald related her efforts to contact Aqua Ohio which is planning replacing water lines in Perry and Sharon Townships. There was a considerable exchange of information about the lack of effort by Aqua Ohio to contact Sharon Township and be open as to what work they will be doing within the township.

Lori Gerald will redouble her efforts to contact Aqua Ohio so there is no unauthorized work performed in Sharon Township.

**Financial Report – Motion to accept**

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

**Approval of June 18, 2014 Regular Meeting Minutes**

Phil Smith made a motion to approve the July 9, 2014 minutes as amended, seconded by John Oberle. All voted "Aye."

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

Aug 29 2014

Date

[Signature]

Chair

[Signature]

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 800-325-6094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 20, 2014****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:** Greg O'Dell – Aqua Ohio

**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, Pat Kelly, Robert and Sandra Shough, Mary Sue and Dennis Williams, Annette Ammeman, Greg Obell-Aqua, Jeff Braden, Tony DiMarco, Julie Burns, William Barrs, Mollie Garder, Dian Kelch, Mark Fullerton, Ellie Nowls, Julie Ballinger, and approximately twenty more individuals who did not sign in.

Chair Lori Gerald recognized Chief Schwind and Jacob Matejko, the new full-time township constable. John Oberle made a motion to approve Resolution 08202014B, the hiring of Jacob Matejko as a full-time Constable effective August 21, 2014, seconded by Phil Smith. All voted "Aye."

The Fiscal Officer sworn in Mr. Matejko as a township constable, he received a round of applause and was welcomed by the Board of Trustees.

Chair Gerald recognized Greg O'Dell of Aqua Ohio, which supplies water service to the Worthington Hills area. Mr. O'Dell gave a brief summary of water main replacement work to be performed and how it has been coordinated with Road Superintendent Tom Kayati. There were several questions posed to Mr. O'Dell and the Board appeared satisfied that there would be no problems with the water main replacement project.

**Proposed Parking Restrictions**

Chair Gerald opened the discussion about the proposed parking restrictions. Tom Kayati started the conversation outlining problems with snow plowing, emergency vehicle access and leaf pick-up due to vehicles parked on both sides of roads. The proposed restricted parking is considered to be a safety solution.

There was a large group of citizens who asked many questions, gave mostly negative comments about the proposed parking restrictions, complaints about parking restrictions during holiday times, and one suggested an educational campaign to get residents to park their cars appropriately. Interested parties should see the Fiscal Officer to obtain an audio copy of the proceedings. There will be another public meeting about this issue.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_

**SHARON TOWNSHIP TRUSTEES**

2()

**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****August 20, 2014****Page 2 of 6****TRUSTEES:****Old Business****Bethel Road Development - Update**

John Oberle had nothing to report.

**5411 Olentangy River Road**

John Oberle had previously reported the Land Bank deed will be voided due to a legal issue. The Board will be updated in the future.

**Sharon Memorial Board (SMB)**

John Oberle had nothing to report.

**Star – Advisory Board**

Chair Gerald tabled this category until the next meeting.

**TRUSTEES:****Old Business****Property Maintenance Code (PMC)**

PMC Director Mark Higdon who gave an update of his activities since the last Board meeting and discussed the contents of the updated PMC Tracking Report that was distributed to the Board.

Resolutions 08202014A and 08202014C which called for notifying the owners of 6790 Maple Canyon Drive and 1278 Community Park that Sharon Township will mow their properties if action is not taken. Costs will be placed as a tax lien.

Phil Smith made a motion to approve Resolutions 08202014A and 08202014C, notification of property owners to mow their properties, seconded by John Oberle. All voted "Aye."

**Constable John Gough Hearing**

Chair Lori Gerald turned the meeting over to Vice Chair John Oberle so he could conduct the public hearing of the charges brought forward against Constable John Gough.

Vice Chair Oberle advised Constable Gough of his rights and asked the following:

1. Had he received the charges packet the Police Chief and all documents?
2. Was he aware he could have counsel?
3. Was he advised of his garrity rights?
4. That he could ask questions of witnesses?
5. Call witnesses on his behalf?

Constable Gough responded with yes to each of the questions.

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Vice Chair Oberle cited the Board approval of Constable Gough's request to delay the August 6<sup>th</sup> hearing to today's meeting. Constable Gough was encouraged to ask questions so he may have the full benefit of the hearing.

John Oberle provided an overview of the hearing process so everyone understood what to expect.

John Oberle stated the Board had accepted the charges and that the Police Chief would present each charge with support. Over the next half hour, Chief Schwind presented the charges against Constable Gough.

Vice Chair Oberle asked Constable Gough if he had copies of the charges and he replied yes. Mr. Oberle suggested that in order to obtain the maximum benefit of the hearing that he should respond to each individual charge rather than in general. The Board wanted the Constable to have full opportunity to address any charges raised against him. Constable Gough gave his responses.

Chief Schwind asked several questions of Constable Gough and Constable Gough was asked if he had any questions for the Police Chief and he said no.

Chief Schwind asked Constable Kyle Storm to give a statement about events on April 25<sup>th</sup>, Chief Schwind asked several questions; Constable John Gough had no questions.

Vice Chair Oberle asked several questions of Constable Gough who responded, there were no questions from the other two Trustees.

Chief Schwind rested his case.

Constable John Gough was asked to give a final statement, which he did.

Vice Chair Oberle asked Chief Schwind to provide copies of the Police Department schedule to all parties for their review. Constable Gough had indicated numerous changes to the schedule were a major factor in the charges brought before him.

The Board took no action on the charges during this meeting, but did discuss the charges in Executive Session.

To the reader: The Fiscal Officer has outlined the hearing in outline format conducted by Vice Chair Oberle. If the reader wishes to hear what was said, see the Fiscal Officer for a copy of the audio. All Trustees and Constable Gough were given a CD containing the audio recordings of August 20, 2014.

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

The Notes to the Financial Statements have been completed and turned over to Audit Manager Bill Lang. Expect to have a status meeting with Mr. Lang on Friday August 22nd.

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**Miscellaneous issues**

1. **Board of Elections Status** – The Board of Elections insurance policy was dropped off at the township and will be sent to Ed Barber at OTARMA for his review.
2. **Board of Elections Contract** – The voting location contract offers janitorial reimbursement at \$20 per hour up to 18 hours.
3. **Preparations for voting** – Three issues: carpet, lighting, guardrail. Stanley Steamer will give a quote to clean the carpet in the two large rooms. The Board of Elections has asked guardrails to be installed at the Southeast door entrance. A copy of the requirements has been given to Jack Moss for his consideration. LiTech was asked for a quote to improve the lighting in the two large rooms, the quote was \$7,603 and considered to be unacceptable.
4. **Obsolete Equipment** – In process of identifying equipment that is obsolete or of little value for the Board of Trustees to write off via a resolution. The items will consist of chairs and computer equipment. The chairs will be discarded via the weekly trash pickup and the computer equipment will be taken to Ohio Drop Off on Morse Road in an attempt to receive some money for the equipment.
5. **Investment Policy** – Due to a change in Ohio law, local governments will be allowed to purchase Ohio local government bonds. An updated township investment policy will be sent to the Trustees.
6. **Township Records Committee** - On the September 3<sup>rd</sup> the Township Records Committee will hold its meeting. An update will be given on the efforts to identify records, some dating back 40+ years. Completion of this effort is not expected until late 2015.
7. **Local Government Fund (LGF)** – As mentioned in last week's email, the township's LGF distribution increased by \$1,552.44.
8. **Real Estate Assessment Fund** – The Franklin County Auditor recently distributed \$7,012.86 to Sharon Township. That money will be distributed to Worthington, Walnut Grove Cemetery and township funds shortly.
9. **U.S. Bank ACH System** – An update of the U.S Bank Automated Clearing House (ACH) system security was recently completed. The bank required Sharon Township to migrate to a duo-approval system for all ACH transactions. Sharon Township uses the banks ACH system to make payroll direct deposits. Lori Gerald will be the secondary approver and will be required to log in and approve all ACH transactions submitted by the Fiscal Officer.
10. **Transient Vendor Permit** – Several weeks ago, representatives from the Thomas Worthington Marching Band came to the township hall inquiring about vendor permits as they wished to solicit money from township residents served by the high school for the band. It was learned Resolution 02162011B entitled "Establishing the Regulation and Registration of Transient Vendors" was passed, but the Administrative

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11. Procedures were not developed and implemented. The Fiscal Officer hopes to have the Administrative Procedures ready for Board of Trustee review at its next meeting.
12. **Project Gemini** – The contractor for Project Gemini was emailed and asked to attend a township meeting in September, but there has been no response. Project Gemini is the Solid Waste Authority of Central Ohio project to recycle all trash including previous year's waste at the county landfill.
13. **Welcome to the Township Letters** – As discussed previously, the Franklin County Auditor has a system that would enable the identification of new property owners in Sharon Township. The link is at: <http://64.79.95.218/searchwiz/> The STAR Board is in the process of developing an introduction letter and will submit the introduction letter to the Board of Trustees in the near future.

