

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL JANUARY 8, 2003

The meeting was opened in proper form at 5:00 p.m.

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests:	Ms. Christen Moore
	Ms. Tiara Burger

Attendance: Sharon Township Clerk, Stephen Kayati, Police Chief Donald Schwind and Road Superintendent Thomas Kayati.

APPROVAL OF MINUTES

The minutes of the December 18, 2002 meeting were reviewed. Chief Donald Schwind noted that he had not looked at the tree that a resident had requested be taken down. Mr. Bachelor moved and Mr. Insley seconded a motion that the minutes be corrected as noted and then be accepted. All voted "AYE".

APPROVAL OF FINANCIAL REPORT

The clerk presented the financial report for December, 2002 and noted that there is an unlocated error on the bank reconciliation in the amount of \$377.82 and recommended that the report be tabled until it is located.

TRUSTEES:

New Business

Mr. Moss introduced Ms. Moore and Ms. Burger from the floor. They told the Board that they were students at Worthington Kilbourne and were there as class assignment to observe the meeting and report back to their class.

ORGANIZATIONAL MEETING

Election of officers: Chairman and Vice Chairman

The Clerk called for nominations to the office of Chairman.. Mr. Bachelor moved that Mr. Moss be nominated for the office of Chairman. Mr. Insley seconded the motion. All voted "AYE" and the nominations for Chairman were closed. Mr. Moss moved that Mr. Bachelor be nominated for the office of Vice Chairman Mr. Insley seconded the motion. All voted "AYE" and the nominations for Vice Chairman were closed.

Resolution number 010803A calling for the re-employment of all Township employees as of December 31, 2002 effective January 1, 2003 was introduced. Mr. Bachelor moved that Resolution 010803A be adopted by the Board and that a copy be made a part of the minutes. Mr. Insley seconded the motion. All voted "AYE".

Resolution number 010803B stating the appointments to various board and designations of the Township outside service agencies was introduced. Mr. Insley moved that Resolution 010803B be accepted and made a part of the minutes. Mr. Moss seconded the motion. All Voted "AYE".

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~~Held~~ Resolution number 010803C establishing the meeting dates for the year 2003 and compensation for the Trustees and Clerk was introduced. The Clerk noted that the new salary schedules for the Trustees and Clerk were ambiguous. Mr. Moss moved that Resolution 010803C be approved and made a part of the minutes and further that the salaries be confirmed with the Township legal counsel. Mr. Bachelor seconded the motion. All voted "AYE".

Old Business:

None.

CLERK:

New Business:

Supplemental Appropriation required for payroll purposes in December, 2002 were presented. Mr. Insley moved that the appropriation be approved. Mr. Bachelor seconded the motion. All voted "AYE".

Old Business:

None

Correspondence noted for the record"

Noted for the record:

Ohio Department of Transportation presented an Access Manual.

The Township received notice of a building permit for fire rehabilitation

Notification of the filing of a notice of annexation from Sharon Twp. to the City of Columbus on property on Flint Rd. was received

Delta Dental notified the Township had received their ISO 9001 Ctf.

Bureau of Workers' Compensation presented a notice of seminars to be held.

The January newsletter from the OTA (Grassroots) was noted as received.

Police Department:

Chief Donald Schwind reported that the company that sold the new MDI units has reviewed the installation of them and note that the workmanship was very poor and noted that they would see to the correction of the problem.

He announced that he had arranged for a new cruiser demo to be supplied by Roby Chevrolet for Township to review. He also requested that trustees take note of the poor condition of the second floor currently used as a locker room and office for the Lieutenant.

Road Department:

Thomas Kayati presented the final invoice from Franklin County in the amount of \$25,455.95 for the 2002 resurfacing program and noted that he had no problems with the work or the invoice.

Mr. Kayati then requested an executive session to review disciplinary action on a road department employee. Mr. Moss moved that the Board go into executive session to discuss the disciplinary action. Mr. Insley seconded the motion. A roll call was taken and Mr. Moss voted "AYE", Mr. Insley voted "AYE" and Mr. Bachelor voted "AYE". The Board went into executive session at 6:05p. m.

The Board came out of executive session at 6:20 p. m. and reconvened. Resolution 010803D was presented to the Board. The resolution stated that the services provided by Steven R. Trent were unacceptable. As a result, Steven R. Trent was terminated effective January 8, 2003 at 6:20 p. m. Mr. Insley moved that Resolution 010803D be accepted and that Mr. Trent be notified of the action. Mr. Insley seconded the motion. A roll call vote was called, Mr. Moss "AYE", Mr. Bachelor "AYE" and Mr. Insley "AYE".

Mr. Moss noted that there being no further business for the Board moved that the meeting be adjourned. Seconded by Mr. Insley, All voted "AYE" and the meeting was adjourned at 6:27 p. m.

1-15-03

DATE



CHAIRMAN



CLERK

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL JANUARY 15, 2003

The meeting was opened in proper form at 6:00 p.m.

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests: **NONE**

Attendance: Sharon Township Clerk, Stephen Kayati, Police Chief Donald Schwind and Road Superintendent Thomas Kayati.

TRUSTEES:

New Business

None

Old Business:

None

CLERK:

New Business:

A Ms. Anna Bridges from the U. S. Army Asset Control called regarding the cannon located in the front of Sharon Township Memorial Building. She stated that the following data regarding this unit was needed. A. Did the landowner give written approval for the unit to be there. B. How was the cannon obtained and by whom. C. they need the serial number of the cannon and an 8 X 10 Glossy Photo. The Board had no knowledge regarding the cannon and suggested that the Memorial Board and American Legion be made aware of this request.

Old Business:

Todd Weithman notified the Clerk that Anthem Insurance had declined to issue a proposal for the Township Medical Insurance. Their reason was that several employees had answered "yes" to questions that required additional data and had not supplied that information. He will return those applications to us for completion and resubmit the request.

ROAD DEPARTMENT:

Old Business:

None

New Business:

Road Superintendent Thomas Kayati reported that the Worthington Hills Civic Association is adding a sprinkler system along Clubview and plans to add planting in the median area. His concern is in regard to the sprinkler system's pipes and watering heads which could be damages in the normal course of repairs and maintenance which may be done by the Township. He would like to have a "Hold Harmless" agreement from the Civic Association which will absolve the Township from Liability in the event that Township Equipment damages any part of the sprinkler system in performing the regular and necessary duties of Township Employees.

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Mr. Kayati then presented the application of Mr. Bryan Bingham for the position of Maintenance for the Road Department. Mr. Kayati noted that the applicant did have the experience to perform the duties required and recommended that the Board hire him.

Mr. Insley moved that Mr. Bingham be hired subject to the review of hiring practices by the Township Attorney, Mr. Richard Hoffman. Mr. Bachelor seconded the motion which was brought to a vote. The voting was Mr. Insley, "AYE", Mr. Bachelor "AYE" and Mr. Moss "AYE".

POLICE DEPARTMENT:

Old Business

None

New Business:

There was no new business noted for the Board's attention. Chief Donald Schwind then requested that the Board go into Executive Session to discuss to review disciplinary problems. Mr. Bachelor moved that the Board go into Executive Session to review disciplinary actions by Chief Schwind. Mr. Insley seconded the motion. The Motion was then voted on as follows:

Mr. Moss	"AYE"
Mr. Bachelor	"AYE"
Mr. Insley	"AYE"

The Board went into Executive Session at 6:27 p. m.

The Board came out of Executive Session at 7:00 p. m. and reconvened. Mr. Moss moved that the Board retain the services of Downes, Hurst and Fishel, 400 S. Fifth Ave., Columbus, Ohio to look into and advise the Board regarding Township Personnel Matters. Mr. Insley seconded the motion. The vote was: Mr. Moss, "AYE", Mr. Bachelor, "AYE" and Mr. Insley, "AYE".

Mr. Moss noted that there being no further action to come before the Board that the meeting be adjourned. Seconded by Mr. Insley, all voted "AYE: and the meeting was properly adjourned at 7:04 p. m.

2-5-03

DATE


CHAIRMAN


CLERK

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL MARCH 5, 2003

The meeting was opened in proper form at 5:00 p.m.

Mr. Moss moved, second Dave Insley to appoint Barbara Schwartz Clerk Protem
All voted "Aye."

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests: **None**

Attendance: Sharon Township Trustees Administrative Asst. Barbara Schwartz, Police Chief Donald Schwind and Road Superintendent Thomas Kayati.

Approval of Minutes:
None

Approval of Financial Report:
None

TRUSTEES:
New Business
None

Old Business:
NPDES Phase II compliance signed by Jack Moss 3/05/03 at Franklin County Court House Meeting Room A at 1:30pm, Township was represented by Jack Moss and Tom Kayati.
Discussed retrieving information for Sharon Townships Spring 2003 News letter

CLERK:
New Business:
None

Old Business:
None

ROAD DEPARTMENT:
Old Business:

Reviewed letter to Doris Buker (regarding calling Road Superintendent with non-emergency complaints) at his residence.

New Business:

Road Superintendent reported that the current Snow Plow was in bad condition and the road dept. needs to Purchase a replacement. A new replacement installed would approx. cost \$7,362.00. Dave Bachelor motioned to buy a new Snow Plow not to exceed \$7,500.00, Paul Insley second. All Voted " AYE".

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Held POLICE DEPARTMENT: _____ 19____

Old Business

None

New Business:

Police Dept. Chief Donald Schwind Brought to the attention of the Trustees the need for a new Cruiser. Chief Schwind discussed the advantages of purchasing a Ford Explorer 4x4 over another 2 wheel drive vehicle. With the current years snow fall there were a couple incidents of police cruisers becoming stuck or was unable to drive down some roads with a 2 wheel drive vehicles. The price of the Ford Explorer is with in the price range of a 2 wheel drive vehicle. Paul Insley motioned for the purchase of the Ford Explorer at a price not to exceed \$24,000.00, Dave Bachelor second. All Voted "AYE".

With no further business to bring before the Board a request to adjourn was made.

Mr. Bachelor moved, second by Mr. Moss to adjourn the March 05, 2003 business meeting at 6:30 pm. All Voted "AYE".

3/19/03
DATE


CHAIRMAN


CLERK-PROTEM

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DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
SPECIAL FINANCIAL UPDATE
SESSION HELD AT SHARON TOWNSHIP HALL
MARCH 12, 2003 10:00 A.M.**

The meeting was opened in proper form at 10:00 a.m.

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guest: None

Attendance: Sharon Township Clerk/Treasurer Stephen Kayati, Trustees Administrative Asst. Barbara Schwartz, and Road Superintendent Thomas Kayati.

Approval of Minutes:

None

Approval of Financial Report:

None

TRUSTEES:

Old Business

None

New Business

Discussion of financial updates

It was brought to the attention of the Sharon Township Trustees that the audit for 2001 and 2002 could not be completed due to missing documentation. At the direction of his superiors Larry Heiser/Assistant Auditor was pulled off the engagement till all documentation could be produced. "See attached Memo".

The Clerk/Treasurer Stephen Kayati is having problems getting information to the Trustees, signing purchase orders, and updating minutes. Rita, Ohio and Federal taxes are not being paid. Warrants are being printed and signed by the Trustees and then voided. The reissued warrants are not given to the Trustees for their signature. The Township will have to pay fines for the late payments on taxes.

Pers Employee contributions for October, November, and December 2002 were not paid on time and the Township has incurred a 5% fine. January's Pers contributions were sent out without the supplemental contribution brake down for the Police Dept. and the warrant was sent out with the incorrect amount.

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Discussion on how to resolve the financial issues.

Mr. Insley states there should have been more training.

Stephen Kayati was given the opportunity for training with UAN and decided to leave early. Stephen stated he didn't need the training on Windows.

Mr. Moss has ask Stephen Kayati for his resignation.
Stephen Kayati: no response

Mr. Bachelor has suggested that Stephen Kayati have Thirty Days to straighten out the problems, and to contact Alan Thompson/Audit Manager to reschedule audit.

Mr. Moss has suggested that Stephen Kayati put the time in the office to get things done, ask questions, and to contact UAN for assistants.

CLERK:

Old Business

None

New Business

None

ROAD:

Old Business

None

New Business

None

POLICE:

Old Business

None

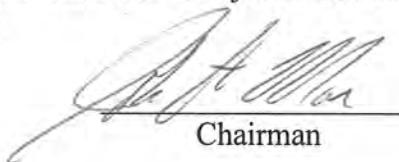
New Business

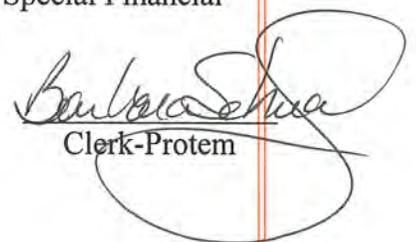
None

With no further business to bring before the Board a request to adjourn was made.

Mr. Moss moved, second by Mr. Bachelor to adjourn the March 12,2003 Special Financial Update meeting at 10:55 a.m.

3/19/03
Date


Chairman


Clerk-Protem

Memo

To: Stephen Kayati, Clerk
From: Larry Heiser
Date: March 7, 2003
Subject: Information needed

Barb, I'll be in Monday A.M. about 9:30 - 10:00 to talk about this
Jack

Mr. Kayati:

At the direction of my superiors, we have been pulled off the engagement until all of the following documentation can be provided:

- 1) Proof for 12/31/01 cash position, bank statements, CD verification (statements, or certificates). Specifically 12/31/01 Starohio information, and CD support documentation for both year endings.
- 2) Documentation that all 4th quarter payroll liabilities have been paid. This would include verification that Rita, Ohio, Federal, Columbus, Powell, Pers, Child Support payments are current
- 3) Completion of the pre-audit questionnaire.
- 4) Completion of narratives regarding payroll and non-payroll expenditure cycles.

