

**ALLEN TOWNSHIP BOARD OF TRUSTEES**

**May, 1 2023**

**Minutes**

**Call to Order**

Trustee Kingham, Chairman called the regular meeting of the Allen Township Trustees to order on May 1, 2023.

**Pledge of Allegiance**

Trustee Kingham began the meeting with the Pledge of Allegiance.

**Roll Call:**

Rick Kingham	Township Trustee
Don McCreary	Township Trustee
Ken Reiff	Township Trustee
Lori LaCella	Fiscal Officer
Steve Brose	Fire Chief
Bill Streng	Zoning
Heather Mershon	Resident
Chris & Rachel Hallock	Resident
Charlotte Blumenschein	Zoning
Deputy Phelon	Union County Sheriff Department
Andrew See	Resident
Greg Gerhan	Resident

**FINANCES & ADMINISTRATION**

The Fiscal Officer read the minutes of April 3, 2023 said minutes were approved as read.

The Fiscal Officer provided each member of the Board with a list of recent receipts and pending expenditures for review. There was a motion by Trustee Kingham and a second by Trustee McCreary, and upon certification by the Fiscal Officer that appropriate funds were available, the pending expenditures were approved. The Fiscal Officer also provided the most recent payroll reports for the Board’s review. The board reviewed the previous month’s bank reconciliation and verified the sequence of the checks.

**PUBLIC FORUM**

Janell Alexander from the Union County Senior Services attended the meeting to discuss senior services. Janell presented the table of organization and the services they provide for age 60 and above. They are funded on a sales tax levy. Senior services have contracted with four transportation providers for Union County.

**ZONING BUSINESS**

Mr. Streng received a call from Paul Clapsaddle that is doing some work for Rodney Drumm. Mr. Drumm is wanting to reconfigure lots he owns in Pottersburg to enable him comply with our zoning requirements. There are two alleys in Pottersburg, and one of them, Bennett St. was abandoned in 2010. It does not appear that William St. has yet been abandoned and Mr. Streng was wanting to establish some conversation regarding the possibility of abandoning this alley also. Mr. Streng believes that both alleys are within land Rodney owns. Bennett St. runs through the center of the church on Main St. Mr. Streng have a question regarding ownership of the alley, likely the township, and who will own it after it is abandoned. Mr. Streng submitted to the trustees and Thayne Gray a plot plan which appears to be the original plot layout for Pottersburg showing all the original plats, streets, and alleys. Mr. Streng

highlighted the alleys and street which should be considered for abandonment. Mr. Streng also submitted a recent aerial photo which shows three additional alleys leading to residences, two of which are leading to properties within Pottersburg, and one across Honda Parkway (directly beyond Allen Center Road) leading to Brown property. Mr. Streng suggested that all three of these alleys also be abandoned. Thayne Gray has indicated to us that he would take the lead in abandoning these alleys. Chris Clapsaddle, of the Union County Engineer's Office has done some research, however in an email on December 1 Mr. Thayne Gray stated that he would meet with Chris Clapsaddle to establish what was still required, and that he would help with the process of abandoning the streets and alleys in Pottersburg. Mr. Streng has no news regarding this project as of January 5, 2023. Chris Clapsaddle, of the Union County Engineer Office is preparing a description of the vacated areas and is going to put together another drawing for an exhibit together using the original plot of Pottersburg. Mr. Thayne Gray, of the prosecutor office will be working with him. Trustee Kingham has previously done extensive research into the history of Pottersburg which provides an excellent starting point for this project. No new updates from Chris Clapsaddle.

Mr. Streng was contacted by another individual regarding the property adjacent the Piper property in regards to building a small 5,012 warehouse to house a snack food distribution business. The property is owned by Lewco and is currently zoned B1. Mr. Streng informed him that if he wished to obtain a zoning certificate, Mr. Streng would need additional details. The zoning board met on March 10 and unanimously approved rezoning the entire 25-acre property owned by Lewco from B1 to M1. This will still need approval from board of Trustees. The hearing is on May 1, 2023 at 6:00 PM.

Mr. Streng has been in contact with a realtor or representative of a company wishing to locate a property on Northwest Parkway on land zoned B3 in the area of Complete Auto Auction. They want to place a modular or office trailer on the property for use as their office. Mr. Streng informed him that he will need more information on the type of business, exact location, and type of building they want to place or erect before he can help him. Mr. Streng explained to him the requirements of building in B3. The ATZR is not clear on the meaning of a permanent foundation therefore it is difficult to clarify to someone placing a trailer (which is clearly not permitted, or a modular building on a site in the township). The business is CarMax and Mr. Streng were contacted by a modular building company relative to what is required to set their office building on site. Their engineer contacted Mr. Streng last week with questions of how to best build a privacy structure around their dumpster. Mr. Streng asked him how this project was proceeding and he told me that they were likely over a month away from submitting their drawings and request to me. This past week Mr. Streng provided them with information relative to the ATZR sign requirements. No new updates May 1, 2023.