**POLICE DEPARTMENT:****New Business****Key Card System Status**

Chief Schwind informed the Board of future actions he will take to ensure the township hall security system is up-to-date. He indicated he will need to obtain all security system cards and reprogram them.

**Columbus Dispatch – Local Government Operations**

Chief Schwind announced the Columbus Dispatch had sent him a public records request asking him for information police operations. He shared the email request with the Board and will respond appropriately.

**WOSU Radio**

Chief Schwind was contacted by WOSU Radio and asked questions about Sharon Township acquisition of M-16 rifles from the U.S. Department of Defense. The Police Chief answered several questions about the weapons and told the Board the line of questions relate to the events in Ferguson, Missouri. The WOSU program is to be broadcasted on August 31<sup>st</sup>.

**ROAD DEPARTMENT****Safety Kleen Systems Purchase Order**

Tom Kayati requested Board approval of the Safety Kleen Systems, Inc. Purchase order amount of \$2,210.66 for oil/water separator cleaning.

John Oberle made a motion to approve the Safety Kleen Systems, Inc. Purchase Order for \$2,210.66, seconded by Lori Gerald. All voted "Aye."

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**Franklin County Road Work Purchase Order**

Mr. Kayati requested Board approval of the Franklin County Road Work Purchase Order amount of \$48,460.50, which is one-half of the 2014 road work bid.

Lori Gerald made a motion to approve the Franklin County Road Work Purchase Order for \$48,460.50, seconded by Phil Smith. All voted "Aye."

**Forrest Ridge Trees**

Tom Kayati reported the Franklin County Engineer had performed a survey of the property on Forrest Ridge and confirmed the trees were NOT in the right-of-way. Mr. Kayati informed the property owner of the survey results.

**Change in Regular Meeting Date – September 17<sup>th</sup> to 24<sup>th</sup>**

Lori Gerald made a motion to change the regular meeting on September 17<sup>th</sup> to September 24<sup>th</sup>, same meeting start time and for Sharon Lee to post the change notice, seconded by John Oberle. All voted "Aye."

**Financial Report – Motion to accept**

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

**Approval of August 6, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the August 6, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 10:15 PM -was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

10-15-2014  
Date

[Signature]  
Chair

[Signature]  
Fiscal Officer

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 3, 2014****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, Laura Smith, Pat Kelly, Robert and Sandra Shough, Lisa Daris, Cris Delafeld, Tom Barton, Shannon Baughman, Susie McQuaide, Bradley Horn, Mark Steinmetz, Pat Kelly

**TRUSTEES:****Old Business****Property Maintenance Code**

Property Maintenance Code (PMC) Director Mark Higdon updated the Trustees on the third draft of the PMC Policy and Procedures Manual. Discussion of the issue resulted in tabling an approval resolution to a future meeting.

Director Higdon summarized the contents of the complaint listing and the Trustees asked that no open cases with zoning issues be on future editions of the listing.

**Promotion of Constable Gordon White – Resolution 09032014A**

Chair Gerald made a change to the agenda where she informed the Board of the need to formalize a promotion of Constable Gordon White via Resolution 09032014A.

John Oberle made a motion to approve Resolution 09032014A which authorizes the promotion of Constable Gordon White to the rank of Sergeant, seconded by Phil Smith. All voted "Aye."

The Trustees congratulated Sergeant White on his promotion.

Chief Schwind outlined an updated pay schedule for the Police Department and asked that the Board approve the schedule.

Phil Smith made a motion to approve the updated Police Department pay schedule, seconded by John Oberle. All voted "Aye."

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 3, 2014****Page 2 of 5****TRUSTEES:****Old Business****5411 Olentangy River Road**

John Oberle reported the county prosecutor efforts to turn the property over to the township have been put on hold due to actions by the property owner. It appears the property owner, Dr. Bumgartner, has retained legal counsel and expressed his desire to fix up the property and sell it. Mr. Oberle expects additional news in the future.

**Sharon Memorial Board (SMB)**

John Oberle has a telephone message into the SMB President and noted he had nothing to report.

**No Solicitation sticker**

The Fiscal Officer summarized the project and those involved in the development of a "No Solicitation" sticker for township residents. The cost for 1,000 stickers was quoted at \$425 and once the proof is approved by the Trustees, it will take about 10 days to manufacturer the stickers.

**Star – Advisory Board**

The Fiscal Officer updated on the recent Star Board meeting where a township brochure is being developed. The Board hoped that the township could use the brochure to advertise the value of living in Sharon Township.

There was an exchange among trustees as to how the Star Board will operate. Trustees Gerald and Oberle disagree over the level of control over the Star Board and whether Star Board members can explore areas not dictated to them by the Board of Trustees.

Star Board Director Linda Jarrett spoke on the issue and expressed her opinion that the Star Board should look at issues that could affect the township. John Oberle thanked the Star Board for its efforts and summarized his point of view that the Board should work on issues approved by the Board of Trustees. He further stated this issue was a respectful disagreement.

Chair Gerald suggested disbanding the Star board and let the members start an independent committee. Linda Jarrett spoke on the issue. Trustee Phil Smith supports having a Star Board. There was further discussion with the issue being left up to the Star Board members whether they wish to continue with their activities.

**Resolution 09032014B – Obsolete Equipment Disposal**

The Fiscal Officer requested Board approval to dispose of obsolete computer equipment and furniture. The chairs will be placed for pick up by Local Waste and the computer equipment will be taken to Ohio Drop-off in the hope of receiving salvage value money.

Phil Smith made a motion to approve Resolution 09032014B authorizing the Fiscal Officer to dispose of obsolete equipment, seconded by John Oberle. All voted "Aye."

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**County Budget Commission Resolution**

The Fiscal Officer asked for the Board's approval of the Franklin County Budget Commission's Resolution accepting the Amounts and Rates Authorizing the Necessary Tax Levies. There is no change in tax rates from previous years.

John Oberle made a motion to approve the Franklin County Budget Commission's Resolution accepting the Amounts and Rates Authorizing the Necessary Tax Levies, seconded by Phil Smith. All voted "Aye."

**County Auditor – Property Tax Issue**

Mount Air resident Mary Sue Williams updated the Board on the problem with the Franklin County Auditor web site having inaccurate information about real estate property attributes.

Trustee Oberle outlined the activities since the Trustees were first informed during the July 2014 regular meeting. According to Mr. Oberle, County Auditor Mingo has assigned personnel to review the attribute issue. Mr. Oberle suggested residents go to the advertised public sessions the Franklin County Auditor is hosting to make them aware of the issue, but that the township would approach the issue globally for the residents.

There was an extensive discussion of the issue by Board, Staff and audience members.

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

The audit is expected to restart on September 15<sup>th</sup> according to audit manager Bill Lang.

**Board of Elections - Update**

The Fiscal Officer indicated a contract has been received and asked the Board to approve a motion for the Sharon Township to host the November 4<sup>th</sup> elections. There was a discussion on requirements to ensure ADA compliance and janitorial chargeback.

John Oberle made a motion to approve the agreement with the Franklin County Board of Election where the township hall will become a voting location, seconded by Phil Smith. All voted "Aye."

**Miscellaneous issues**

1. **Investment Policy** – At the next regular meeting there will be a discussion on an updated investment policy and presentation by Huntington Bank.