We can come back to the Township as soon as all the information is able to be readily provided. The Audit Manager for this engagement is Alan Thompson, CPA, the office number downtown is 466-3402. I can be reached at 327-6305

Thank You,
Larry Heiser
Larry Heiser, CPA
Assistant Auditor

Barb - FYI

LARRY

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Held _____ 19____

CLERK:

Old Business:

None

New Business:

ROAD DEPARTMENT:

Old Business:

None

New Business:

Bids in for the 1982 Dump Truck (David Bradly's bid \$1010.00), (Will Orendorff bid \$1682.00) Will Orendorff bid was excepted for the purchase of the 1982 Dump Truck.

POLICE DEPARTMENT:

Old Business

None

New Business:

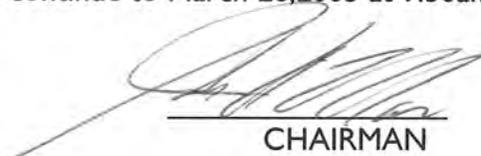
Executive Session was moved by Jack Moss and second by Paul Insley at 6:45pm to discuss Personal Business with Chief Schwind. At 7:10 regular session was called back to order. After Executive session Walter Hoag was introduced to the discussion for the purpose of filling the unexpired Clerks Term. It was noted to contact Mr. Walter Hoag for a personal introduction at the continuation meeting on March 26,2003 9:30am.

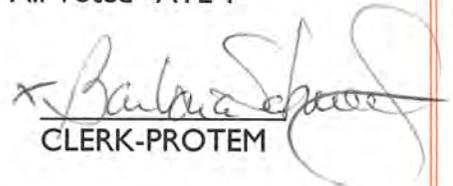
Mutual Aid Agreements with Worthington, Presented for signing of Police Response, Firing Range, and Radio Dispatching.

With no further Business to discuss the meeting has been call to continue on March 26th,2003 at 9:30am.

Mr. Bachelor moved, second by Mr. Moss to adjourn the March 19, 2003 business meeting at 7:45 pm. and continue to March 26,2003 at 9:30am. All Voted "AYE".

4/2/03
DATE


CHAIRMAN


CLERK-PROTEM

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DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19 _____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL MARCH 19, 2003

Signing of Checks

The meeting was opened in proper form at 6:00 p.m.

Clerk/Treasurer Stephen Kayati has given his verbal resignation and will not be staying for the meeting. Stephen Kayati has highly suggested bringing in a consultant to help. Trustees Paul Insley and David Bachelor did not except a verbal resignation and has ask Stephen Kayati to stay on as Clerk/Treasurer for purposes of signing checks. Will continue the resignation on Wednesday March 26,2003.

Paul Insley moved to bring in a consultant to help with the transition, second by Dave Bachelor. All voted "Aye".

Mr. Bachelor moved, and second by Mr. Insley to appoint Barbara Schwartz Clerk Protem. All voted "Aye"

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests: **None**

Attendance: Road Superintendent Thomas Kayati, Chief of Police Donald Schwind, Trustees Administrative Asst. Barbara Schwartz.

Approval of Minutes:

Regular Session March 5,2003 Paul Insley moved, Dave Bachelor seconds. All voted "Aye".

Special Session March 12,2003 Dave Bachelor moved Paul Insley seconds. All voted "Aye".

Approval of Financial Report:

February 2003 Dave Bachelor moved, Paul Insley seconds. All voted "Aye".

TRUSTEES:

Old Business

New Business

City of Columbus Taxing Dist. Audit Information handed over to Chief Donald Schwind for confirmation on the addresses for Township Residents.

The Franklin County Auditors Amended Resolution has to be signed by the Clerk. Barbara Schwartz will bring to March 26th meeting for Approval and signing.

Sharon Township Road Dept., Police Dept., Fire Dept., Cemetery and General 2003 Permanent Budget was presented to the Trustees for approval. Dave Bachelor moved to approve 2003 Permanent Budgets Resolution 03192003A, Paul Insley 2nd. All voted "Aye".

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DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
MARCH 19, 2003 CONTINUATION SESSION HELD AT
SHARON TOWNSHIP HALL
MARCH 26, 2003**

MEETING WAS CALLED BACK IN SESSION MARCH 26,2003 AT 9:30 AM.

Paul Insley moved to accepted Stephen Kayati's resignation of Clerks/Treasure effective March 31,2003 second by Jack Moss. All Voted "AYE".

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests: **Walter Hoag**

Attendance: Chief of Police Donald Schwind,Trustees Administrative Asst. Barbara Schwartz.

Approval of Minutes:

Approval of Financial Report:

TRUSTEES:

Old Business

Approval of Franklin County Auditors Amended Resolution, Paul Insley moved to accept Resolution second by Dave Bachelor. All voted "Aye"

New Business

Mr. Hoag presented resume for review. After reviewing Mr. Hoag's resume, Mr. Hoag was informed of the Clerk/Treasure's Duties and responsibilities. Sharon Township needs a Clerk/Treasurer who is willing to stay in the office as long as need be to get the Job done. Paul Insley: Mr. Hoag will only take responsablity for issues in Sharon Township effective his appointment date. Barbara Schwartz is currently working on some problems and Mr. Hoag is not responsible for those issues. Mr. Hoag has stated he is willing to go to classes, ask questions, and to stay in the office as long as it takes to get the job done.

Dave Bachelor moved to appoint Mr. Hoag as Temp. Clerk as of April 1,2003 to finish out the unexpired term of Stephen Kayati second by Paul Insley. All voted "Aye".

CLERK:

Old Business:

None

New Business:

ROAD DEPARTMENT:

Old Business:

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ROAD DEPARTMENT:

Old Business:

None

New Business:

POLICE DEPARTMENT:

Old Business

None

New Business:

Mr. Bachelor moved, second by Mr. Insley to adjourn the March 19, 2003 business meeting at 11:30am on March 26, 2003. All Voted "AYE".

4/16/03
DATE


CHAIRMAN


CLERK-PROTEM

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Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL APRIL 2, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests: Harold Duryee, Tim Hoag, Terri Hoag, Callahan Hoag, Leslie Hoag, and (Suzanne Young Gardner Citizen of Sharon Township)

Suzanne Gardner: There is a problem with the leaf build up in drainage ditch and would like the Road Dept. to clean out the leaves. Tom Kayati will be down to dig out the ditch as soon as the Truck is repaired. Suzanne would like the township to check with the Engineers for some solutions in repairing the problem with the water flow in the ditch. Tom will check with the engineers and see if they have any solutions on how to stop the large flow of water in the ditch.

Attendance: Sergeant LaTour Police Dept. , Tom Kayati Road Dept. Trustees Administrative Asst. Barbara Schwartz.

Approval of Minutes:

Regular Session March 19,2003 Paul Insley moved, Dave Bachelor seconds. All voted "Aye".

Approval of Financial Report:

None

TRUSTEES:

Old Business

Update on office situation and taxes: Us Bank has contacted Huntington Bank on Situation with Delta Dental and They will reimburse the Township the \$80.00 to reissue

to Delta Dental. Tax issues can't be straightened out till Bank Statement is received.

Jack Moss returned phone calls to citizens regarding Trash pick up problem.

New Business

Appointment of Walter Hoag as new Clerk/Treasurer Resolution #04022003A

Sworn in by Jack Moss,

Oath of office signed by Walter Hoag

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CLERK:

Old Business:

None

New Business:

Fax from Mark Higdon Re: Pedestrian bridge connection the Olentany Bike Trail to the Sharon Heights area. There is a concern with who knows about this and who doesn't, also who is in charge of this project and who isn't. Dave Bachelor moves to oppose the bridge project second by Paul Insley. All voted "Aye".

ROAD DEPARTMENT:

Old Business:

None

New Business:

E-mail from FEMA Re: Reinburstment for 48 straight hours of work on snow removal this winter. The Road Dept. did not work 48 hours straight through.

Road Dept. has received preliminary estimates from Franklin County Engineers for work requested for the 2003 resurfacing program. Paul Insley moved to approve the ROAD repair estimates Dave Bachelor second. All vote "Aye".

POLICE DEPARTMENT:

Old Business

None

New Business:

Sergeant LaTour present the Trustees with Emmanuel Munoz Resignation effective April 12,2003. Dave Bachelor moved to except Mr. Munoz resignation second by Paul Insley. All voted "Aye".

Sharon Township will be putting notice in paper for hiring of new Officer.

Mr. Bachelor moved, second by Mr. Insley to adjourn the April 2, 2003 business meeting at 6:35 PM on March 26,2003. All Voted "AYE".

4/6/03
DATE


CHAIRMAN


CLERK-PROTEM

RECORD OF PROCEEDINGS

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DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held _____

19 _____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL APRIL 16, 2003

Signing of Checks

The meeting was opened with the Pledge of Allegiance at 6:00 PM

Roll Call:	Mr. Jack Moss	"Present"
	Mr. David Bachelor	"Present"
	Mr. Paul Insley	"Present"

Guests: Noreen Maltos and Karen Bigelow of U.S.Bank
Tom Shockley, Matt Shad, and Paul Rosile of Franklin County,
Tom Jedlinsky and Marr Casey of U.R.S.

Guests were asked to identify and introduce themselves.

Attendance: Lt. Jeff Tuchfarber , representing Chief Donald Schwind, Clerk
Walter Hoag and Tom Kayati Road Dept. Superintendent

Approval of Minutes:

Continued Session March 19, 2003 Paul Insley moved, Dave Bachelor seconds. All voted "Aye".

Regular Session of April 2, 2003 Dave Bachelor moved, Paul Insley seconded, All voted "Aye"

Approval of Financial Report:

March 2003 Paul Insley moved, Dave Bachelor seconded, All voted "Aye"

TRUSTEES:

Old Business

Nuisance Complaint 4949 Sharon Hills, referred to Jeff Gibbs of the Franklin County Board of Health. Two weeks to rectify the problem.

New Business

Anniversary Date for Chief Don Schwind and Road Superintendent Tom Kayati.
3% increase effective May 2003

Chief Don Schwind 3% Increase Moved Paul Insley Second Dave Bachelor, All voted "Aye"

Road Superintendent Tom Kayati 3% Increase, Moved Dave Bachelor, Second Paul Insley, All voted "Aye"

Representatives of Franklin County presented information on the **Water Quality Partnership Sewer Improvement Project** affecting Kanawha/ Rosslyn estimated at

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Representatives of Franklin County presented information on the **Water Quality Partnership Sewer Improvement Project** affecting Kanawha/ Rosslyn estimated at \$753,000. This is part of an \$11 million effort involving 13 Sewer Improvement projects and almost 1,000 homeowners. Federal, State and County funds are involved.

Details are attached in project documents and brochures.

All affected residents have been contacted and project costs and timelines defined.

Detail maps and plans will be sent by the Franklin County Sanitary Engineers Office and will require Sharon Township Trustees signatures prior to beginning construction.

There is no concern regarding *Annexation* as the 1921 Contract predates *Annexation*

This area was designated as Low/Moderate Income in 1995. assistance for the project will be available to homeowners who qualify.

Noreen Maltos, Worthington Branch Manager and Karen Bigelow, VP of the Government Banking Division of **U.S. Bank** provided an update of their bank's services to and for the Township.

They will improve communications with the Township Offices and will provide an analysis of the services and charges made

Karen provided her cell phone number 563-4100 and assured the Trustees and Clerk that all their dealings with the Township complied with the Ohio Revised Code.,

CLERK

Old Business :

None

New Business:

Local Government Fund still in discussion by Ohio legislators

Correspondence :

Received and noted:

ROAD DEPARTMENT:

Old Business:

None

New Business:

Hire a seasonal employee, Michael Best, through the end of leaf pickup.
Moved by Dave Bachelor, second Paul Insley. All voted "Aye"

POLICE DEPARTMENT:

Old Business

None

New Business:

Lt. Jeff Tuchfarber presented the **First Response Plan for Homeland**

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Security, A Resolution was provided and signed. This information is to be considered Confidential

A new Cruiser should be due within the month.

There being no further business Dave Bachelor moved for Adjournment, Second, Paul Insley, All voted "Aye" the meeting adjourned at 7:40 PM

5 7 / 03
DATE


CHAIRMAN


CLERK

Barb

15 This what you want Jack

SHARON TOWNSHIP
Meeting of 05/07/2003

Chairman John Moss called the meeting to order at 5:00 PM

The Pledge of Allegiance was recited and guest and resident Edward Johnston was acknowledged.

John Moss	Present
Paul Insley	Present
David Bachelor	Excused

The minutes of the April 16th meeting were approved: Motion Paul Insley, Second John Moss, and All Aye

On June 5th Waste Management will make a presentation to the Township for renewal of the Waste Collection Contract. Susan Lent will represent Waste Management

Franklin County Health Department repeal of the Vicious and Dangerous Animal ordinance.

Contract from Lisa Pride for review of Auto License revenue distribution.
Moved, Paul Insley Second, John Moss.....All Aye

TRUSTEES: No Report

ROADS ; Salary to Hourly Adjustment for Employees

New Plow for the International Truck

Order New Dump Truck [Budget allocation provided]

POLICE: Pradco Psychological Testing provided for current constables [not including officers] to determine compatibility. (See attached)

New Ford Explorer has been accepted.