Mr. Streng received a call from an individual who is interested in developing a 40-acre parcel in Allen Township. He did not provide me with a location. He wanted to know the setback requirements, etc. He also wanted to know the requirements for the road construction to access the homes and Mr. Streng referred him to the Union County Engineer's Office. Mr. Streng met with him on January 9<sup>th</sup> and the parcel is owned by Back 50 LLC and lies between SR 245 and Collins Rd. he will be required to purchase an additional parcel on SR 245 in order to have a location to build an access road. In order to have a location to build an access road he was advised to meet with the Union County Engineers Office to ascertain that he will be permitted to have a road in the proposed location. Mr. Streng has not had further contact with the land planner. No updates as of April 3. No further contact since April 30, 2023.

Mr. Streng received plot plans from two individuals requesting to do parcel splits, one at 22730 Northwest Parkway and one at the end of Smokey Rd. To alleviate any confusion on defining an irregular

lot. Mr. Streng referred both these to LUC for their input. The ATZR states that an irregular lot is one that does not conform to the Official Schedule of District Regulations. LUC agreed and confirmed that the lot splits would conform. The exception being the parcel on Smokey Rd. The parcel consists of 53 acres and the split would be 33 acres and 20 acres. There is with the required 150' of road frontage which the surveyor was planning to include M1 property which in front of the property. Mr. Streng informed the individual that they would be required to request a zoning change on this 3-acre parcel from M1 to U1, or request a BZA hearing for a flag lot because does not have the same required road frontage. No further update as of May 1, 2023.

Mr. Streng received a request from Da Nite Sign for the installation of a sign at Area Electric on Smokey Rd. They are replacing an existing sign with one approximately the same size but with a time/temperature sign beneath the new sign. They are also requesting that the new sign receive a height variance since the new sign is 5' higher than the 15' maximum height requirement dictated in the ATZR. Mr. Streng received his paperwork for a review from the BZA, as required per the ATZR. The BZA hearing is scheduled for May 22 at 7PM.

### **SHERIFF REPORT**

Sheriff Phelon was in attendance and did not have anything to report. Bill Streng noted that the speed on Allen Center has increased.

### **ROAD BUSINESS**

Road Superintendent, Nick Johnson, was not in attendance.

### **FIRE & EMERGENCY SERVICES**

Chief Steve Brose noted we are on the schedule for the front apron.

Chief Steve Brose noted the furniture has been ordered. Kitchen floor will be refinished week of May 22.

Chief Steve Brose noted the setup of automatic EMS report uploads and they are running some reports to test.

Chief Steve Brose noted the M601 is still at Chapman Ford. Replacing transmission solenoid.

Chief Steve Brose noted the copier out of service. Quote for comparable replacement: Purchase outright = \$5009.10 then a maintenance agreement of \$14.68/mo.

Total 60 mo. Cost = \$5889.90 60-month lease/maint. Agreement = \$106.07/mo. Total 60 mo. Cost = \$6364.20. There is the choice to purchase the printer at the end of the agreement.

After further discussion the Trustee Reiff made the motion to purchase the printer for \$5889.90 and was seconded by Trustee Kingham. The township will review their current printer and age of that printer with the possibility to place the new printer at the township hall and to place the current printer at the FD.

Chief Steve Brose noted the crews completed monthly safety trainings.

### **CORRESPONDENCE/OTHER MISCELLANEOUS**

Union County Farm Bureau Policy Development Breakfast meeting June 13, 2023 at 8:00 a.m. Heritage Cooperative 15090 Scottslawn Rd.

**EXECUTIVE SESSION**

Trustee Kingham made the motion to move into an executive session for personal discussion and was seconded by Trustee McCreary. Upon a roll call vote, all in favor, Kingham called the executive session to order.

Trustee Kingham moved that the executive session be adjourned, seconded by McCreary and upon a roll call vote, all being in favor of motion carried.

Trustee Kingham called the regular meeting back to order.

After returning to the regular session, there being no further business, Trustee Kingham moved to adjourn the meeting, Trustee McCreary offered a second. Upon a roll call vote, all were in favor, the meeting was adjourned.

Roll call vote: Trustee McCreary, yea. Trustee Reiff, yea. Trustee Kingham, yea.



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Rick Kingham, Chairman



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Don McCreary Co-Chairman



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Kenneth Reiff