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**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 3, 2014****Page 4 of 5****Miscellaneous issues**

2. **Township Records Committee** – The Fiscal Officer asked Chair Gerald to call to order the Township Records Committee and she did so. The Fiscal Officer updated the Committee on his activities and expects to have an updated records retention schedule by the end of 2015. Chair Gerald accepted the report and closed the Committee meeting.
3. **U.S. Bank ACH System** – The Fiscal Officer gave a summary update on the new approval system implemented by the U.S. Bank Automated Clearing House (ACH) system.
4. **Transient Vendor Permit** – The Fiscal Officer outlined Transient Vendors Permit procedure.
5. **Bonds** – The Fiscal Officer spoke about the need for bonds for the Road Superintendent and Constables. The township insurer, OTARMA, is working on the issue.

**POLICE DEPARTMENT:****New Business****Constables Moyer and Meadows – Pay increase**

Chief Schwind requested the Board to approve pay increases for Constables Micheal Moyer and Adam Meadows. These Constables have successfully completed their training program.

John Oberle made a motion to approve the pay increase for Constables Moyer and Meadows with an effective date of September 4, 2014, seconded by Phil Smith. All voted "Aye."

**ROAD DEPARTMENT****Perry Township – Clubview Drive and State Route 315**

Tom Kayati updated the Board on the recent meeting at Perry Township which involved ODOT, Franklin County Engineer, Sharon Township and the Worthington Hills Civic Association (WHCA). The WHCA had asked for improvements to the intersection to allow pedestrians a ramp to cross the intersection and asked if a pathway could be installed on Clubview Drive.

There was an extensive discussion by all parties and by the end of the meeting ODOT indicated it could make the intersection improvements in the near future. As for the pathway, the cost would be too high.

**Leaf Collection Parking**

Chair Gerald outlined the process to institute a leaf collection parking policy in the township. Road Superintendent stated leaf collection is usually from third week of October through November 30<sup>th</sup>. Chief Schwind gave a summary of process to set up a fine structure needed by the Police Department.

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There was a discussion among Board and Staff members about the merits of parking on one side of the street for leaf collection purposes. Mr. Oberle asked what the policy is if a vehicle is parked near a pile of leaves. Mr. Kayati indicated the area is bypassed until another day.

Residents will be notified via an informational flyer – one page in length. Tom Kayati will develop the flyer.

**Financial Report – Motion to accept**

Phil Smith made a motion to approve the Financial Report, 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 8:25 pm citing Chief Schwind's request for discussion of personnel discipline, seconded by Phil Smith. All voted "Aye."

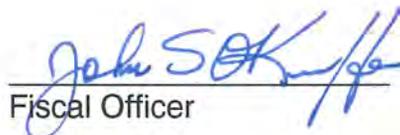
**Return to Public Meeting**

At the completion of the executive session, Lori Gerald made a motion for the Board to return to a public meeting at 10:08 pm, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 10:09 PM -was made. John Oberle moved to adjourn the regular meeting, Phil Smith seconded. All voted "Aye."

NOV 5, 2014  
Date

  
Chair

  
Fiscal Officer

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Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****September 24, 2014****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:** Mike Valo – Huntington Bank

**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, Brad & Barbara Midgley, Mark Tansky, Chris & Dawn Jacobs, Annette Ammeramn

Chair Lori Gerald recognized Mike Valo from Huntington Bank, who is the township’s Investment Manager. Mr. Valo gave the Board a summary of the market and stated he had reviewed the updated township investment policy and felt it was an excellent policy. The Board asked several questions and he indicated he believed broker CDs offered the highest yield with maximum safety for public funds.

Chair Gerald asked Boy Scout Troop 862 leader Brad Midgley to speak to the Board about the proposed shed. Mr. Midgley reminded the Board that the proposed shed would be located next to the current township shed and be in size of 10’ x 12’. He stated the Boy Scout Troop would construct the shed, donates the shed to the township and desires to lease the shed back at a rate of \$1.00 per year for a ten-year period. Mr. Midgley cited scout activities to support the township such as destroying old flags and placing flags in the cemeteries for Memorial Day.

Chair Gerald asked if the Boy Scout Troop had researched the permit process in Worthington and Mr. Midgley indicated that area would be done in the near future. Mr. Midgley asked to return in the future to update the Board on the permit process.

**TRUSTEES:****Old Business****Property Maintenance Code (PMC)**

PMC Director Mark Higdon distributed an updated listing of PMC cited locations within the township and gave a summary of the entries. He noted the Road Department had recently mowed the Maple Canyon and Community Park locations. The Fiscal Officer will certify the costs to the County Auditor.

There was a discussion about the PMC Policy Manual fine schedule. Mr. Oberle believes having the fines in a central location would benefit residents. Chief Schwind suggested a paragraph on the issue. Mr. Oberle asked about the process used to declare a property a nuisance and Mr. Higdon responded.

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Mr. Oberle raised an issue with Section 11 and suggested a change where the reporting would be directly to the Trustees. Chair Gerald disagreed and stated there could be situations where the PMC Director should immediately report a condition to the appropriate authorities. Mr. Oberle agreed that in an emergency situation, one should report but the language should be clarified to protect the township. There was an exchange of positions and opinions between staff and Board on the issue.

Mr. Oberle offered to amend Section 11 wording for consideration by the Board which was accepted. Phil Smith indicated Mark Higdon was doing fine job and he should have the ability to report issues to agencies.

John Oberle made a motion to approve the Property Maintenance Code Policy Manual, with the exception of Section 11 which will be amended, seconded by Phil Smith. All voted "Aye."

Mr. Higdon asked the Board to approve the issuance of a credit card not to exceed \$500.00 so he may complete all transactions related to the mailing of notices to residents. Currently the Fiscal Officer is performing that task.

John Oberle made a motion to approve the issuance of a Delaware County Bank credit card with a value not to exceed \$500.00, seconded by Lori Gerald. All voted "Aye."

**Property Tax Valuation - Update**

John Oberle noted Tom Kayati identified township roads that do not have sewer lines. He also noted the cooperation from the City of Columbus and how all information has been given to the Franklin County Auditor. Mr. Oberle was informed that auditors have been tasked to look into this issue; they are looking at the prior appraisal work papers and are committed to correcting any errors. He expects a formal response from the county auditor sometime in early to mid-November.

**5411 Olentangy River Road**

John Oberle has met with the prosecutor's office and the property owner wants the property back so he live there. Mr. Oberle requested the township be reimbursed for its appraisal of the property and that any agreement with the property owner have activity requirements.

**Sharon Memorial Board (SMB)**

John Oberle stated the current Board of nine individuals is working quite well with each other, the building is being updated, and new tenant leases are being issued. The SMB President is expected to attend a township meeting in November or December and will update the Trustees on SMB operations and what attributes are needed in new board members. The Board should also receive a SMB budget at the end of this year.

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**Tree Removal at township hall**

The Fiscal Officer asked Tom Kayati to brief the Board about several trees on the property. According to Mr. Kayati, Jobies was asked to inspect two trees at the back of property. Jobies indicated the trees were dead and dying. They noted the tree outside the Police entrance was dying. They gave a quote of \$1,200.00 to cut three trees down and grind the stumps.

John Oberle made a motion to approve paying Jobies Tree Service no more than \$1,200.00 to cut down three trees and grind the stumps, seconded by Phil Smith. All voted "Aye."

**Miscellaneous issues**

1. **Bonds** – OTARMA will be sending bond applications for the Road Superintendent and Constables. There will be no charge for the bond.
2. **Champion Energy dispute** – The dispute has been resolved.
3. **Visit to County Auditor** – A visit to the county auditor office concerning our real estate tax bill was successful.
4. **Proof of No Solicitation Sticker** – Proof of sticker will be sent to Trustees for their approval.

**POLICE DEPARTMENT:****New Business****Columbus Dispatch**

Chief Schwind advised the Trustees that Sharon Township would be identified as having the highest per capita cost for police services. The consensus is the township residents are very happy with police services.

**Constable John Gough**

Chief Schwind raised the issue as to how Constable Gough was paid using sick leave time rather than vacation leave. After the Board discussed the issue, the Trustees agreed it was proper to pay Constable Gough with vacation leave. The Fiscal Officer will correct the payroll records to reflect the use of vacation leave only. Chief Schwind will notify Constable Gough of the change.

Lori Gerald made a motion to accept Constable John Gough's resignation letter with an effective date of October 1, 2014, seconded by Phil Smith. All voted "Aye."

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**Star – Advisory Board**

Chair Gerald indicated Linda Jarrett had sent her a mission statement and this document will be discussed at the next regular meeting. He noted there is an opening on the Board. Tom Kayati offered the name of Deborah Knapke as a possible member.