Removable computers docking stations are in all police vehicles all officers will receive training the week of May 12th and we should be in operation before the end of May

CLERK No Report:

There being no further business, the meeting adjourned at 6:00- PM

6/8/03 

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held _____ 19____

REVISED MINUTES SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL MAY 07, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: John Moss Present
Paul Insley Present
David Bachelor Excused

Guests: Edward Johnston

Attendance: Thomas Kayati Rd. Dept. Supervisor, Lt. Jeff Tuchfarber Police Dept.
Walter Hoag Clerk

Approval of Minutes:

Approval of Financial Report:

April 2003 Financial Report: Paul Insley moved to approve, Jack Moss seconded
All voted "Aye".

TRUSTEES:

Old Business

None

New Business

None

CLERK

Old Business:

None

New Business:

The Clerks office received a bill for property tax on Maple Canon Park Parcel #252-001358-00. An application for real property tax exemption and remission tax exemption was filed and received May 06,2003 at the Franklin County Auditors office.

Lisa Pride renewal contract for Audit of Auto License Revenue Distribution presented to Board of Trustees for approval. Paul Insley moved John Moss seconds All voted "Aye".

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

Correspondence:

Waste Management's: Susan Lent will be discussing renewal of Waste Collection Contract at the June 5,2003 Meeting

Franklin County Health Department notice of Vicious and Dangerous Animal law changed.

ROAD DEPARTMENT:

Old Business:

The new snowplow is in and is being attached to the truck, should be finished in the next couple of weeks.

New Business:

Barbara Schwartz has corrected all Payroll in the UAN system. Hourly employees were in the system as salaried employees. In correcting the system this changed the yearly earnings on some of the employees to reflect a small increase in pay.

The ordering of a New Dump Truck was not discussed at the May 7, 2003 meeting.

POLICE DEPARTMENT:

The Police Dept. is currently working with Pradco Psychological Testing. Pradco will be conducting tests on the current Officers of Sharon Township to create a model personality test. The test will be conducted during the officer's regular shift and will not cost the Dept. over time. All new applicants will take the test at home or in the office over the Internet. The test will take approximately 15 minutes, and cost \$75.00 per test.

Old Business

New Explorer has arrived and will be contacting Kevin Weakly to install the consoles and Radios.

Training on new computers will be Wed. and Thursday of next week. 3 computers were ordered, 2 for Cruisers and 1 for in house. The computers will be signed out like radar units, Should have the computer systems by end of month.

New Business:

With no further business to bring before the Board a request to adjourn was made

Paul Insley moved, John Moss second that the meeting be adjourned at 6:00pm All vote "Aye".

6/18/03
Date


Chairman

Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL MAY 21,2003 6:00PM.

The meeting was opened in proper form at 6.00PM.

Roll Call: Mr. Jack Moss "Present"
Mr. David Bachelor "Present"
Mr. Paul Insley "Present"

Guest: Boy Scout Troop 314 (Troop Leader: Mike Manning, Scouts:
Patrick Manning, Thad Kendal, Tristen Butcher), Ed Johnston

Attendance: Chief Donald Schwind, Clerk Walter Hoag, Road Superintendent Tom
Kayati, and Trustees Adm. Asst. Barbara Schwartz

Approval of Minutes:

May 7,2003 Regular Session. Paul Insley moved Dave Bachelor second to approve the minutes for May 7,2003 with the revision for more details to be added. All voted "Aye"

Approval of Financial Report:

None

TRUSTEES:

Old Business

None

New Business

Barbara Schwartz was hired on at 32 hrs per week full time and is being compensated for leave accumulations at 32 hrs per week, but all over times is being compensated over 40 hrs per week. Dave Bachelor moved to adopt Res. 5-21-2003A to revise the over time compensation to anything over 32 hrs per week is to be considered over time, Paul Insley second. All voted "Aye".

All Dept Heads were given notice that the Estimate of Revenues and Expenditures for 2004 Draft needs to be presented to the Board of Trustees for Approval by June 15.

CLERK:

Old Business

None

New Business

Frank Gates office notified Sharon Township Clerks office regarding a full and final settlement of an out of the experience workers compensation claim for Kevin Cassidy a former Employee of Sharon Township Road Dept. The settlement amount of 4,000.00 is to be offered and paid by the BWC. Paul Insley move to let Frank Gates office offer the settlement and to handle the claim on behalf of Sharon Township Second by Dave Bachelor. All voted "Aye".

Frank Gates office notified the Clerks Office May 5,2003 that payment and the 2002-year end report was due to the BWC, and that anything after that date there would be a penalty incurred. Barbara Schwartz has finished the 2002 report and will be cutting the warrant tomorrow May 22,2003. Barbara had mentioned this letter to Walter Hoag several times.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held

19

ROAD:

Old Business

Up-date on snowplow: it was sent back to the shop so that they could correct their error of attaching it to the truck wrong.

New Business

Tom Kayati asked the Board of Trustees for permission to rehire seasonal worker Nathan Hittapole at \$9.70 an hour. Resolution # 5-21-2003B Dave Bachelor moved for the approval Paul Insley second. All voted "Aye".

Tom Kayati asked for Executive Session for Personnel Problems after the Police Dept. presented its agenda for the night.

POLICE:

Old Business

None

New Business

Chief Donald Schwind presented the Board with a new patch designed for the Officers shirts. The Police Dept. purchased new white shirts approx. Two (2) years ago and the current patch is similar to the Worthington Police Dept. There had been some comments made by the officer's about a new design for the patches. Something to signify what Police Dept the officer was from. Dave Bachelor moved to approve the new patch and not to exceed Fifteen Hundred Dollars (\$1,500.00) for the purchase of the new patch The cost of applying the patches would be discussed at a later date if need be, Paul Insley second. All voted "Aye".

Chief Schwind would like to purchase another Ford Explorer for the replacement of Cruiser 488, current mileage is 98,641 and in another year it will have around 130,000 thousand miles. The purchase of another Ford Explorer at current price is currently around \$500.00 above the cost of a cruiser. There is more room in the Explorer for all the computer equipment, camera's and other equipment that the Officer's have to carry. The price for the Explorer is going up and will be unfeasible to purchase one for 3,000.00 over the cost of a cruiser. Paul Insley moved to purchase another Ford Explorer to replace Cruiser 488 at current price of \$23,000.00 Jack Moss Seconds All voted "Aye".

Jack moves to Executive session at 7:15pm Paul Insley seconds.

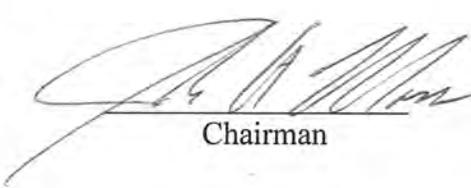
Roll call:	Jack Moss	Aye
	Paul Insley	Aye
	Dave Bachelor	Aye

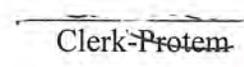
Meeting reconvened at 7:45 PM Walter Hoag handed over his resignation as Clerk/Treasurer. Jack Moss moved to accept the resignation of Walter Hoag Resolution 5-21-2003C second by Paul Insley. All voted "Aye". AS OF MAY 31, 03 DS

With no further business to bring before the Board a request to adjourn was made.

Mr. Insley moved Mr. Bachelor second that the meeting be adjourned at 7:50pm.

C/4/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____

19 _____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL JUNE 4, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: John Moss Present
Paul Insley Present
David Bachelor Present

Guests: Edward Johnston

Mr. Insley moved to appoint Barbara Schwartz Clerk Protem, second by Mr. Bachelor. All voted "Aye".

Attendance: Thomas Kayati Rd. Dept. Supervisor, Chief Donald Schwind
Police Dept. Barbara Schwartz Administrative Assistant.

Approval of Minutes:

May 21, 2003 Regular Session: Dave Bachelor made a motion to accept Paul Insley second. All voted Aye".

Approval of Financial Report:

May 2003 Financial Report: John Moss moved to approve, Paul Insley seconded. All voted "Aye".

TRUSTEES:

Old Business

Waste Management Susan has rescheduled to meet with the Township at the July 2, 2003 meeting to discuss renewing another three (3) year contract. Jack Moss has spoken with Susan re: pricing for renewing the Waste Management contract a 10% increase is projected. \$9.17 to \$10.09 per month and Senior Citizens from \$8.25 to \$9.08 per month.

New Business

With all the misunderstandings on the Clerk/Treasurer duties, Barbara Schwartz has put together a short duties description for all candidates.

With the Clerk/Treasurer vacancy there has been an add put in the Columbus Dispatch and Worthington Suburban News, this add will run from the 4th to the 8th of June. The cut off date of June 13th was stipulated for all interested parties so that interviews can be conducted on the 16th of June.

CLERK

Old Business:

NONE

New Business:

American Legions request for allowance for Memorial Day Expenses of \$25.00 has been received. Paul Insley moved to except the request David Bachelor second. All voted "Aye".

Frank Gates reenrollment form was received for the year 2004 David Bachelor moved to except the reenrollment Paul Insley second. All vote "Aye".

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____

19____

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

Tom Kayati received a complaint regarding a tree at 171 Westview. After inspection of the tree it was determined that for safety issue the tree will be removed. Expert Tree Services estimate for removing the tree is \$400.00

An Architect is needed for the designing of the new building at Walnut Grove Cemetery. With this being a professional service there doesn't have to be a bid for the services.

POLICE DEPARTMENT

Old Business

NONE

New Business:

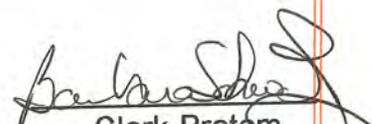
NONE

With no further business to bring before the Board a request to continue the meeting at 4:00pm on June 16,2003 was made.

Paul Insley moved, John Moss second that the meeting be continued at 4:00pm June 16,2003 All vote "Aye".

6/24/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held

19

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

Tom Kayati received a complaint regarding a tree at 171 Westview. After inspection of the tree it was determined that for safety issue the tree will be removed. Expert Tree Services estimate for removing the tree is \$400.00

An Architect is needed for the designing of the new building at Walnut Grove Cemetery. With this being a professional service there doesn't have to be a bid for the services.

POLICE DEPARTMENT

Old Business

NONE

New Business:

NONE

With no further business to bring before the Board a request to continue the meeting at 4:00pm on June 16,2003 was made.

Paul Insley moved, John Moss second that the meeting be continued at 4:00pm June 16,2003 All vote "Aye".

6/24/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
JUNE 4,2003 CONTINUATION SESSION HELD AT
SHARON TOWNSHIP HALL
JUNE 16,2003**

Signing of Checks

MEETING WAS CALLED BACK IN SESSION JUNE 16,2003 AT 4:00 PM.

Roll Call: John Moss Present
 Paul Insley Present
 David Bachelor Present

Guests: NONE

Attendance: Barbara Schwartz Administrative Assistant.

Approval of Minutes:
NONE

Approval of Financial Report:
NONE

TRUSTEES:

Old Business

Interview of candidates

Paul Insley moved David Bachelor seconds to go into executive session to discuss personnel matters

Roll Call Jack Moss Aye
 Paul Insley Aye
 David Bachelor Aye

David Bachelor moved Paul Insley seconds to come out of executive session at 5:00pm. All voted "Aye"

Paul Insley moved, David Bachelor seconds to appoint Gregory Chase of 436 Ridgedale Dr. N. Worthington as new Clerk for Sharon Township Effective July 1,2003. All voted "Aye".

New Business

NONE

CLERK

Old Business:

NONE

New Business:

NONE

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____

19____

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

NONE

POLICE DEPARTMENT

Old Business

NONE

New Business:

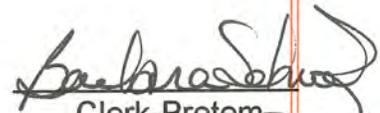
NONE

With no further business to bring before the Board a request to adjourn was made.

John Moss moved, Paul Insley second that the June 4,2003 meeting be adjourned at 5:15pm on June 16,2003. All voted "Aye".

6/18/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19 _____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL JUNE 18, 2003

Signing of Checks

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

Roll Call: John Moss Present
Paul Insley Present
David Bachelor Present

Guests: Edward Johnston

Attendance: Thomas Kayati Rd. Dept. Supervisor, Chief Donald Schwind
Police Dept. Barbara Schwartz Administrative Assistant.

Approval of Minutes:

May 7, 2003 Revised minutes Dave Bachelor moved to accept Paul Insley seconds All Voted "Aye".

June 4, 2003 Regular minutes Paul Insley moved to accept Dave Bachelor seconds All Voted "Aye".

June 4, 2003 Continuation minutes Paul Insley moved to accept Dave Bachelor seconds All Voted "Aye".

Approval of Financial Report:

NONE

TRUSTEES:

Old Business

2004 Budget continued to July 2, 2003 meeting.

Oath of Office date for Clerk/Treasurer Gregory Chase was made for June 24, 2003 at 1:00pm Paul Insley moved Dave Bachelor second All Voted "Aye".

(Appointment Resolution No. 06162003A) Paul Insley moved to adopt David Bachelor seconds All Voted "Aye".

(Appointment Authorization Resolution No. 06162003B) Paul Insley moved to adopt. David Bachelor seconds All Voted "Aye".

2001 and 2002 Audit update: Larry Heiser is still waiting for 1099's to come in for CD's with US Bank. All other information regarding CD's has been given to Larry for Audit purposes

New Business

CLERK

Old Business:

NONE

New Business:

For the record: BWC has sent a notice regarding a full refund plus the Townships share of the investment income for Intentional Tort Fund contributions from 1987 to 1991. The monies will be returned to the Township in one of three ways. If BWC account balance is greater than the amount of refund than the account will be credited amount due us. BWC account balance is less than the amount of refund than the account will be credited amount due and a check will be sent to the Township for the Remaining ITF.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19 _____

If account is paid in full than the Township will receive a check for the entire ITF refund.

ROAD DEPARTMENT:

Old Business:

Tom Kayati recommends an Architect firm design construction Blue Prints and to over see the construction for the new Road Dept. Building. The cost for this type of service is not known at this time. But has had one quote of around \$26,000.00

New Business:

Tom Kayati recommends a step increase for Pete Voedisch from super to foreman with a pay increase of \$1.20 an hour effective June 12,2003
Paul Insley moves Dave Bachelor seconds All Voted "Aye"
John Moss has recommended Pete Voedisch attend some of the Trustees meetings just to see how things work.

POLICE DEPARTMENT

Old Business

Update on LADS (Law Enforcement Automated Data Systems) computers: Computers just arrived and hoping to have them up and running in couple weeks.

New Business:

NONE

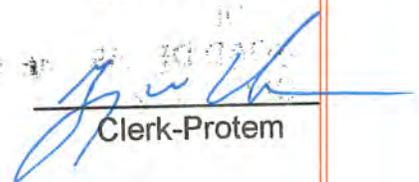
With no further business to bring before the Board a request to continue the meeting at 1:00pm on June 24,2003 was made.

Paul Insley moved, David Bachelor second that the meeting be continued at 1:00pm June 24,2003 All vote "Aye".

7-2-03

Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 1014B

Held _____ 19 _____

SHARON TOWNSHIP TRUSTEES
JUNE 18,2003 CONTINUATION SESSION HELD AT
SHARON TOWNSHIP HALL
JUNE 24, 2003

Signing of Checks

The June 18,2003 meeting was reconvened at 1:00pm June 24,2003 Dave Bachelor moved John Moss second. All voted "Aye".

Roll Call: John Moss Present
Paul Insley Absent
David Bachelor Present

Guests: Mr. and Mrs. Gregory Chase and son Landon Chase

Attendance. Police Dept Lt. Tuchfarber, Administrative Asst. Barbara Schwartz

Approval of Minutes:

NONE

Approval of Financial Report:

NONE

TRUSTEES:

Old Business

NONE

New Business

THE CHAIR CALLED ON GREGORY CHASE TO COME FORWARD AS THE CHAIR ADMINISTERD THE OATH OF OFFICE

CLERK

Old Business:

NONE

New Business:

NONE

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

NONE

POLICE DEPARTMENT

Old Business

NONE

New Business:

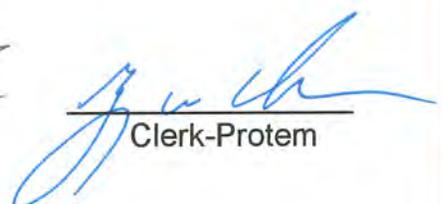
NONE

With no further business to bring before the Board a request to adjourn was made.

David Bachelor moved, John Moss second that the June 18,2003 continuation meeting be adjourned at 1:30pm on June 24,2003. All voted "Aye".

7/02/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO. FORM NO. 1014B

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL JULY 2, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: John Moss Present
Paul Insley Not Present
David Bachelor Present

Guests: Edward Johnston

Attendance: Thomas Kayati Rd. Dept. Supervisor, Chief Donald Schwind
Police Dept. Gregory Chase Clerk/Treasurer.

Approval of Minutes:

June 18, 2003 Regular minutes David Bachelor moved to accept John Moss seconds All Voted "Aye".

June 24, 2003 Continuation minutes David Bachelor moved to accept John Moss seconds All Voted "Aye".

Approval of Financial Report:

David Bachelor approved with contingency on account #2041, Road Department, that balance is overstated and needs to be reviewed by clerk and Tom Kayati. John Moss seconds All voted "Aye"

TRUSTEES:

Old Business

NONE

New Business

Suzan Lent of Waste Management not present at meeting for approval and signing of new contract. Clerk to notify her office to set up meeting with trustees to finalize contract.

2004 Budget- Road Department reports increases in budget reflect plan to change Nathan Hittapole from seasonal employee to full time employee. Other increases in budget reflect general wage increases and rise in insurance premiums. Police Department reports budget increase follows along with five-year projection submitted last year. Also reflects general wage increases and rises in insurance premiums along with plan to purchase new cruiser late 2004. John Moss moved to accept 2004 Budget David Bachelor seconds All Voted "Aye"

CLERK

Old Business:

Received notice from Larry Heiser, State Auditors Office, that finalizing 2002 Audit and will disbursing final numbers to the Clerk Office. Vicki Sheets, Traveling Clerk, will be in July 14, to assist the Clerk Office to update UAN system and with any questions they may have.

Received notice from IRS reflecting overpayment of federal income taxes quarter ending 12-31-2002. Check has been issued for \$1269.91 and should receive in next few weeks. Amount reflects penalties and interest on money.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

New Business:

Noted for the record a letter dated June 25, 2003 from Richard Cordray outlining a new initiative for collection of delinquent real estate taxes.

Noted for record a letter dated June 2003, from OPERS stating the contribution rates for the calendar year 2004.

Noted for the record a letter dated June 27, 2003 from BWC outlining new administrative cost rate for 2003 policy year.

Letter from Franklin County Board of Health dated June 19, 2003, addressed to Harriet Straight, concerning failure of sewage system at 400 Westview Ave.

For the record from the Ohio Public Safety, the May License Statistics Report for Tax Distribution and Permissive Tax Report.

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

Tom Kayati presented for approval an estimate for repairs to the International dump truck totally \$2300.00. Dave Bachelor moved to accept the estimate for repairs up to, but not to exceed \$2,500; John Moss seconds All Voted "Aye"

Tom Kayati notified trustees of problems with the new sprinkler system on Clubview in Worthington Hills. New accumulation of water on the street that was not there prior to the instillation of system. Will keep trustees updated on status.

POLICE DEPARTMENT

Old Business

Donald Schwind informed trustees that the cost for the new police uniform shirts came in \$84.00 above the initial estimate. (PO 215-2003) David Bachelor moved to allocate for the additional funds, up to, but not to exceed \$100.00. John Moss seconded, All voted "Aye"

PRADCO personality test results were presented to Donald Schwind earlier in the day and the search for a new officer was narrowed down to three candidates. Should have final candidate chosen by August.

New Business:

NONE

With no further business to bring before the Board a request to adjourn at 6:10 PM was made. John Moss moved, David Bachelor second All vote "Aye".

7/16/03
Date

[Signature]
Chairman

[Signature]
Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL
JULY 16, 2003**

Signing of Checks

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

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Guests: Edward Johnston, Ed Barber with Burnham & Flower Ins, Jim Wiese

Attendance: Thomas Kayati Rd. Dept. Supervisor, Chief Donald Schwind Police Dept. Gregory Chase Clerk/Treasurer.

Approval of Minutes:

July 2, 2003 Regular minutes David Bachelor moved to accept Jack Moss seconds All Voted "Aye".

TRUSTEES:

Old Business

NONE

New Business

Ed Barber with Burnham and Flower present at meeting for trustee approval of new insurance policy effective July 19 2003- 2004. New insurance policy total \$18,273.00, last year policy total \$18138.55. Per Mr. Barber, any changes needed to update equipment listed on policy will not affect rate. Mr. Barber will contact clerk office in next few weeks to adjust policy for equipment changes. Resolution to accept policy #071603 proposed by David Bachelor, Jack Moss seconds All voted "Aye"

Jim Wiese stands before trustees asking them to contact the city, county concerning the sewage problems on ~~Kanawa Street~~ ^{Kanawha Ave}. Mr. Wiese is concerned that the Columbus sewer line could be contributing to the large amount of sewage leakage in the area, not just the residents. Since this project is still in the engineering stage, Mr. Wiese feels it would be beneficial for the city, county to address these proposed sewer line leaks. Tom Kayati informed the trustees that he was also aware of a possible leak and had contacted the city concerning this issue. Mr. Moss acknowledged Mr. Wiese's concerns and asked Tom Kayati to draft a letter to the city in behalf of the township outlining the township, and it's citizens concerns.

Jack Moss updated all present about approved one million-dollar TIF to the JM Edwards Co. for the High Rise Apartment complex on the East Side of Rt 23 near the Crosswoods.

CLERK

Old Business:

Updated trustees on bank account reconciliation, Universal Fund account and Road Department account. Trustees aware still working with Vicki Sheets, traveling clerk, to adjust books. Have focused primarily on bank account reconciliation at this point. Vicki will continue to work with clerk office as needed.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held

19

New Business:

Noted for the record a letter dated June 6, 2003 from US Bank notifying the township that CD 0 000 0052 1803 was up for renewal of June 24, 2003. Since no action was taken within the 10-day grace period, the CD was automatically renewed.

Noted for record a letter dated July 10, 2003, from Franklin County Board of Elections outlining the changes in the procedure to place a tax levy on the ballot.

Noted for the record a letter dated July 9, 2003 from the Franklin County Engineer informing the trustees about the vacation of a portion of Oak Drive located in Mount Air Subdivision. Mr. Kayati was concerned that Mr. Sellers, owner of this property may be unaware the township will no longer provide such services as snow removal since the property has been vacated. Mr. Moss suggests a letter be drafted informing Mr. Sellers of these changes.

Letter dated July 3, 2003, From COTA North Corridor Project informing trustees of three public forums to discuss project plans.

For the record from the BWC, dated July 9, 2003, update for letter presented in last meeting that new administrative costs were overstated and actual cost is 14.47%.

Reminder from Department of Taxation that fiscal budget effective March 2003, reflects a decrease in Local Fund Distributions and should start to see the impact in July.

From Clover Drive Block Party, an invitation extended to the trustees for the block party dated August 24, 2003.

Thank you letter from Frank De Lucia thanking the everyone for their effort with the Fourth of July celebration in Worthington Hills.

ROAD DEPARTMENT:

Old Business:

Tom Kayati notified the trustees that he had spoke with Dave Walton of the Worthington Hills Civic Association concerning the problems with the new sprinkler system on Clubview in Worthington Hills. He is still investigating the situation and will update the trustees when information becomes available.

New Business:

Tom Kayati updated the trustees about the storm damage suffered to the township and the cemetery. Per Mr. Kayati, most of the storm damage occurred in the cemetery, and shared pictures with those present.

Relayed to all present how satisfied he was with the cooperation between departments during the recent storms.

POLICE DEPARTMENT

Old Business

NONE

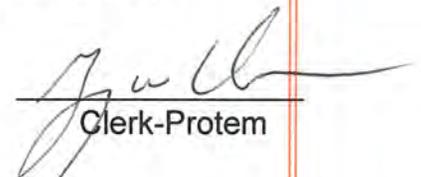
New Business:

Donald Schwind presented information about the new Reverse 911 program. This system will notify citizens by phone in case of an impending disaster (storm, terrorist attack). If implemented, estimated yearly cost to the township would be approximately \$1,000.00. Mr. Schwind will keep the trustees updated as more information becomes available.

With no further business to bring before the Board a request to adjourn at 7:10 PM -was made. John Moss moved, David Bachelor second All vote "Aye".

Aug 6 03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL August 6, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: John Moss Present
Paul Insley Present
David Bachelor Present

Guests: None

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase Clerk/Treasurer.

Approval of Minutes:

July 16, 2003 Regular minutes David Bachelor moved to accept John Moss seconds All Voted "Aye".

Approval of Financial Report:

Moved JBM
David Bachelor approved with contingency that account #2903, Universal Hiring Fund, the balance is overstated and needs to be reviewed by clerk and Clerk office with assistance of Vicki Sheets, Traveling Clerk. John Moss seconds All voted "Aye"

TRUSTEES:

Old Business

Resolution # 08062003A: Letter dated July 25, 2003 from Susan Lent of Waste Management outlining new waste disposal costs for Sharon Township residents effective September 1, 2003. Paul Insley moved to accept, David Bachelor seconds, All voted "Aye"

New Business

Larry Heiser, State of Ohio Auditor is in the process of finalizing the audit for 2002. He would like to schedule a special audit meeting for Wednesday, August 20, 2003 at 5:00 PM. Larry Heiser had inquired about the existence of an Audit Committee. A resolution, #010699-B, had been established back in January 1999. At the audit meeting, the trustees and the clerk will discuss with Mr. Heiser the specifics about the committee.

CLERK

Old Business:

Still working with Vicki Sheets, traveling clerk, on previous bank statements. Have got bank account reconciled through June. Vicki will be in August 15, to place all adjustments into the system and reconcile July's bank statement.

Resolution #08062003B: Retroactive to January 1, 2003, allowing clerk office to transfer from one appropriation code within a fund to another appropriation code within the same fund to meet expenditures. David Bachelor moved to accept, Paul Insley seconds, All voted "Aye".

RECORD OF PROCEEDINGS

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DAYTON LEGAL BLANK CO., FORM NO. 10148

Held

19

Resolution #071603: Acceptance of Burnham and Flower Insurance Co. insurance policy for OTARMA. Insurance policy signed and accepted at trustees meeting July 16, 2003.

New Business:

Noted for the record a letter from Ohio Public Safety outlining process for filing for public owned license plates.

Noted for record a letter dated July 31, 2003, from the Ohio Dept. of Liquor Control, request for liquor permit for "The Rusty Bucket", on Olentangy River Rd.

Noted for the record a letter dated July 28, 2003 from Franklin County Board of Health which is offering a flu immunization clinic for employees.

Letter from Franklin County Zoning Board listing the building permits reported for the village.

For the record from the Ohio Department of Taxation a lodging tax survey.

From the Budget Commission of Franklin County, dated July 24, 2003, planned meetings to discuss library and local government support fund, local government fund and local government revenue assistance fund.

Noted for the record a letter from the Franklin County Recorder, effective August 1, 2003, all fees collected by the Ohio's 88 County Recorders will be 100% higher.

ROAD DEPARTMENT:

Old Business:

Worthington Hills sprinkler system leakage appears to be resolved. A defective part in one of the sprinklers was replaced and no further problems have been noticed. Will continue to monitor the area.