**Dawn Jacobs – 201 Melyers Court**

Chair Gerald recognized Dawn Jacobs of 201 Melyers Court who was advised by AEP to see the Trustees about a light that shines into her house. There was a general discussion of the issue. Ms. Jacobs stated AEP they would do something if they receive a letter from Sharon Township. A letter will be written to AEP asking them to curtail the light into the Jacobs' house.

**Moo MOO's Car Wash**

Chair Gerald distributed information about the development of a car wash on North High Street. Though the property is in Columbus, she wanted the township to be aware of this development.

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

The township audit started on the September 15<sup>th</sup> and should be done shortly. Sharon Lee and the Fiscal Officer and doing their best to be quick on the document request turnaround.

**Board of Elections - Update**

The Fiscal Officer indicated there is no need for a handrail if the grading at the rear door is improved. A quote of \$1,074.52 was received from Nicholson Electric, LLC to improve the lighting in room to be used for voting.

Lori Gerald made a motion to approve paying Nicholson Electric, LLC, not to exceed \$1,074.52 for lighting improvements, seconded by John Oberle. All voted "Aye."

**Investment Policy – Resolution 09242014A**

The Fiscal Officer asked the Board to approve an updated investment policy that was discussed by Mike Valo earlier in meeting. The policy had been emailed to the Trustees prior to the meeting.

John Oberle made a motion to approve the updated Sharon Township Investment Policy effective October 1, 2014, seconded by Phil Smith. All voted "Aye."

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**ROAD DEPARTMENT****Mowing – Maple Canyon and Community Park**

Tom Kayati announced the mowing of the Maple Canyon and Community Park addresses. He noted the bush hog will need repairs or could be replaced.

**Leaf Collections Parking Restrictions**

Tom Kayati discussed the parking restrictions for the leaf collection program and how to extend the restrictions through the winter. Lori Gerald related her discussions with the county prosecutor's office on this issue.

Tom Kayati will post signs indicating No parking on certain days and certain side of the street. There was a discussion of the hour restriction among Board, Staff and audience members.

Phil Smith made a motion to approve the parking restrictions imposed by the Leaf Collection Program parking restrictions from October 1, 2014 to December 15, 2014 as outlined in the recent newsletter, seconded by John Oberle. All voted "Aye."

**Riverlea Contract**

John Oberle will check on the status of the snow plowing contract with the village of Riverlea.

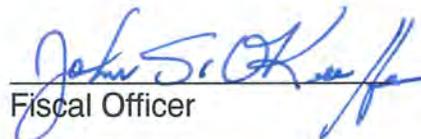
**Financial Report – Motion to accept**

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

With no further business to bring before the Board a request to adjourn at 9:00 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

Nov 5, 2014  
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****October 15, 2014****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:** Eric DeHays – Local Waste

**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 & Sandra Shough, Mary Sue Williams, Ross Brown, Kelly Spangler, Anne Casto, Luke Duryea, Sarah Ammerman

Chair Lori Gerald recognized Eric DeHays from Local Waste. Mr. DeHays indicated he was speaking this evening to the Trustees about extending the Local Waste contract an additional two years to December 31, 2017. He stated the extension is allowed by contract with Consortium 2, which Sharon Township is member of. Seven members of Consortium 2 have approved the 2-year extension. The monthly household charge under the extension were cited: 2015 - \$13.67, 2016 - \$14.31, 2017 - \$14.56.

Lori Gerald asked about a monthly charge for recycling and Mr. DeHays said he would forward that township-wide rate to the township. Discussion continued on the number of trucks on township roads, how recycle collection trucks are lighter in weight, and the natural gas equipped trucks have zero harmful emissions.

Eric DeHays stated the 2017 rate of \$14.56 is approximately \$2.00 less than the Consortium 1 rate. He also noted the he rarely receives complaints from Sharon Township.

Trustee Smith raised the issue of having the Local Waste paid via real estate property taxes. Mr. DeHays stated he would look into the matter and Mr. Oberle indicated a tax levy would have to be passed for such services. There would be a \$0.25 lower charge per household if such an approach is taken. Resolution 10152014A approving the extension was tabled.

**Property Maintenance Code (PMC)****Old Business****Cited Locations - Update**

PMC Director Mark Higdon distributed an updated listing of PMC cited locations within the township and gave a summary of the entries. He noted the property at 314 Rosslyn Ave is now bank-owned.

During the discussion, Mr. Oberle gave a summary of the Flint Road property history and suggested a Section 505.86 action against the property.

## 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 15, 2014****Page 2 of 5**

Lori Gerald asked the PMC Director to follow up on the action and he will provide copies of actions taken against the Flint Road location.

When the property at 1278 Community Park was discussed as being the worst condition within the township, John Oberle suggested the property be declared a "public nuisance." Such action creates options for the township in cleaning up the property.

The Fiscal Officer asked the Board of Trustees to approve Resolution 10152014D, which would approve a credit card for the PMC Director.

John Oberle made a motion to approve having Delaware County Bank issue a credit card with a limit of \$500.00 to the PMC Director Mark Higdon, seconded by Phil Smith. All voted "Aye."

Lori Gerald asked the Board to approve the change to the PMC Manual's Section 11. John Oberle made a motion to approve the PMC Manual's Section 11, seconded by Phil Smith. All voted "Aye."

**5411 Olentangy River Road**

John Oberle gave a history of the property owned by the Baumgartners at 5411 Olentangy River Road. It is currently owned by the COCIC (Land Bank) and there is an agreement to sell the property back to the Baumgartners provided certain performance measures are met. There is a provision in the purchase agreement to ensure the township received all the money it spent on the property. There is a one year requirement to restore the property and \$20,000 has been placed in escrow to pay back taxes.

**Tax Liens**

Lori Gerald talked about an email from the Franklin County Treasurer's office concerning certain tax delinquent properties that would be put on auction in November unless the Board of Trustees had other plans for the properties. John Oberle stated it would be good policy to let the process work and the other Board members agreed with him.

**Sharon Memorial Board (SMB)**

John Oberle stated there were no updates.

**Star – Advisory Board**

Star Board member Mary Sue Williams distributed a draft township brochure and a memorandum from the Board.

In the memorandum, the Star Board asked the Board of Trustees to put in writing the mission, purpose and avenues to follow. The issue was tabled until the next meeting.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20 \_\_\_\_\_**REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****October 15, 2014****Page 3 of 5****Resolution 10152014C – Disposal of Obsolete Equipment**

Chair Gerald asked the Fiscal Officer to explain the resolution. The Fiscal Officer has identified obsolete equipment that he either wishes to dispose of or recycle. The equipment has not been used for some time and is listed in the resolution.

Phil Smith made a motion to approve Resolution 10152014C authorizing the Fiscal Officer to dispose of obsolete equipment, seconded by John Oberle. All voted "Aye."

**Aqua Ohio Meeting**

Tom Kayati gave a summary of a meeting at the Worthington Hills Country Club with representatives from Aqua Ohio, Perry Township and 3 Sharon Township residents. The meeting revolved around one resident who learned his property could be dug up next year. Apparently the resident was given some bad information and Aqua Ohio officials explained the process.

John Oberle has requested from Aqua Ohio their 1 year and 5 year plans for the Worthington Hills area.

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

The township audit has entered into a completion phase and the Fiscal Officer responds to requests for information from the auditors, who are at the Worthington School District building.

**Board of Elections - Update**

The Fiscal Officer indicated there was a misunderstanding about the quote of \$1,074.52 that was received from Nicholson Electric, LLC to improve the lighting in room to be used for voting. Both parties agree to not complete the work.

The carpet will be cleaned on October 24<sup>th</sup> and the voting machines will be delivered on October 27<sup>th</sup>.

**Greenix**

The Fiscal Officer updated the Board on the recent visit by Greenix to eliminate the mice problem experienced by Call Insurance. Both indoor and outdoor feed boxes have been deployed around the township hall.

**Resolution 10152014B – Increase in Appropriations**

The Fiscal Officer gave an overview of the reason for an increase in General Fund appropriations. The money will be used to pay out under the Ohio Traffic Safety Office (OTSO) grant, which will be reimbursed to the township plus include an overhead fee.

John Oberle made a motion to approve Resolution 10152014B authorizing a \$20,000.00 increase in the General Fund for OTSO grant payments, seconded by Phil Smith. All voted "Aye."