Mr. Kayati will be attending a meeting in the future with NPDES to discuss requirements and licensing for storm water drainage into the sewer lines. Will inform trustees after meeting about changes for the township.

New Business:

Tom Kayati presented for approval two estimates for initial planning for the proposed expansion building at the cemetery. The two estimates were from Meyers Welsh and GW Engineering. Mr. Kayati was pleased with the proposal of Meyers Welsh, and would like the trustee's approval to proceed with the plans. This plan would allow them to establish specifics about the building in order to elicit bids for the actual construction of the building. Total estimated cost at this point would be \$250,000.00. Road Department currently has the money available to fund the project. Description of the services include: schematic design; design development; construction documents; bidding and negotiations; and construction administration. Paul Insley moved to accept the contract; David Bachelor second, All voted "Aye" agreement of Meyers/Welsh proposal for a total cost of \$26,000.00.

POLICE DEPARTMENT

Old Business

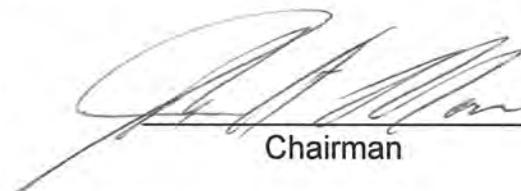
NONE

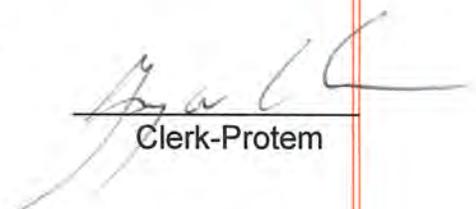
New Business:

NONE

With no further business to bring before the Board a request to adjourn at 6:00 PM -was made. John Moss moved, David Bachelor second All vote "Aye".

8/20/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held

19

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL August 20, 2003

Signing of Checks

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

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Guests: Edward Johnston

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase Clerk/Treasurer, Donald Schwind Chief Police Dept.

Approval of Minutes:

August 6, 2003 Regular minutes David Bachelor moved to accept John Moss seconds All Voted "Aye".

TRUSTEES:

Old Business

None

New Business

Edward Johnston inquired about vacation of property on Oak St. around Mt. Air. Tom Kayati explained that vacation meant township no longer responsible for maintenance of property.

CLERK

Old Business:

Vicki Sheets was unavailable to work with Clerk's Office as planned on August 15th, will reschedule date with her at earliest convenience. Subsequently, financial statements have not been updated to reflect previous months adjustments.

New Business:

Have contacted US Bank and the UAN System concerning processing payroll checks using direct deposit. Software available with internet access. UAN at this time provides free internet service. Trustees and clerk agree that due to the recent difficulties the township had dealing with US Bank during the recent audit, it would be in the best interest of the township, at the beginning of next year, to explore offers from other banks. Subsequently, it was decided to wait until that time to begin using the direct deposit option.

Trustees and clerk signed updated Treasury Management Service Agreement for US Bank.

Noted for the record a letter dated August 12, 2003 from SERB, outlining changes affecting fact finding process

Noted for record a letter dated August 7, 2003, from the Emergency Management Agency, outlining program for OSCAR program Sept 24th and 25th.

Letter from Franklin County Board of Health, dated August 4, 2003, concerning noxious and harmful weeds at 103 W. Kanawha Ave. Tom Kayati has visited site and is concerned home may be abandoned. Will contact Board of Health about township action in order for township to get reimbursed for any work done

Letter and booklet from Franklin County Board of Health with the most current copy of the Franklin County Board of Health's Environmental Regulations.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held ~~From the Budget Commission of Franklin County, dated August 16, 2003,~~
allocation of local government funds for the year 2004.

From the Division of Liquor Control, a notice of application for a liquor license at 7810 Olentangy River Rd. The township board does not request a hearing.

For the record, a list of local building permits submitted to the county.

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

Roadwork on Rosslyn and Kanawha has been completed. Some of the residents have complained to Mr. Kayati about the finished work. Mr. Kayati and Mr. Insley had both examined the final work and were both pleased. Mr. Kayati felt the micro seal treatment used gives the pavement a rougher finish, which was the complaint of some of the residents. Mr. Kayati encouraged those unhappy should attend a township meeting to express their concerns.

Roadwork in Worthington Hills on Clubview is also completed. However the contractor did not restripe the road. Mr. Kayati will contact the company in order to have the issue resolved.

Have had a request from a citizen for the Township to maintain Star Court near Plum Tree. This resident has always personally maintained the area. The area is owned by the Franklin County Commission and is not on the township inventory to maintain. Mr. Kayati informed the resident of this and if he had any further concerns he should attend a board meeting.

Mr. Kayati expressed appreciation to Mr. Moss for personally lending a hand and cutting down the tree branch on Forest Ridge that had fallen on the road.

POLICE DEPARTMENT

Old Business

NONE

New Business:

The police department has picked up the new 2003 Ford Explorer. Will send for graphics in next few weeks. Presented quote for new MDT mounting equipment for new Explorer totaling \$1,778.28. Paul Insley moved to accept with maximum expenditure not to exceed \$1,800.00, David Bachelor seconded, All voted "Aye".

Cruiser #488 is going to be sold with the addition of the new Explorer. Chief Schwind is researching auction sites to sell the vehicle. Some of the equipment in the cruiser will be used in the new Explorer.

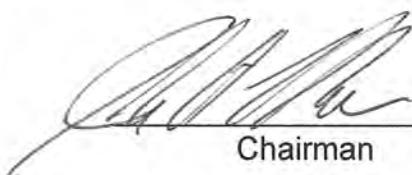
Chief Schwind requests permission to order new long sleeve winter shirts for the officers. Chief Schwind presents a quote for 35 shirts. Total is \$1,348.25, including a fee to sew on the new patches. David Bachelor moves to accept with maximum expenditure not to exceed \$1,400.00. Jack Moss second, All present voted "Aye".

Police Department contracted Nathan Hittapole to paint a large scale drawing of the new police logo. Mr. Hittapole and the chief agreed that he would be paid his hourly rate at time and half for the work. Total cost of the project was \$698.40. This amount will not be taken out of payroll; rather he will be paid as a contractor and a 1099 issue at the end of the year. Chief Schwind presented the painting to all present.

With no further business to bring before the Board a request to adjourn at 7:15 PM -was made. Jack Moss moved, David Bachelor second All vote "Aye".

9/16/03

Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10146

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL September 3, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: Jack Moss Not Present
Paul Insley Present
David Bachelor Present

Guests: Edward Johnston, Andrew Vennemeyer of 27 W. Kanawha St.

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase
Clerk/Treasurer, Donald Schwind Chief Police Dept.

Approval of Minutes:

August 20, 2003 Regular minutes Paul Insley moved to accept David Bachelor seconds All Voted "Aye".

Approval of Financial Report:

August financial reports presented and approved by trustees. July bank reconciliation presented. Trustees presented with previous months adjustments made in July with the aid of Vicki Sheets.

TRUSTEES:

Old Business

Mr. Weise requests that a copy of the letter dated August 25th to the Franklin County Sanitary Engineer concerning the sanitary sewer extension project planned for Rosslyn and Kanawha also be sent to Cheryl Roberto, the Acting Director of the City of Columbus. The trustees agreed to send a copy to the above requested person.

New Business

Andrew Vennemeyer of 27 W. Kanawha appeared before trustees asking for their help in dealing with a troublesome neighbor. He lists a number of complaints including: loud parties into the late hours; trash thrown onto his property; threats against he and his wife; a strange odor coming from inside their home; and children running around the neighborhood unsupervised. The home is rented from a Brian Hoy and the lease is up in the next few months. Mr. Vennemeyer has expressed his concerns to Mr. Hoy but Mr. Hoy told him he couldn't afford not to have them rent the home. He is concerned that this is bringing down the value of the homes in the neighborhood, and in general makes the neighborhood look bad. Mr. Bachelor told Mr. Vennemeyer that he sympathizes with him but unfortunately this was a civil matter and out of the realm of the trustees control. Police Chief Schwind told Mr. Vennemeyer he was aware of some calls in the area about excessive noise, but was not aware of the extent of the complaints. Will inform his officers to watch the area more closely and encouraged Mr. Vennemeyer and his neighbors to call the police department any time an incident occurs. Chief Schwind will also review his records for recent calls in the area, and will inform his officers to file a report each time a call is made to that area.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

Mr. Insley told him to call the Franklin County Health Department concerning the odor from the home and gave him some information concerning a similar case of an unidentified odor at a home in which the Board of Health was notified. Mr. Vennemeyer expressed his gratitude to all and especially to the police department for their effort up to this point.

CLERK

Old Business:

None

New Business:

Deferred signing of Official Certificate of Estimated Resources for 2004 until the next meeting when Mr. Moss will be present.

From the Budget Commission of Franklin County, dated August 29, 2003, revised allocation of local government funds for the year 2004.

Letter from Franklin County Board of Health, dated August 19, 2003, concerning pesticides and accumulated clutter at 75 Pocono Rd. Letter addressed to owner of property.

For the record, a permit from Columbia Gas to install a gas tap at 1880 Shrock Rd.

ROAD DEPARTMENT:

Old Business:

NONE

New Business:

Leaf machine is in need of some repairs. Estimated total cost for all the repairs is approximately \$1,200.00. Mr. Insley moved to accept proposal with limit not to exceed \$1,500.00. David Bachelor Second, All voted "Aye"

Contacted Board of Health concerning property at W. Kanawha and removal of weeds. In order for township to get reimbursed for cleaning up property, the township should draft a letter to the property owners and give them two weeks to act, If no action is taken within that time, then the township can take care of the area and be reimbursed through the owners property taxes.

POLICE DEPARTMENT

Old Business

NONE

New Business:

None of the candidates recently interviewed for the new full time officer qualified for the position. Subsequently, there will continue to be a large amount of overtime in the department. At the time of the initial interview process there were a couple of candidates did not qualify for the position (preparing to graduate from the academy, etc.). Instead of starting the interview process all over, Chief Schwind has decided to contact the individuals again and take them through the interview process.

With no further business to bring before the Board a request to adjourn at 6:25 PM -was made. David Bachelor moved, Paul Insley second All vote "Aye".

10/1/03
Date

David L. Bachelor
Chairman

[Signature]
Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL September 17, 2003

Signing of Checks

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

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Not Present

Guests: Don Feather

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase
Clerk/Treasurer, Donald Schwind Chief Police Dept.

Approval of Minutes:

September 3, 2003 minutes approval deferred until David Bachelor present to sign and approve.

TRUSTEES:

Old Business

Paul Insley would like to print a copy of the Township newsletter in the next few weeks. He has asked Mr. Moss, Mr. Kayati and Chief Schwind to draft something to submit for the newsletter.

New Business

Don Feather present at the meeting to discuss the new stop sign at the intersection of Walnut Dr. and Lakeshore. Previous to the stop sign on Walnut Dr there was a yield sign. Furthermore, he was concerned that the yield sign should be on Lakeshore due to the visual difficulties caused by the angle of the intersection. Mr. Kayati said the yield sign was removed because it was faded and not easily recognized. The stop sign was placed at the site temporarily until the new sign arrives. All present then looked at a map to determine where the best placement for the sign would be. It was determined that both intersections are difficult to visualize due to the angle of the intersection. Therefore with a group consensus, including Mr. Flower, it was decided to keep the yield sign where it was and the stop sign would be replaced when the new yield sign arrives.

Mr. Moss relayed a conversation he had with the local parks and recreation department. They commended Chief Schwind for his September 11th speech in which he gave a first hand depiction of his experiences with the Vietnam War. Mr. Moss also expressed his appreciation to Chief Schwind for his positive representation of the township

CLERK

Old Business:

None

New Business:

From the Budget Commission of Franklin County, the Official Certificate of Estimated Resources for 2004. After review by those present, Resolution #09172003A was moved to accept by Paul Insley, second by Jack Moss. All present voted "Aye".

RECORD OF PROCEEDINGS

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DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____

19____

From the Bureau of Worker's Comp, a letter dated August 28, 2003, outlining the final settlement in the Kevin Cassidy case.

From the Franklin County Engineer, dated August 28, 2003, a copy of the plat and the resolution granting the vacation of a portion of Oak Dr.

From the Franklin County Engineer, dated September 12, 2003, asking for volunteers for the Snow fighters Rodeo Competition October 16, 2003.

For the record, a list of local building permits filed with the Franklin County Development Dept.

ROAD DEPARTMENT:

Old Business:

A certified letter has been sent to the owner of the property at 103 W. Kanawha outlining the township plans and cost to clean up the property if no action is taken by the owner within 5 days of receipt of the letter. If the township does the clean up, the fee will be added to the owner's property tax. The letter was drafted after a formal complaint was filed with the Board of Health a few months ago.

New Business:

Since the last meeting, the 1998 One Ton Dump required repair of the transmission. Mr. Kayati contacted both Mr. Moss and Mr. Insley by telephone and got approval to have the transmission fixed since this was a concern that could not wait. Both approved repair of the transmission for a total cost not to exceed \$1,600.00.

POLICE DEPARTMENT

Old Business

NONE

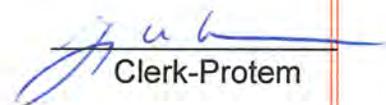
New Business:

Chief Schwind presented to all present the new digital cameras the police department recently received from Franklin County.

With no further business to bring before the Board a request to adjourn at 6:35 PM -was made. Jack Moss moved, Paul Insley second All voted "Aye".

10/1/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL
October 1, 2003
Page 1 of 2**

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Guests: MeyersWelsh Engineers- Tim Welsh, Dan Morgan, and Chris Meyers

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase Clerk/Treasurer, Donald Schwind Chief Police Dept.

Approval of Minutes:

September 3, 2003 Regular minutes David Bachelor moved to accept Paul Insley seconds All Voted "Aye".

September 17, 2003 Regular minutes Jack Moss moved to accept Paul Insley seconds All Voted "Aye".

TRUSTEES:

Old Business

None

New Business

Tim Welsh- MeyersWelsh Engineers presented to all present schematics of plan and a model of the new cemetery building. He answered all trustee's questions including concerns about slope of the roof, vehicle accessibility, size of the building for current and future needs, and resident reaction to the new building. Mr. Welsh budgeted the cost to build the building at approximately \$265,000.00 and construction should begin around early spring. Mr. Welsh and Mr. Kayati are presently looking into mechanical specifics for the new building (heating units, etc.), and within the next few months should begin eliciting bids for construction. Mr. Kayati and the trustees were very pleased with the proposal and design presented by MeyersWelsh. David Bachelor moved to have MeyersWelsh continue to work with Tom Kayati to develop and assist in the construction process for the new cemetery building, Paul Insley second. All present voted "Aye"

Mr. Moss informed all present that he had received some complaints from the residents concerning poor service from Waste Management's trash pickup services. Some of the complaints were missing pickups and blocking traffic with their trucks. Chief Schwind described an incident he had with a driver blocking traffic in which he had to instruct the driver to move his truck. Jack Moss planned to call Waste Management in the next couple days and voice his concerns. Mr. Moss gave all present the following phone numbers for Waste Management in case a complaint was directed their way:

Rick Turbezille: Routes and Trucks 833-5210

Joe Cole: Route Supervisor 833-5245

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____

19____

CLERK

Old Business:

Clerk updated trustees about current financial statements and continued difficulties clerk office has had reconciling the August bank statement. Problems include; continued difficulty-determining status of some old checks issued by clerk office. Also notified of reversal of previous adjustment for federal tax fees and penalties. After discussion with state auditor, fees were accounted for in year 2002. Aware that account 2903, Universal Hiring Grant was being reexamined by clerk office to assure accuracy of accounting. Therefore prior adjustments made in Account #2903 were reversed in the system until accuracy of account is determined. Will keep trustees updated on status of financial statements.

New Business:

Received notice of fines from Federal Government for improper payment of Federal Income Taxes. For nine months clerk office has been paying Fed Income Taxes on monthly basis with no notice of fine or late fees. Received notice this past week that should have been paying on semiweekly basis and have had a fine imposed against township for the past nine months. Confusion occurred at time of large turnover in clerk office and miscommunication between old and new employees at that time.

Clerk office had received a phone call from Richard Hoffman, Franklin County Prosecutor earlier in the week, prior to notice. He informed clerk that if in future ever had any fines or penalties from the federal government imposed against the township to call his office because he may be able to help alleviate those fees. Subsequently, Mr. Hoffman had been notified of the recent fees and is taking action to assist the township. The clerk will keep the trustees updated on the status of those fines.

From the Franklin County Township Association, a letter outlining the fall lineup for the Township Assoc. and an invoice for annual State Association Dues and Annual Franklin County Association Dues.

From the Franklin County Engineer plans for Annual Winter Operations Training. Tom Kayati has three employees scheduled to attend the training seminars.

From OTARMA, the Election Committee is seeking nominations for the upcoming OTAMA Board of Directors election.

From Delta Dental, letter dated September 19, 2003, outlining an increase in monthly premiums from \$64.91 per month to \$69.73 for the year 2004.

The Fall 2003 Employer Factor, quarterly publication of OPERS, all present aware of seminars offered for select retirement plans.

ROAD DEPARTMENT:

Old Business:

The owner of the property at 103 W. Kanawha did not clean up the property after receiving the certified letter. Therefore, the township took action and cleaned the property and added the cost to the owner's property taxes. Mr. Kayati presents to the trustees for their signature and letter addressed to Joseph Testa, Franklin County Auditor, outlining the total charges assessed to the property taxes. Mr. Kayati took pictures before and after the work and presented them to all those present. David Bachelor moved to assess the cost of the work against the property taxes of the owner according to ORC 5579.07, Jack Moss second, All voted "Aye".

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL**

October 1, 2003

Page 2 of 2

New Business:

From the Franklin County Engineer, invoice 03-567 dated September 17, 2003 for work performed under the 2003 Crackseal and Slurry Seal Program to date. Mr. Kayati informed the trustees that the estimated final cost of the project would cost approximately \$20,000.00 more than budgeted. The difference is accounted for by:

Computation error on initial estimate	\$12,040.00
Microseal budget underestimated (approximate figure)	8,000.00

Mr. Kayati had already contacted Richard Hoffman, Franklin County Prosecutor, since the project will cost 10% more than initially budgeted for. Mr. Kayati expressed his concern to Mr. Hoffman that action may be taken against the township for this cost underestimate.

Mr. Kayati had also spoke with Jamie Tickle of the Franklin County Engineers Office. He would like to meet with Mr. Kayati and a trustee to try and explain the discrepancy. Mr. Kayati and Mr. Moss set up a tentative meeting time for next Tuesday.

POLICE DEPARTMENT

Old Business

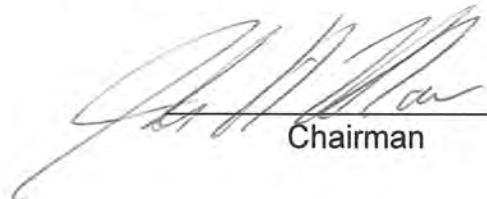
NONE

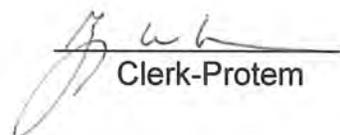
New Business:

Blendon Township is having a vehicle only auction next month. Chief Schwind would like to place the 2000 Chevy Impala that is being replaced by the new Ford Explorer in the auction. Chief Schwind has used this auction before and has had good success in the past. Paul Insley moved that the township use the Blendon Township auction for the Chevy Impala, David Bachelor second, All voted "Aye".

With no further business to bring before the Board a request to adjourn at 6:35 PM -was made. Jack Moss moved, Paul Insley second All voted "Aye".

10/15/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL
October 15, 2003
Page 1 of 2**

Signing of Checks

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

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Guests: None

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase Clerk/Treasurer.

Approval of Minutes:

October 1, 2003 Regular minutes David Bachelor moved to accept with a correction noted by trustees; the new building at Walnut Grove Cemetery is owned by the township, not by the cemetery, Jack Moss seconds. All Voted "Aye".

Approval of Financial Report:

Financial reports presented to trustees for approval. August and September bank statements presented with \$70.44 month to month carry over. Trustees made aware of conversation with Larry Heiser, State Auditor, in which he directed clerk to carry funds over for a couple of months. If same amount remains as an adjustment from month to month, then with trustee approval, write off funds. This adjustment due to difficulties associated with 2002-year end audit. David Bachelor moved to accept financial statements as presented, Paul Insley second, All present voted "Aye"

TRUSTEES:

Old Business

None

New Business

None

CLERK

Old Business:

Clerk spoke with Richard Hoffman, Franklin County Prosecutor, about pending fines for federal income taxes (Form 941). Mr. Hoffman has spoken to the IRS, but they are requiring him to file a power of attorney in order to represent the township. He will send the form over for the clerk's signature and approval. Clerk has expressed his concern to Mr. Hoffman about the October 23, 2003 deadline in which to respond. Mr. Hoffman said he has been in contact with the IRS and that date should not be a concern at this point. Mr. Hoffman and the clerk will continue to update the trustees as more information becomes available.

Received a delinquent tax notice from Franklin County concerning Delinquent Real Estate Taxes for Maple Canyon Park. This issue had been addressed by the previous clerk and had been discussed in a previous meeting (May 7, 2003).

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO., FORM NO. 10148

Held At that time clerk had filed an Application for Real Property Tax Exemption and Remission. Per treasurer office file takes approximately one year to process. Township therefore has two options on how to address the situation. Pay the delinquent taxes, if the appeal is accepted, the township will be reimbursed the funds; or the township can ignore the invoices and await the decision. The trustees collectively opt not to pay the invoice at this time.

New Business:

Noted for the record a letter from the Franklin County Treasurer dated October 6, 2003, outlining a list of tax lien for our community. Mr. Moss would like to clerk to inquire with the County Treasurer to see if it would be advantageous for the township to purchase any or all of these liens.

Noted for record a letter from OTARMA, informing the trustees that fire prevention week is Oct 5-11 and has supplied township with some fire safety brochures.

Noted for the record, from United Health, the customer newsletter, which outlines several important changes to United Healthcare. The Police Dept and Road Dept. have been given copies to post in their work place for their employees to see.

Letter from Emergency Management Agency, dated October 7, 2003, updating all present on the Natural Hazards Mitigation Plan for Franklin County.

For the record from COTA Fast Trax, informing the trustees that the Scoping Process Report for the COTA North Corridor Light Rail Transit Project is now available.

From Map Quest, a request of the township to assist in updating the map they have on file for any changes to the community. No changes noted by those present.

Noted for the record a letter from the Ohio EPA regarding two public meetings regarding a draft air permit for Universal Purifying Technology's proposed tire pyrolysis operation.

ROAD DEPARTMENT:

Old Business:

Tom Kayati and Jack Moss met with Jamie Tickle, Franklin County Engineers Office. In meeting Mr. Tickle apologized for miscalculation of cost of roadwork. He agreed to defer a portion of the invoice payment until the year 2004 to help the township. The township will pay \$69,340.25 this year with the remaining amount to be paid in 2004. Mr. Kayati estimates that it will be approximately a \$4,000 to \$5,000 carryover.

New Business:

Mr. Kayati has been in contact with the mayor of Riverlea concerning an agreement between Riverlea and Sharon Township for snow removal. Mr. Kayati and the mayor are currently discussing specific requests of the city concerning how the snow removal is handled. Mr. Kayati plans to contact the county to see what Riverlea was charged for snow removal. From that he will present a price to the mayor of Riverlea. The trustees presented some concerns to consider for this contract including: Sharon Township residents remain first priority for snow removal; the Township earns a profit from this venture, does not simply breakeven or loose money; all residents complaints are voice to the mayor of Riverlea and then forwarded to Mr. Kayati. Mr. Kayati will keep the trustees updated on the contract talks as information becomes available.

Tom Kayati received a thank you letter from Mary Fran Sculli, Worthington Hills Civic Association, for his time spent discussing with her Sharon Township boundaries, and the recent road improvements at the entrance to Worthington Hills. An article was placed in the Civic Association Newsletter acknowledging the recent improvements.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK CO. FORM NO. 10148

Held _____ 19____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL
October 15, 2003
Page 2 of 2**

POLICE DEPARTMENT

Old Business

At the October 1, 2003 meeting, Chief Schwind had asked permission to sell the 2000 Chevy Impala cruiser at the Blendon Township auction. Since then a private party offered to pay \$2,500.00 for the vehicle. According to ORC 505.10 this product can be sold to a private party at this price without advertisement or public notification. Chief Schwind felt this was a fair price for the vehicle when compared to income from previous sale of cruisers. Paul Insley moved to accept Resolution #10152003, that the 2000 Chevy Impala be sold to a private party for \$2,500.00. David Bachelor second, All voted "Aye".

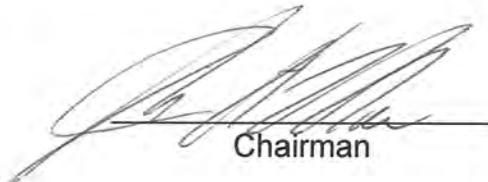
New Business:

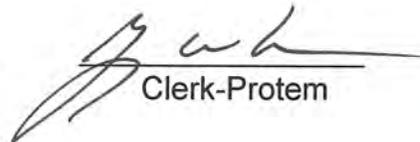
TDS, the company responsible for the new computer equipment in all the police cruisers has gone out of business. Rizzo Public Safety, one of the companies working with TDS on the project has recently tried to bill Sharon Township for some of the funds owed to them through TDS. Since Worthington has the original contract with TDS, TDS traditional billed Worthington and Worthington billed Sharon Township. Because Sharon Township does not have a contract with either company, Chief Schwind has informed the clerk office not to pay any invoices to Rizzo unless notified by him.

Chief Schwind presented a thank you letter from Mary Fran Sculli, Worthington Hills Civic Association, expressing her gratitude he and his staff extended to her during her visit and for their work in making their neighborhood a safe and pleasant community.

With no further business to bring before the Board a request to adjourn at 7:20 PM -was made. John Moss moved, David Bachelor second All vote "Aye".

11/5/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL November 5, 2003

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Guests: Christopher Ruh

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase
Clerk/Treasurer, Donald Schwind Chief Police Dept.

Approval of Minutes:

October 15, 2003 Regular minutes David Bachelor moved to accept Paul Insley seconds All Voted "Aye".

TRUSTEES:

Old Business

None

New Business

None

CLERK

Old Business:

Resolution #11052003A presented to trustees for account 2903, Universal Hiring Grant, to increase appropriations to match collected revenues. Trustees reminded of previous meeting in which informed problem with the account stemmed from not all funds accounted for appropriately in permanent budget. Paul Insley moved to accept Resolution #11052003A. David Bachelor second, All voted "Aye".

Clerk had contacted county treasurer as requested by trustees to inquire about outstanding property tax liens against properties in Sharon Township. Per treasurer office, if township acquired liens, township would not own rights to the property, just the lien itself, so benefits to township were minimal. Trustees opted not to pursue tax liens.