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

**SHARON TOWNSHIP TRUSTEES  
REGULAR SESSION HELD AT  
95 E. Wilson Bridge Road  
October 15, 2014  
Page 4 of 5**

**ROAD DEPARTMENT****Letter of Appreciation**

Recently Tom Kayati noticed a group of children and adults raking leaves out of the gutters and on lawns and stopped to find out who they were. The group was part of the 4<sup>th</sup> grade class at Westview Elementary School who were performing community service work.

Mr. Kayati asked the Board to approve him sending a letter of appreciation to the school as getting the leaves out of the gutters is very helpful to the Road Department. He had written up a letter and would have Sharon Lee put it on township letterhead. The Board thought the gesture was good.

**NPDES Permit Renewal**

Tom Kayati announced receiving a renewal permit of the National Pollutant Discharge Elimination System (NPDES) from the Ohio EPA via the Franklin County Engineer's office. Tom will continue to be the point on contact on all NPDES issues and the current permit is good for five years.

**Leaf Collections Parking Restrictions**

Tom Kayati updated the Board on current leaf collection operations. He noted some residents are putting the leaves in the street and this poses a potential safety issue. A Flyer are been made to advise residents on the leaf collection process and notice to be placed on vehicles that are parking on the wrong side of the street.

Resident Anne Casto expressed her displeasure with the parking restrictions on Westview Avenue and gave several examples that her neighbors are having to deal with the restrictions. She asked that the township install curbs and gutters on Westview Avenue. Lori Gerald asked Mr. Kayati for an estimated cost of such work and he replied "\$750,000 to \$1,000,000."

The issue then moved to how the residents were notified and Lori Gerald indicated residents were notified several times by township newsletters that were hand delivered. Tom Kayati gave a history of the clay storm pipe installed by most home homeowners, that only a few homeowners installed concrete storm pipe which can handle the weight of a motor vehicle.

Sarah Ammerman asked for clarity in the parking restrictions so they can help the township pick up the leaves. She suggested the township modify the non-parking hours to allow residents additional time to park.

Anne Casto asked what the process was going to be on approving the parking restrictions after the temporary test period. John Oberle indicated there would be more public meetings and the Trustees would vote on the issue.

## 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 15, 2014****Page 5 of 5**

Anne Casto mentioned the township web site did not have current minutes posted to it. The Fiscal Officer indicated his "plate was full" and would make an effort to post the minutes as soon as possible. Lori Gerald assured the audience that all efforts of communicating with residents is being employed.

There was a general discussion among Board, Staff and audience for about 15 minutes. Mr. Kayati asked for ideas/suggestions on the issue.

Lori Gerald updated the Board on the status of lighting issue raised by Dawn Jacobs and an AEP light. The issue has been resolved and all parties are happy.

Chief Schwind distributed a copy of an Ohio Revised Code section pertaining to parking violations and indicated only those violations could be enforced in the township.

**Financial Report – Motion to accept**

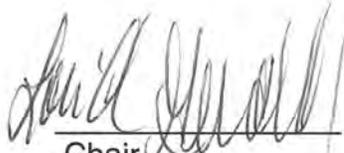
Phil Smith made a motion to approve the Financial Report, seconded by Lori Gerald. All voted "Aye."

**Approval of August 20, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the August 20, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

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

10/15/2014  
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****November 5, 2014****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:** Eric DeHays – Local Waste, Todd Weithman - Healthcare

**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 & Sandra Shough, Chad Carr, Coral Loyd, Jenny Vermaater, Susan White, Pat Kelly

Chair Lori Gerald called for a moment of silence in memory of the recent death of Jenny Vermaater's father.

**Local Waste Contract**

Chair Gerald recognized Eric DeHays from Local Waste.

Mr. DeHays stated he was following up on the Trustees request on pricing for recycling. He indicated a 75% participation rate in a neighbor is desirable to keep the cost in the range of \$0.68 per household. Township resident Sandra Shough offered a complimentary observation of Local Waste services and their work habits. Mr. DeHays appreciated the positive comment.

Lori Gerald is soliciting input from township residents for a decision in 2015 and will place a story about the issue in the next newsletter. There was a discussion how residents in the Three-Street area could be notified of the recycling issue and Ms. Gerald spoke about the Block Watch and the NextDoor.com web sites as ways of receiving information without disclosing email addresses to the public.

Lori Gerald made a motion to approve Resolution 11052014B which extends the Local Waste contract until December 31, 2017, seconded by John Oberle. All voted "Aye."

**Todd Weithman – Healthcare Insurance Broker**

Chair Gerald recognized Todd Weithman of Lauterbach & Eilber, the township's healthcare insurance broker. The current township plan is grandfathered under the Affordable Care Act (ACA) and as a result there was only a 6% price increase of the Medical Mutual of Ohio contract. Any changes to the plan would result in the township only having ACA approved plans which would result in a higher price increase.

## 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 5, 2014****Page 2 of 6**

The ACA plans would be available for review in the following week. There was a general discussion among Trustees and staff on how to proceed and a consensus was reached to use the FormFire system and obtain additional bids from other healthcare insurance firms.

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

John Oberle distributed a draft agreement between the COCIC (Land Bank) and the former property owners, Baumgartners. The agreement has been sent to the Baumgartners' legal counsel and Mr. Oberle believes there will be a signed agreement for the Trustees to approve by resolution at the next regular meeting.

Mr. Oberle has been working with Harold Anderson of the Franklin County Prosecutor's office to ensure Sharon Township is protected. Once the agreement is signed, there is a one-year renovation time period.

Chief Schwind commented that the Property Maintenance Code Director had reported the first floor portion of the house has been recently boarded up.

**Sharon Memorial Board (SMB)**

John Oberle gave an overview of new veterans groups (DAV, Blue Star Mothers) now meeting at the Sharon Memorial Hall. He noted efforts are underway at remodeling one of the bathrooms, that SMB is renewing tenant leases and it may have a candidate for the Trustees to appoint to the SMB.

**Star – Advisory Board**

John Oberle recalled the receipt of a letter from Linda Jarrett at the last meeting concerning the Star Board mission and offered some recommendations to clear up the issue. Mr. Oberle outlined the recommendations to the Board.

Lori Gerald stated the issue revolves around whether Star can initiate action on ideas that could benefit the township or whether Star must pursue issues directed to them by the Board of Trustees.

Chair Gerald and Vice Chair Oberle agreed to disagree on this issue and a resolution will be brought to the next regular meeting to settle the issue.

Resident Don Dale rose to comment that Star members are not employees and that they should not be dictated to and he was thanked by the 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****November 5, 2014****Page 3 of 6****Crossover From Broadmeadows Blvd**

Chad Carr and Jenny Vermaater's spoke about a buried pipeline behind the Vermaater's property and the fact that cars are driving over the pipeline. They have a safety concern and wish to explore options on putting up a guard rail to prevent cars traversing the property from Broadmeadows Blvd to Rosslyn Avenue.

Chair Gerald indicated there was little the township could do as the property in question is private. Mr. Oberle suggested Chad or Jenny contacted the following on installing a guard rail to prevent car traffic traversing the property:

1. Marathon Oil as they have an easement where the pipeline is buried;
2. The property owner Andy Rogers;
3. Showe Builders, the Broadmeadows apartment owners of the adjacent property in Columbus.

Discussion of the issue continued with comments about cars doing "donuts" on the property, that there is a perception the lot is a bike path connector, how in the past the Columbus Public School had designated the lot as a school bus stop.

When asked what to do, Mr. Oberle repeated his 3 suggestions and added that if the property owner wished, he could vacate a small portion of his property to Sharon Township. Chief Schwind stated the property owner had expressed his desire to not press charges for any violation of the property.

Chad Carr and Jenny Vermaater said they would contact the property owner and see if there can be a resolution to the issue.

**No Parking Restrictions**

Susan White of Westview Avenue raised the parking restrictions issue. There was a general discussion of the issue among the residents, staff and Board. Ms. White, a resident for 17 years, asked about the type of pipe installed in the drainage line. Mr. Kayati explained the type of pipe (clay, steel, concrete) installed by property owner choice.

The discussion continued to various conditions which could prevent activities at the property owners home due to the lack of parking. The issue of notification was raised and Mr. Kayati mentioned the various methods of notifying residents about parking restrictions and public meetings. Mr. Oberle suggested the newsletter delivery method should be revisited at the next regular meeting and that future newsletters should also be electronically delivered to email accounts.