Richard Hoffman still working with IRS for Form 941 tax penalties. At this time, IRS has decreased penalties by \$250.00. Mr. Hoffman asked clerk to draft a letter explaining the turnover in the clerk office and why the payment schedule was changed. He will continue to work with the IRS to attempt to decrease the penalty even more. Clerk will keep trustees updated as information becomes available.

New Business:

Clerk office had recently reviewed expenses for 2003 in preparation for presentation of 2004 budget. County Auditor and Treasurer Fees were approximately \$10,000.00 higher than previous years. When the clerk accounted for the general account fees for property taxes and rollback, the fees were not broken down and placed under the line item for fees for other government agencies. Thus account 420-370 Payment to Political Subdivision reflects a zero balance.

The clerk office has set the December 3rd meeting to present to the trustees the temporary budget for 2004. Clerk expressed concerns that the general fund would have more projected expenses than projected revenue for

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held

2004. After a lengthy discussion about possible solutions the trustees opted to ~~use some of the funds from investments to offset the difference. Throughout the year, clerk office and trustees will investigate ways to save money.~~ In addition the clerk will: contact the Sharon Township Memorial Board to inquire about expenses and balance in savings account, and inquire about a general fund only levy for expenses with the prosecutor.

The clerk and Barbara Schwartz will be attending a class sponsored by the UAN on December 16th for year-end procedures.

From OTARMA, a copy of the 2002 Annual Report is available in the clerk's office.

From the Ohio Department of Taxation, a letter dated November 3, 2003 informing the trustees that after review they have determined that personal property tax values have decreased approximately 9.3% compared to 2002.

The Franklin County Board of Health will conduct a special meeting November 20th to appoint a new board member to fill a vacancy.

From Ohio Deferred Compensation Program, the third quarter employer investment statement.

ROAD DEPARTMENT:

Old Business:

Tom Kayati presented for the trustees approval the new contract for snow removal for the Village of Riverlea for 2003-2004. The contract addresses the concerns presented by the trustees in the previous meeting. Mr. Kayati based the contract on a 3% rate increase over what the county per lane mile charge is for the 2003-2004 season. Mr. Moss signed the contract. Mr. Kayati will present it to the mayor of Riverlea for her approval and signature.

Resolution #11052003C was presented to the trustees, changing Nathan Hittalpole's status from a part time employee to a full time employee effective November 13, 2003. Mr. Kayati would like to start him at Step II, which would include a pay raise. Paul Insley moved to accept; David Bachelor second, All voted "Aye".

New Business:

Thank you note from Don and Kathy Walters, 5250 Riverside Dr., thanking the road crew for all their hard work.

POLICE DEPARTMENT

Old Business

NONE

New Business:

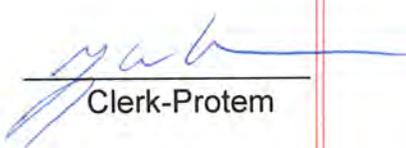
Resolution #11052003B was presented to the trustees, changing Christopher Ruh's status from a part time employee to a full time employee effective November 13, 2003. Chief Schwind would like to start him at Step B, which would include a pay raise. Paul Insley moved to accept; David Bachelor second, All voted "Aye".

Chief Schwind asked the trustees for permission to buy three new computers for the police department. The current computers are over six years old and are not compatible with some of the new software available. Chief Schwind estimates the total cost to be less than \$5,000.00 including wiring for networking capabilities. Paul Insley moved to approve the purchase of three new computers, total cost not to exceed \$5,000.00, David Bachelor second, All voted, "Aye".

With no further business to bring before the Board a request to adjourn at 6:30 PM -was made. Jack Moss moved, Paul Insley second All voted "Aye".

11/19/03
Date


Chairman


Clerk-Protém

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL November 19, 2003

Signing of Checks

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

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Not Present

Guests: None

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase Clerk/Treasurer.

Approval of Minutes:

November 5, 2003 Regular Minutes, Jack Moss moved to accept, Paul Insley second, All voted "Aye".

Approval of Financial Report:

Financial reports presented to trustees for approval. Bank balance still reflects carry over of \$70.44. Clerk spoke with Larry Heiser, State Auditor, okay for township to write off funds. Trustees aware and approve of write off. Signature page signed for monthly financial statements.

TRUSTEES:

Old Business

Jack Moss had inquired to the post office about obtaining a metered mail permit for the township. Mr. Moss gave a form to the clerk for completion to apply for the permit. Clerk will submit form and keep trustees updated on status.

Mr. Moss obtained information about available grants to help support the maintenance of the Memorial Township Building. The application deadline for this year had already passed, but the clerk will keep the information on file and the trustees will consider filing next year.

New Business

None

CLERK

Old Business:

Clerk spoke with Charles Moore and Larry France, both of the Sharon Township Memorial Board. Mr. Moore informed clerk that the Memorial Board expenses for 2003 were going to be approximately \$11,468.00. Information about the reserve balance in the bank account was not made available by either gentleman. Mr. Moss suggested inviting them to the next township meeting to discuss the financial situation of the township and the Memorial Board. If the information is not made available, the clerk will submit a letter, with the guidance of the county prosecutor that would require the Memorial Board by law to produce the bank balance. Clerk will also look in records for information concerning charter and bylaws of the Memorial Board.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held Per request of the trustees, the clerk spoke with Richard Hoffman, County Prosecutor office about general fund only levy for operating expenses. Per Mr. Hoffman, such a levy could be placed on the ballot for township approval.

New Business:

Noted for the record a letter from the Franklin County Development Department, dated October 31, 2003, outlining a increase in fees for the following divisions: Building, zoning, and planning. The new fees will take affect December 5, 2003.

From the Ohio Department of Commerce, a letter dated November 5, 2003, reminding the trustees that all permits to sell alcoholic beverages will expire February 1, 2004 and it is the time to consider any permits, which might be a problem in our community.

Letter from Franklin County Building Regulations informing the trustees of area building permits filed.

November 2003 Grassroots Clippings, Monthly Newsletter of the Ohio Township Association, which outlines the 2004 compensation for the trustees and the clerk.

ROAD DEPARTMENT:

Old Business:

Mr. Kayati presented the contract to the mayor of the Village of Riverlea. They are currently reviewing the contract and will inform Mr. Kayati if the terms are agreed upon as stated.

The new Maintenance building plans are progressing along. Mr. Kayati needed to meet with several municipalities concerning final approval for building design and zoning. Projected completion date for the building is sometime in the early spring.

New Business:

Mr. Kayati would like to cease using Cintas Uniform Company for the road and cemetery department. Instead he would like to maintain a yearly clothing allowance for all the employees. T-shirts and sweatshirts with the township and cemetery logo would be provided to the employees and items such as pants, boots, jackets and coveralls purchased with the clothing allowance. The cemetery and the township would split the costs of the shirts. Mr. Kayati is not aware of a current contract with Cintas and could end their services at any time. Trustees okayed Mr. Kayati to further investigate estimated costs of new uniform agreement. He will keep trustees updated on plan.

POLICE DEPARTMENT

Old Business

None

New Business:

The police department has only one part time officer hired at this time. Chief Schwind would like to maintain a staff of approximately 4 part time employees. Asked trustees approval to advertise in the Columbus Dispatch for candidates for the position of part time officer. He estimates total cost of the advertisement around \$350.00. Paul Insley approved for the police department to advertise for new part time officers, Jack Moss second. All voted "Aye".

With no further business to bring before the Board a request to adjourn at 7:20 PM -was made. Jack Moss moved to accept, Paul Insley second All vote "Aye".

12/03/03
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20_____

**SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL
December 3, 2003
Page 1 of 2**

Signing of Checks

The meeting was opened in proper form at 5:00 PM

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Guests: Todd Weithman, Insurance Broker, Ed Johnston

Attendance: Thomas Kayati Rd. Dept. Supervisor, Gregory Chase
Clerk/Treasurer, Donald Schwind Chief Police Dept.

Approval of Minutes:

November 19, 2003 Regular minutes Jack Moss moved to accept Paul Insley seconds All Voted "Aye".

TRUSTEES:

Old Business

None

New Business

Todd Weithman presented the new insurance premiums for the year 2004 under the current United Health Care plan. The new premium will cost the township \$15,604.89 per month for 18 employees. Mr. Weithman also presented an alternative plan under UHC, which would decrease the premium to \$13,069.53 per month. Mr. Weithman made aware that the number of full time employee has increased to twenty. Per Mr. Weithman, the townships premiums will then increase for those who qualify for Medicare. He would have to review the new numbers and present at another time the actual monthly premiums based on these new numbers.

Mr. Weithman and the trustees agreed it would be in the township's best interest to look at other insurance carriers in case a better rate was available. All employees will fill out an insurance form and submit it to Mr. Weithman in the next week or so. Per Mr. Weithman, if the township were to switch to a new insurance carrier, the switch over date could be set for February 1, 2004. However, in the mean time, the United Health Care contract expires at the end of the year, and the township would need to decide which plan it would like to use for the beginning of or the entire year of 2004.

Temporary Budgets presented by each department for approval:

General Fund, Fire Department and Cemetery Fund temporary budgets presented by clerk office. Increases in budget reflect general inflationary increases. Paul Insley moved for Resolution 12032003A to accept the General Fund and Cemetery Fund Temporary budgets. David Bachelor second. All voted "Aye".

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____

20 _____

Tom Kayati presented the temporary budget for the Road Department. Increases reflective of pay increases and general increases in expenses. The new maintenance-building total estimated cost also reflective in temporary budget. Paul Insley moved for Resolution 12032003B to accept the Road Department Temporary Budget for 2004, David Bachelor second. All voted "Aye."

Police Temporary Budget presented by Chief Schwind. Along with general expense increases, Chief Schwind would like to reorganize the department and promote Sergeant LaTour to the rank of Lieutenant. David Bachelor moved for Resolution 12032003C to accept the Police Department Temporary Budget for 2004, Paul Insley second. All voted "Aye"

CLERK

Old Business:

Township is not eligible for non-profit postage permit as previously thought. After research clerk found best postage rate for township newsletter would be bulk mail permit. Initial cost is \$150.00, with \$150.00 annual fee; plus an optional postage imprint fee would also cost \$150.00 to set up. Township could save money using bulk mailing if committed to more than three mailings per year. Sharon Lee of the police department will begin coordinating the layout of the newsletter once the new computers are installed in the police department. When the township is prepared to send out the next newsletter, a bulk-mailing permit will be applied for.

New Business:

Clerk office and Police Department would like to change date of holiday payout for the officers from the middle of January to the end of December. The pay will then be paid in the year the income was earned and will be more reflective of the actual pay earned. If paid after first of the year, then the pay would reflect their annual pay increase given at the beginning of each year. Trustees in agreement to change holiday pay given prior to end of the year.

Last pay of the year scheduled for January 1, 2004. All in agreement to issue checks with date of December 31, 2003 so all employees can have paycheck before holiday.

From Ohio Township Association, a letter dated November 19, 2003, outlining application for CLOUT Membership. Trustees at this time not interested in applying for membership.

Letter from US Bank, dated November 14, 2003, informing the township that CD #80766700 maturity date is 12/03/03. Maturity value is \$12,615.78 and current interest rate is .75%. CD will be closed and money placed in primary bank account.

From the Franklin County Auditor, Real Estate, Public Utility, and Personal Property Information Sheets concerning delinquent and unpaid taxes.

The Franklin County Treasurer, letter dated November 21, 2003 informing the township of over five million dollars in delinquent real estate tax certificates sold at the tax lien sale.

A letter from the BWC informing the township of a 20% dividend, which will be applied as a credit to the May, and September 2004 bills

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20____

SHARON TOWNSHIP TRUSTEES
REGULAR SESSION HELD AT
SHARON TOWNSHIP HALL
December 3, 2003
Page 2 of 2

ROAD DEPARTMENT:

Old Business:

Tom Kayati updated the group that there currently was not a current contract with Cintas for uniforms. He felt he could save money with a uniform policy for his department. Mr. Kayati will set up a PO with Andersen's for purchase of pants, boots, coveralls, and any other miscellaneous items the employees might need. The cemetery will pay for the t-shirts and sweatshirts. Mr. Kayati is still working on the details of the uniform policy and will keep the trustees updated on his decision.

The Village of Riverlea is still reviewing the snow removal contract. He will keep the board updated as more information becomes available.

New Business:

None

POLICE DEPARTMENT

Old Business

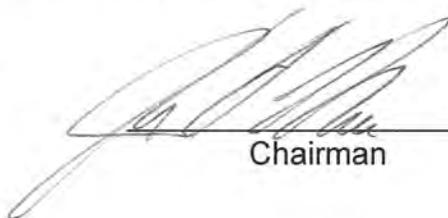
NONE

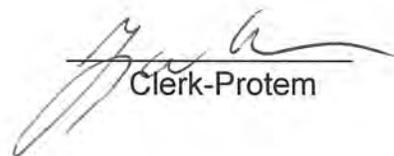
New Business:

As previously noted, Resolution 122003D presented for approval by the trustees to promote officer LaTour from the ranking of Sergeant to Lieutenant. Along with the promotion, the job description will be changed for the Sergeant position to allow for compensation at a rate of time and a half the base hourly rate for time worked over forty hours per week. This would include a change in the job description for Lieutenant Tuchfarber, who presently is overtime exempt. Paul Insley moved to accept, David Bachelor second. All voted "Aye".

With no further business to bring before the Board a request to adjourn at 7:15 PM -was made. Jack Moss moved, Paul Insley second All voted "Aye".

1/7/04
Date


Chairman


Clerk-Protem

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____ 20____

SHARON TOWNSHIP TRUSTEES REGULAR SESSION HELD AT SHARON TOWNSHIP HALL December 17, 2003

Signing of Checks

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

Roll Call: Jack Moss Present
Paul Insley Present
David Bachelor Present

Paul Insley moved to appoint Barbara Schwartz Clerk Protem, second by Dave Bachelor All voted "Aye".

Guests:

Attendance: Thomas Kayati Rd. Dept. Supervisor, Barbara Schwartz Administrative Assistant, and Donald Schwind Chief Police Dept.

Approval of Minutes:

Postponement of Dec. 3,2003 Minutes till January 7, 2004

TRUSTEES:

Old Business

Dave Bachelor moved to accept United Health Cares renewal contract for Health & Life Insurance for the year 2004, second by Paul Insley. All voted "AYE".

Resolution #'s 12172003A and 12172003B

John Moss signed the United Health Care contract for the year 2004

New

A request to vacate Sycamore Dr. was presented to the Trustees through a letter from Fisher and Skrobot LLC. After a lengthy discussion the question was brought to the Trustees attention to whether the property is even located in Sharon Township. A letter is to be sent to Fisher and Skrobot LLC requesting Mr. Fisher attend a Township meeting to explain more thoroughly where exactly it is they want Sharon Township to vacate.

Todd Weithman has made arrangement to attend the January 7,2004 meeting with a representative from Guardian Dental to discuss the possibility of a new Dental insurance Company, in the mean time he dropped off information regarding Guardians premiums and some of their benefits for the Trustees to review until then.

CLERK

Old Business:

None

New Business:

2004 Winter Conference Registration dead line is January 14. Tom Kayati will be attending this years Conference.

RECORD OF PROCEEDINGS

Minutes of

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held _____

20 _____

Road

Old Business:

Riverlea Snow removal contract for 2004 was signed. All complaints from the Riverlea area will be directed to the Mayor of Riverlea.

Tom Kayati presented his Uniform Allowance guidelines to the Trustees. The guidelines cover how and when the uniforms can be replaced. The current cost for uniforms is \$3600.00 per employee a year. The plan to buy the uniforms will cost around \$4180.00 to start up, and will save around \$900.00 a year per employee after start up cost.

David Bachelor moved to purchase the Uniforms for the Road Dept. employees Paul Insley second ALL voted "AYE "

New Business:

None

POLICE DEPARTMENT

Old Business

NONE

New Business:

Chief Donald Schwind presented the Board with the Pay Proposal for 2004 (see attached).

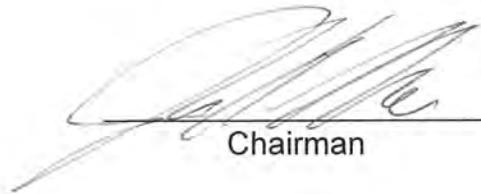
Paul Insley moved to approve the Pay Proposal for 2004 Dave Bachelor second ALL voted "AYE".

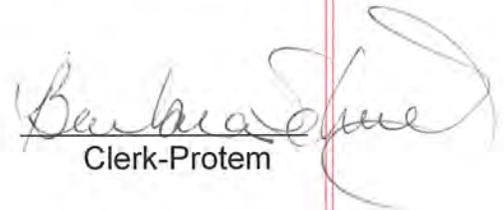
Pay Proposal for Barbara Schwartz will be continued till Jan 7, 2004 meeting. Until that Date Barbara Schwartz will be paid \$14.51 per hour.

With no further business to bring before the Board a request to continue Dec. 17, 2003 meeting has been moved by Jack Moss second by Dave Bachelor ALL voted "AYE".

1/7/04

Date


Chairman


Clerk-Protem

Date: December 15, 2004
To: Sharon Township Board of Trustees
Mr. Jack Moss
Mr. Paul Insley
Mr. David Bachelor
From: Donald E. Schwind
Chief of Police
Subject: Pay Proposal for 2004

Board Members,

To maintain qualified personnel for the Police Department, it is necessary to provide an adequate pay package. The Board is aware that the pay for our Constables is considerably below the average of other departments in Central Ohio.

I am recommending that the Board of Trustees accepts the attached **Pay Proposal for 2004** and that it becomes effective **December 25, 2003**. During my tenure as the Chief of Police we have striven to raise the pay level of all employees and still stay within the bounds of the police budget. This proposal stays within the budgetary limits. The cost of the package was incorporated into the Estimated 2004 Budget that was submitted to the Board in July 2003.

There are five pay steps (A, B, C, D, and E) built into the pay scale for those below supervisory rank. My effort has been to raise the level of steps D and E. The reason is so that new officers will realize if they are willing to remain with our department the final two pay steps will allow them to live a manageable life style. This proposal also increases the beginning (Step A) pay with the hopes that it will attract more qualified applicants.

The following documents are attached to this letter for your perusal.

- ❖ **2004 Pay Proposal** – This document, if approved, states what the pay rates will be for 2004. Two major changes in the proposal are (1) although the Sergeant rank is still indicated on the proposal, this position will not be filled, (2) we are instituting a “Step” pay plan for part-time constables similar to the pay plan for fulltime constables.
- ❖ **Pay Rates for Sharon Township Police Department Employees for 2004** – This document states what the individual employee’s pay rate will be in 2004. The top half of the document lists what each employee’s present pay rate is.
- ❖ **Proposed Pay Plan** – This document describes what the qualifications are to be able to advance to the next pay step. It also states when each employee is eligible for the advancement.
- ❖ **Pay Differential by Percentage Between 2003 and 2004** – This document compares the pay scales of 2003 and 2004 and what the percentage of the pay increase will be.

Thank you for your consideration in the proposal.

Respectfully Submitted,

Donald E. Schwind
Chief of Police

SHARON TOWNSHIP POLICE DEPARTMENT

2004 Pay Proposal

Effective December 25, 2003

<u>Class Title</u>	<u>Pay Period</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Constable	Hourly (40 hrs.)	11.476	11.920	12.905	14.333	16.450
	Bi-weekly (80 hrs.)	918.09	953.62	1,032.43	1,146.66	1,315.98
	Annual (2080 hrs.)	23,870.25	24,794.03	26,843.26	29,813.28	34,215.53
Sergeant	Hourly (40 hrs.)					17.903
	Bi-weekly (80 hrs.)					1,432.28
	Annual (2080 hrs.)					37,239.26
Lieutenant	Hourly (40 hrs.)					19.338
	Bi-weekly (80 hrs.)					1,547.01
	Annual (2080 hrs.)					40,222.33

Part-Time Constable

Hourly rate of pay will be:

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>
\$8.75	\$9.50	\$10.25

Part-Time Secretary

Hourly rate of pay is to determined by experience and performance evaluation.

Other Compensation Considerations

Shift Differential Pay Rates

Shift differential pay shall be paid in accordance with the following tables:

3:00 P.M. to 11:00 P.M.	.30 per hour
11:00 P.M. to 7:00 A.M.	.40 per hour

Shift differential pay shall be provided for any eight (8) hour workday which the majority of work hours occur after 3:00 p.m. and prior to 7:00 a.m.

Shift differential pay shall not be paid while on approved leaves, sick leave and pay for off duty court time hours.

Compensatory pay, overtime pay and holiday pay has been established by the Board of Trustees in the Sharon Township Personnel Policy approved February 27, 1997.

SHARON TOWNSHIP POLICE DEPARTMENT

PAY RATES FOR SHARON TOWNSHIP EMPLOYEES FOR 2004

The present pay rate for each employee for 2003

Name	Pay Step	Hourly Rate	Annual Rate	Date of Hire F/T
Ruh, Christopher	B	\$11.686	\$24,307.88	November 13, 2003
Gebhart, Jon	C	\$12.652	\$26,316.92	March 31, 2001
Kurtz, Aaron	C	\$12.652	\$26,316.92	August 9, 2001
Slater, Michael	D	\$13.916	\$28,944.93	February 3, 2000
Vigg, Michael	D	\$13.916	\$28,944.93	February 3, 2000
Hladik, Scott	E	\$15.971	\$33,218.99	January 1, 1998
LaTour, Terrell	Sergeant	\$17.382	\$36,154.62	August 1, 1996
Tuchfarber, Jeffrey	Lieutenant	\$19.280	\$40,102.40	August 6, 1994
				Date of Hire P/T
Schneider, Kyle	C Step Part-Time	\$9.50	N/A	February 7, 2001
Woods, Sally	Secretary	\$11.55	N/A	July, 1996
Lee, Sharon	Secretary	\$9.25	N/A	March 8, 2001

Sharon Township Police Department employees will advance to the following pay rates on the dates listed below.

Name	Pay Step	Hourly Rate	Annual Rate	Date of Increase
Ruh, Christopher	C	\$11.920	\$24,794.03	November 13, 2004
Gebhart, Jon	D	\$14.333	\$29,813.28	March 31, 2004
Kurtz, Aaron	D	\$14.333	\$29,813.28	August 9, 2004
Slater, Michael	E	\$16.450	\$34,215.53	February 3, 2004
Wigg, Michael	E	\$16.450	\$34,215.53	February 3, 2004
Hladik, Scott	E	\$16.450	\$34,215.53	December 25, 2003
LaTour, Terrell	Lieutenant	\$19.338	\$40,222.33	December 25, 2003
Tuchfarber, Jeffrey	Lieutenant	\$19.338	\$40,222.33	December 25, 2003
				Date of Increase
Schneider, Kyle	C Step Part-Time	\$10.25	N/A	December 25, 2003
Woods, Sally	Secretary	To Be Determined	N/A	July
Lee, Sharon	Secretary	To Be Determined	N/A	March

SHARON TOWNSHIP POLICE DEPARTMENT

PROPOSED PAY PLAN

EFFECTIVE DECEMBER 25, 2003

The following pay ranges and hourly rates are hereby established as the **Police Pay Plan** and are to be applied to the positions set forth below:

The Pay Plan will consist of five steps, "A", "B", "C", "D", and "E". Each step will be applied as set forth in the following paragraphs.

- (A) The "A" step shall be the minimum rate and shall be the hiring rate for Police Constables.
- (B) A Police Constable becomes eligible and shall be advanced by the Board of Trustees to "B" Step on the first day of the first pay period after completion of one (1) year of continuous service at "A" Step.
- (C) A Police Constable becomes eligible and shall be advanced by the Board of Trustees to "C" Step on the first day of the first pay period after completion of one (1) year of continuous service at "B" Step.
- (D) A Police Constable becomes eligible and shall be advanced by the Board of Trustees to "D" Step on the first day of the first pay period after completion of one (1) year of continuous service at "C" Step.
- (E) A Police Constable becomes eligible and shall be advanced by the Board of Trustees to "E" Step on the first day of the first pay period after completion of one (1) year of continuous service at "D" Step.
- (F) A Police Constable eligible for "E" Step shall receive any approved yearly increase with the first pay period of the year for which the pay increase is approved. This is applicable beginning with the first year after the Police Constable has been advanced to "E" Step.
- (G) A Sergeant shall be paid at the rate established for Sergeant. If the Sergeant had advanced to "E" Step prior to being promoted to Sergeant, any approved yearly increase shall be received with the first pay period of the year for which the pay increase is approved.
- (H) A Lieutenant shall be paid at the rate established for Lieutenant. If the Lieutenant had advanced to "E" Step prior to being promoted to Lieutenant, any approved yearly increase shall be received with the first pay period of the year for which the pay increase is approved.
- (I) Time off without pay shall delay salary step increases for the number of workdays involved. The effective date established for the salary increase shall be used in computing service for future step increases.

SHARON TOWNSHIP POLICE DEPARTMENT

Pay Differential By Percentage Between 2003 and 2004

Effective January 9, 2003						
Class Title	Pay Period	Step A	Step B	Step C	Step D	Step E
Constable	Hourly (40 hrs.)	10.817	11.686	12.652	13.916	15.971
	Bi-weekly (80 hrs.)	865.38	934.92	1,012.19	1,113.27	1,277.65
	Annual (2080 hrs.)	22,500.00	24,307.88	26,316.92	28,944.93	33,218.99
Sergeant	Hourly (40 hrs.)					17.382
	Bi-weekly (80 hrs.)					1,390.56
	Annual (2080 hrs.)					36,154.62
Lieutenant	Hourly (40 hrs.)					19.280
	Bi-weekly (80 hrs.)					1,542.40
	Annual (2080 hrs.)					40,102.40

Effective December 25, 2003						
Class Title	Pay Period	Step A	Step B	Step C	Step D	Step E
Constable	Hourly (40 hrs.)	11.142	11.920	12.905	14.333	16.450
	Bi-weekly (80 hrs.)	891.35	953.62	1,032.43	1,146.66	1,315.98
	Annual (2080 hrs.)	23,175.00	24,794.03	26,843.26	29,813.28	34,215.53
Sergeant	Hourly (40 hrs.)					17.903
	Bi-weekly (80 hrs.)					1,432.28
	Annual (2080 hrs.)					37,239.26
Lieutenant	Hourly (40 hrs.)					19.338
	Bi-weekly (80 hrs.)					1,547.01
	Annual (2080 hrs.)					40,222.33

Percentage Increase From 2003 to 2004						
Class Title	Pay Period	Step A	Step B	Step C	Step D	Step E
Constable	Hourly (40 hrs.)	3%	2%	2%	3%	3%
	Bi-weekly (80 hrs.)	3%	2%	2%	3%	3%
	Annual (2080 hrs.)	3%	2%	2%	3%	3%
Sergeant	Hourly (40 hrs.)					3%
	Bi-weekly (80 hrs.)					3%
	Annual (2080 hrs.)					3%
Lieutenant	Hourly (40 hrs.)	This rank will no longer be an exempt position. Persons with this rank will be able to earn overtime.				0%
	Bi-weekly (80 hrs.)					0%
	Annual (2080 hrs.)					0%