Chief Schwind related several stories where Constables had to stop and have motor vehicles blocking the road moved.

## 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 5, 2014****Page 4 of 6****FISCAL OFFICER:****Old Business****LGS / Audit - Update**

The Auditor of State audit team has provided draft findings and management letter comments. The Fiscal Officer is researching the issues. LGS representative Sam Kraly returns to the township on November 12 to continue his work.

**Board of Elections - Update**

Election Day activities appeared to have gone smoothly. Chief Schwind and the Fiscal Officer were at the township hall at 5:00 am to let in the election workers. Trustee Phil Smith and the Fiscal Officer spent 2.5 hours assisting the Stanley Steamer crew in cleaning the carpet on October 24<sup>th</sup>. Mr. Smith also caulked the outside cracks in the township hall earlier that day.

**Bonds – Road Superintendent and Constables**

The bond applications were mailed last week to our OTARMA representative, Ed Barber and the bonds/oaths package were received today. The process to obtain oaths from all personnel has started and copies of the documents will be filed in the Bond Book and personnel files.

**AEP Award**

The township received an award from AEP for its participation in the Business Energy Efficiency Program. The replacement of old florescent lights with modern equipment is expected to provide future savings on electric bills and clean the air. Copies of the award given were to the Trustees and staff.

**Minutes**

The effort to post Board of Trustees minutes is ongoing. All minutes have been copied onto 8 ½ x 11 paper and the next phase will include scanning the document onto the township server.

**Pay Rates**

The Fiscal Officer distributed a worksheet to all Trustees entitled "Approved Pay Rates – November 5, 2014". The worksheet contains the hourly, bi-weekly and monthly pay rates for all employees and elected officials. In the January 2015 organizational meeting, a similar document will be submitted to the Board for its approval.

## 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 5, 2014****Page 5 of 6****POLICE DEPARTMENT****Brooke L. Dendiu – Part time Constable**

Chief Schwind announced the hiring of Brooke L. Dendiu as a part-time Constable at the next regular meeting. He gave a summary of the efforts necessary for Brooke Dendiu to qualify as a Constable and how she would use the part-time status to complete state-mandated training.

At the completion of her training, Chief Schwind would return to the Board asking for approval to move the Constable from part-time to full-time. Chief Schwind updated the Board on the efforts to hire Constables and using the Ohio Traffic Safety Office to obtain a speed sign trailer for the township at no charge.

**ROAD DEPARTMENT****Purchase of Mig Welder**

Tom Kayati requested approval to purchase a Mig Welder for \$2,000.00, the previous welder has failed. He believes the price to be a very good.

John Oberle made a motion to approve the purchase of a Mig Welder for \$2,000.00, seconded by Phil Smith. All voted "Aye."

**Vacating portion of Olentangy Blvd**

Tom Kayati received a telephone call from a resident on Olentangy Blvd wanting to vacate a portion of Olentangy Blvd between Westview and West Kanawha. The resident was advised to contact the Franklin County Engineer office as they handle all right-of-way requests. Mr. Kayati did not see any problems with this issue and suggested to the property owner that he come to a Board meeting and explain to the Trustees what he plans on doing.

**PMC DEPARTMENT****Property Maintenance Code - Update**

Lori Gerald went through the PMC activity listing and exchanged comments with staff as to the condition of various properties. PMC Director Mark Higdon had departed the meeting earlier.

**Resolution 11052014A – Adoption of PMC Manual**

Lori Gerald said the PMC Director Mark Higdon had requested the Board to approve the PMC Manual as of November 5, 2014. This effort is to align all sections of the manual under one time period.

John Oberle made a motion to approve the recently updated Property Maintenance Code Manual as of November 5, 2014, 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

November 5, 2014

Page 6 of 6

**Financial Report – Motion to accept**

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

**Approval of September 3 and 17, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the September 3 and 17, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:35 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

Nov 19, 2014  
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****November 19, 2014****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, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

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

Chair Gerald recognized Chief Schwind who introduced Brooke L. Dendiu to the Board of Trustees. At the previous meeting, Chief Schwind had given the Board a summary of Ms. Dendiu qualifications and asked for their approval to hire.

Phil Smith made a motion to approve Resolution 11192014A which authorized the hiring of Brooke L. Dendiu as a part-time Constable effective November 20, 2014 at the part-time pay rate, seconded by John Oberle. All voted "Aye."

The Fiscal Officer swore in Brooke L. Dendiu as a part-time Constable, who was then congratulated by the Board members and others assembled.

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

John Oberle updated the Board on the agreement between the COCIC (Land Bank) and the former property owners, Baumgartners. There is a new provision that allows the Baumgartners to tear down the house. There was a discussion of the issue and how the township is protected and will be reimbursed for its charges.

At the next Board meeting, Mr. Oberle will present a resolution to the Board asking their approval of the COCIC agreement with the Baumgartners.

**Sharon Memorial Board (SMB)**

John Oberle has left telephone message call with the SMB President and he mentioned SMB member John Muller appointment expired on October 31st. Mr. Oberle wishes to obtain the SMB President's opinion on whether to reappoint Mr. Muller or someone else.

## 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 19, 2014****Page 2 of 4****Star – Advisory Board**

Lori Gerald pointed out there were two resolutions establishing the Star Board, though she wasn't sure the reason why. Mr. Oberle agreed that the two resolutions are identical.

Lori Gerald wants the Star Board to have the ability to investigate issues and Mr. Oberle cited the resolution's Section B and the requirement that all reports must be approved by the Board of Trustees. There appeared to be an agreement by both individuals that the Star Board could pursue opportunities, but any written and formal document must be approved by the Board of Trustees.

John Oberle will revise the mission statement and instructions then email them to Board members. If the changes are agreeable then the document will be sent on to the Star Board. Also, the annual appointment of Star Board members will be done during the first meeting in January of each year.

There was discussion how the Star Board should conduct a survey of recycling and parking restrictions issues.

**New Business****Franklin County Township Association**

John Oberle updated the Board on the recent Franklin County Township Association meeting at the Franklin County Engineer's Office. Mr. Oberle gave a presentation of Chief Schwind is a candidate for the 911 Advisory Committee. The Chief won the appointment by a majority of votes. Franklin Township Trustee Tim Guyton gave an update on the activities at the Solid Waste Authority of Central Ohio.

Mr. Oberle mentioned the availability of a sophisticated weather tracking system that is available to the township at no cost. Mr. Kayati will make inquiries with the Franklin County Engineer.

**Cut Through From Broadmeadows Blvd**

John Oberle updated the Board on his efforts for a solution on the Broadmeadows cut through next to Jenny Vermaaten's property on Rosslyn Avenue. He has spoken with Showe Builders, the Broadmeadows Apartment owners, about placing a barrier to prevent vehicles. They are open to the suggestion, but wish to review any plan prior to installation.

It is Mr. Oberle understanding that Jenny Vermaaten is seeking Marathon Oil assistance in providing financial support. Mr. Oberle raised the issue of using township equipment to assist in building a barrier but the issue of private property is raised. A general discussion ensued as to what type of barrier would be appropriate. Resident Amy Kessler asked why the township is involved. Mr. Oberle indicated it's a public safety issue and that has been raised every year he has sat on the Board. Discussion of various ideas continued but nothing was agreed upon.

## 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 19, 2014****Page 3 of 4****Township Newsletter**

Lori Gerald asked Board and Staff to submit articles for the newsletter to Sharon Lee by December 3<sup>rd</sup>. Various issues for inclusion were discussed.

**Change of Regular Meeting date to December 10, 2014**

The Board discussed the impact of several issues and agreed to hold its December meetings on December 3 and 10.

Phil Smith made a motion to change the December 17<sup>th</sup> meeting date to December 10th, seconded by John Oberle. All voted "Aye."

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

The Auditor of State audit team cancelled the post audit exit conference and the audit manager will advise when the "Internal Consultants" have completed their review.

**UAN – Year End Conference**

The Fiscal Officer is scheduled to attend the annual year-end UAN conference at the Fawcett Center on December 11, 2014.

**Jobie Tree Service**

Jobie Tree Service cut down the three trees that had been identified as dead or dying at the township hall.

**2015 Temporary Budget**

The 2015 Temporary Budgets will be collected from the departments and forwarded to the Trustees.

**ROAD DEPARTMENT****Road Salt Status**

Tom Kayati announced the Franklin County Engineer calculated the salt distribution load at 80% of the past three years averaged. Sharon Township will have to be careful when applying salt to township road. The reduction will also apply to the village of Riverlea which will be notified shortly.

The price of salt increased to \$116.50 per ton; previously it was \$58.00 per ton. Mr. Kayati gave a summary of road salt shortage will have on Central Ohio roads. He gave examples of substitutes, but travelers should expect slow travel during and after snow falls.

## 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 19, 2014****Page 4 of 4****No Parking Restrictions**

Lori Gerald asked Tom Kayati about the Parking Signs status. He indicated they would be coming down around December 15<sup>th</sup>. A question was posed as to when the last leaf pickup would be done. Mr. Kayati indicated November 30<sup>th</sup> was the expected last day.

Phil Smith asked his fellow Board members to come to a decision on the parking issue. Lori Gerald asked Tom Kayati what the parking restriction impact has been on leaf collection. Mr. Kayati indicated

Mr. Oberle stated the Star Board would review the issue and come up with recommendations for the Board. From there, the township would host public meetings and obtain input from residents.

Resident Amy Kessler residents on Westview Avenue feel parking restrictions impact their property values. It appears the issue revolves around the process to be used to come to a decision. Lori Gerald indicated information is still being collected and will need to be analyzed.

There was a discussion of the issue by residents, staff and Board members on various aspect of the parking restriction issue. The safety issue was a component of the discussion.

Amy Kessler asked when the decision will be made and Lori Gerald indicating it would be sometime in February 2015 at the earliest.

**PMC DEPARTMENT****Property Maintenance Code - Update**

Lori Gerald went through the PMC activity listing and exchanged comments with staff as to the condition of various properties

**Financial Report – Motion to accept**

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

**Approval of October 15 and and November 5, 2014 Regular Meeting****Minutes**

John Oberle made a motion to approve the October 15 and November 5, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:55 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

11-30-2014  
Date

Phil Smith  
Chair

John Oberle  
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

December 3, 2014

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, Tom Kayati – Road Superintendent, Mark Higdon – PMC Director

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

#### **PMC DEPARTMENT**

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

Mark Higdon started the review of the PMC activity listing and cited 314 Rosslyn Avenue as being a problem location. The PMC Director stated the property had been foreclosed by JP Morgan Chase and it has a retaining wall in immediate need of repair and poses a danger to neighborhood children.

Since this property has passed the 2<sup>nd</sup> deadline date, Mr. Higdon asked if the Trustees wished to start legal proceeding against the property. John Oberle indicated he would be speaking with JP Morgan Chase legal counsel the following day and offered to discuss the issue as a way the issue can be cleared without going through the legal path. There was a general agreement Mr. Oberle should try to correct the problem via direct contact with the bank's attorney.

The other location 385 West Kanawha has an oak tree that needs to be removed. The tree was damaged in July, Jobie Tree Service declared the tree to be a hazard in October, and now there is a long crack in the main branch which raises the concern the tree could fall on the next door neighbor's house.

The PMC Director spoke with the brother of the property owner and the brother indicated he would make an effort to have the tree removed by January 5, 2015. Mr. Oberle will forward to Mark Higdon documentation related to trees that had been received from the County Prosecutor and he cited Section 5543.14, ORC as the section of the law pertaining to townships and tree issues.

#### **TRUSTEES**

##### **Old Business**

##### **5411 Olentangy River Road**

John Oberle stated he worked with the Harold Anderson at the Franklin County Prosecutor's Office on revising the agreement between the COCIC (Land Bank) and the former property owners, Baumgartners. The agreement was modified and forwarded to the Baumgartners legal counsel, but there has been no response.

## 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****December 3, 2014****Page 2 of 4****Maple Canyon**

Lori Gerald asked John Oberle the status of the Maple Canyon property. Mr. Oberle will make inquiries and report to the Board.

**Sharon Memorial Board (SMB)**

John Oberle spoke with SMB President Herman who indicated they would like to fill the open positions on the SMB. There is a short article in the newsletter about the SMB opening. President Herman wishes to make a presentation on January 21, 2015 about the SMB finances, activities, etc. Mr. Oberle indicated all SMB members are working together and there was nothing else to report.

**Star – Advisory Board**

Lori Gerald noted she had just received the updated materials from Mr. Oberle. She asked the materials be modified to include recycling and National Pollutant Discharge Elimination System (NPDES) as STAR Board projects.

Tom Kayati thought the STAR Board could come up with ideas for cleaning the environment and at the same time support the township's NPDES efforts. Lori Gerald mentioned that recycling is getting a positive response in most areas of the township. The newsletter asks for input from residents. John Oberle suggested keeping the parking issue on the STAR Board agenda and the other Board members agreed.

**Parking**

Trustee Smith made a comment on the parking issue and a need for a decision. Lori Gerald highlighted the "No Parking Recommendations" document prepared and Tom Kayati. The areas covered by the document include Tremont Gardens, Worthington Hills, and Mount Air. Lori Gerald outlined the changes made to the No Parking Recommendations. Restrictions would apply from October 15 through March 15. Mr. Oberle asked Tom Kayati if the application of road salt will be improved with the parking restrictions and Mr. Kayati replied in the affirmative.

Mr. Oberle asked what was the timeframe for implementing the parking restrictions. Lori Gerald said that if approval is made in January and the signs are posted timely, the restriction could be enforced 30 days after the approval. There are areas in Tremont Gardens and Worthington Hills where there will be no parking on roadway. The restriction will be applied to the entire Mount Air area.

There was a further discussion about the newsletter being published and mailed to all township residences.

## 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****December 3, 2014****Page 4 of 4****2015 Temporary Budget**

The Fiscal Officer has emailed the 2015 Temporary Budget from Road, Police, PMC and General Fund to the Trustees. The 2015 Temporary Budget must be approved at the next regular meeting.

**Call Insurance**

Kevin Tighe of Call Insurance has agreed to pay \$100.00 for his newsletter ad.

**Web Site update**

The Fiscal Officer has posted the last nine agendas and minutes to the township web site.

**Financial Report – Motion to accept**

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

**Approval of November 19, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the November 19, 2014 minutes as amended, seconded by Phil Smith. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 7:38 PM - was made. Lori Gerald moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

12-19-2014  
Date

  
Chair

  
Fiscal Officer

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

**SHARON TOWNSHIP TRUSTEES****REGULAR SESSION HELD AT****95 E. Wilson Bridge Road****December 3, 2014****Page 3 of 4****Change of Regular Meeting date to December 10, 2014**

The Board discussed the impact of several issues and agreed to change the December 10<sup>th</sup> meeting to December 17<sup>th</sup>, which was the original schedule.

John Oberle made a motion to change the December 10<sup>th</sup> meeting date to December 17<sup>th</sup>, seconded by Phil Smith. All voted "Aye."

**ROAD DEPARTMENT****Leaf Collection and Cemetery - Status**

Tom Kayati updated the Road Department's leaf collection efforts and he believed it should be done shortly. He indicated there were some leaf machine problems, but they were fixed. During the past several weeks, the Road Department had also responded to the snow and a heavier than normal number of burials at the cemetery.

John Oberle reported on the December 1<sup>st</sup> joint meeting between the Sharon Township Board of Trustees and Worthington City Council. Council member Bob Chosy was re-appointed to the Cemetery Board.

**POLICE DEPARTMENT****911 Advisory Board**

Chief Schwind reported the first meeting of the Franklin County 911 Advisory Board, which he is the chair, will take place soon. He had nothing else to report.

John Oberle asked how the newest member of the police department was working out. Chief Schwind stated Brooke Dendui is working through the process as a new constable.

Chief Schwind indicated there is a new process for new constables to obtain protective vest via the township and reimburse the township for the cost via a payroll deduction. Two constables have applied for Nationwide Insurance grants to help on the protective vest purchase.

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

The audit report is being reviewed by the Auditor of State's "Internal Consultants" at this time.

**UAN**

Sam Kraly continues his work and should be done by year end.

**UAN – Year End Conference**

The Fiscal Officer is scheduled to attend the annual year-end UAN conference at the Fawcett Center on December 11, 2014.

## 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****December 17, 2014****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:** Todd Weithman – Healthcare Insurance

**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, Julie and Travis Burns, Tony D’Mario, Jennifer Antoszewski, Brad Horn, Annette Ammemen, Robert Rogers, Pat Kelly

**TRUSTEES****Old Business****Healthcare Insurance**

Chair Gerald recognized Todd Weithman, the township’s healthcare insurance advisor, who gave a summary of events over the past few months leading up to tonight’s meeting. Mr. Weithman also compared the current provider with other healthcare provider offerings. He indicated it was possible the township could save money under a plan that requires a higher monthly charge but could save on variable costs if the younger age personnel hired into the Police Department do not use their insurance. The issue was debated by the Board and staff.

Lori Gerald made a motion to approve Medical Mutual of Ohio as the township’s healthcare provider in 2015, seconded by Phil Smith. All voted "Aye."

**5411 Olentangy River Road**

John Oberle reported speaking with the property owner’s legal counsel who indicated the house will not be razed, that it will be redeveloped. The County Prosecutor is awaiting the receipt of the modified agreement and Mr. Oberle stated the process is moving forward.

**Sharon Memorial Board (SMB)**

John Oberle learned the SMB has interviewed two Board candidates so it is possible the Trustees will have several individuals to appoint to SMB in the coming months. Lori Gerald mentioned SMB tenant, Bagley Consulting, has vacated the property.

**Star – Advisory Board**

Lori Gerald sent Linda Jarrett of the STAR Board the updated mission statement and other materials. She included recycling as a project for the STAR Board. Tom Kayati reminded Lori Gerald about including the National Pollutant Discharge Elimination System (NPDES) as STAR Board project.

## 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****December 17, 2014****Page 2 of 5****Recycling**

Lori Gerald updated the Board on the responses to the 4<sup>th</sup> Quarter newsletter request for feedback. She indicated she had around 50 responses, most of them were positive. One problem was a number of individuals did not leave an address or name to associate with the response.

In the Three-Street area, there have been 37 positive and 7 negative responses. Ms. Gerald needs to obtain a 75% participation rate before moving forward. There has been a mixed response for the Worthington Hills area and Mount Air has been positive. Whereas in the Home Acre area, most residents don't want recycling as they take their recyclables to the nearby Home Depot.

The STAR Board will be asked to review this issue.

**Parking**

Lori Gerald asked Road Superintendent Kayati to update the Trustees and audience on his activities. Mr. Kayati distributed a map depicting the parking restrictions outlined on his "No Parking Recommendations" document. The "No Parking Recommendations" was based in part upon feedback received at the last meeting and he then explained the proposed signs to be used in the Three-Street area.

Time frames were added to the signs for leaf collection. A number of residents offered their opinions of the proposed parking restrictions, there were concerns about the signs having too much information and confusing residents, Board members and audience members exchanged ideas on parking times, and issues related to snow emergencies,

Lori Gerald indicated the Parking issue will be reviewed after March 15, 2015. She believed some residents are starting to change their habits and moving their vehicles to help out their neighbors.

A Westview Avenue resident opined she did not like the idea of no parking on that street and mentioned the lack of notification, though she did receive the recent newsletter. Chair Gerald stated the township had been working on the No Parking Restrictions for almost a year with several public meetings. In response to citizen input, the 4<sup>th</sup> quarter newsletter was mailed to each resident and notice was posted to the township web site.

Lori Gerald asked Tony D'Mario, a Westview Avenue resident, for his opinion of the Westview Avenue no parking restriction. He indicated that several new neighbors appeared to be the source of the car parking problem and asked Tom Kayati about the impact of parking over the storm water drain lines. Mr. Kayati felt that if the parking is temporary in nature, that there should not be any damage to the drain tile.

When the issue of speeding cars was raised, resident Pat Kelly stated that with the assistance of the Sharon Township Police Department, 47 cars were tested for speed and the average speed was 27 miles per hour.

## 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****December 17, 2014****Page 3 of 5**

There was a discussion on the road widths and how much space is available for vehicles and whether Trustees have heard from residents who have not attended any of the public meetings.

A consensus on the Westview Avenue signs was to enforce the no parking restriction up till March 15<sup>th</sup> and then revisit the issue for all streets in the Three-Street area.

John Oberle suggested using an on-line system to survey township residents on the parking issue. Lori Gerald spoke briefly about access to fire hydrants. She continued by saying there would be no resolution vote tonight and that depending upon a discussion with Mr. Kayati, a Special Meeting could be held to vote on the No Parking Restriction Resolution. Lori Gerald thanked all present for their comments and suggestions on the issue.

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

The audit is complete, draft report and management letter has been distributed to the Trustees. The next step is the exit conference.

**UAN**

Sam Kraly is researching several issues at this time.

**UAN – Year End Conference**

The Fiscal Officer attended the annual year-end UAN conference at the Fawcett Center on December 11, 2014.

**2015 Temporary Budget**

The 2015 Temporary Budget was distributed via email to all parties prior to the meeting. The Fiscal Officer thanked all departments for their hard work in developing the 2015 Temporary Budget.

Lori Gerald made a motion to approve Resolution 12172014A which included the 2015 Sharon Township Temporary Budget, seconded by John Oberle. All voted "Aye."

**Call Insurance**

Call Insurance has been billed \$100.00 for their 4<sup>th</sup> Quarter newsletter ad.

**KLA Risk Consulting**

The Fiscal Officer will be emailing the KLA Risk Consulting report to Trustees and staff. KLA is affiliated with the township insurer, OTARMA, and has made several suggestions to reduce risk.

## 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****December 17, 2014****Page 4 of 5****State Taxes - Employer**

The Ohio Department of Taxation recently updated the Ohio Administrative Code to require townships to file electronically beginning January 1, 2015. The Fiscal Officer requested an opt-out of the procedure and was denied.

**ROAD DEPARTMENT****Columbus Diesel Company**

Tom Kayati advised the Board of a diesel engine problem and the need to use a new vendor, Columbus Diesel. No estimate of repair costs at this time.

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

Lori Gerald gave an update of the PMC activities using the PMC Report.

**POLICE DEPARTMENT****Various Items**

Chief Schwind updated the Board on recently hired Constable Dendui activities and her expected certification in February 2015. Resident Pat Kelly thanked Chief Schwind for the Police Department's history of fast response times.

**Financial Report – Motion to accept**

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

**Real Estate Issue**

A resident asked for an update on the valuation of properties that was identified in July 2015. John Oberle had recently spoken with the Franklin County Auditor office the web site issues did not apply to the database that is the basis for real estate tax bills.

**Maple Canyon**

Lori Gerald asked John Oberle for an update on the Maple Canyon property and Mr. Oberle replied he had asked for an update from the County Prosecutor Office representative, but to date has not received a reply.

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**

**December 17, 2014**

**Page 5 of 5**

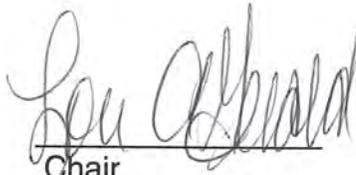
**Approval of December 3, 2014 Regular Meeting Minutes**

John Oberle made a motion to approve the December 3, 2014 minutes as amended, seconded by Lori Gerald. All voted "Aye."

With no further business to bring before the Board a request to adjourn at 8:39 PM - was made. Phil Smith moved to adjourn the regular meeting, John Oberle seconded. All voted "Aye."

12-2014

Date



Chair



Fiscal Officer

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ **SHARON TOWNSHIP TRUSTEES** \_\_\_\_\_ 20\_\_\_\_\_**SPECIAL SESSION HELD AT****95 E. Wilson Bridge Road****December 22, 2014****Page 1 of 1**

The meeting was opened in proper form at 7:38 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, Tom Kayati – Road Superintendent

**Guests:** None

**Resolution Establishing Parking Regulation on Township Highways**

Chair Gerald raised the issue of passing a township parking resolution and asked for questions or comments on the resolution, which was deliberated upon during the December 17, 2014 Regular Meeting.

There was a discussion as to how temporary parking permits would be distributed to residents requesting them. The Fiscal Officer will send out a Word document containing the parking permit to all personnel attending today's meeting.

Phil Smith made a motion to approve Resolution 12222014A entitled, "A Resolution Establishing Parking Regulations on Township Roadways", seconded by Lori Gerald. All voted "Aye."

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

1-7-15  
Date

  
Chair

  
Fiscal Officer

# RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

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