

ALLEN TOWNSHIP BOARD OF TRUSTEES

January 8, 2024

Minutes

Call to Order

Trustee Kingham, Chairman called the regular meeting of the Allen Township Trustees to order on January 8, 2023.

Pledge of Allegiance

Trustee Kingham began the meeting with the Pledge of Allegiance.

Roll Call:	Ricky Kingham	Township Trustee
	Ken Reiff	Township Trustee
	Greg Gerten	Township Trustee (absent)
	Lori LaCella	Fiscal Officer
	Nick Johnson	Road Superintendent
	Steve Brose	Fire Chief
	Bill Streng	Zoning
	Charlotte Blumenschein	Zoning
	Wezlynn Davis	Candidate for State Representative
	Drew Gerhan	Resident
	Daren Griffith	Resident

Resolution 2024.1

This being the first meeting of the year, there was a motion by Trustee Kingham that Trustee Reiff is nominated as Chairman for the year 2024, which nomination received a second from Trustee Reiff. Upon roll call: Kingham, yea; Reiff, yea; Gerten, absent, Trustee Reiff was confirmed as Chairman.

Resolution 2024.2

There was a motion by Trustee Kingham that Trustee Gerten is named Vice-Chairman for the year 2024, which nomination received a second from Trustee Reiff. Upon roll call: Trustee Kingham, yea. Trustee Gerten, absent; Trustee Reiff, yea; Gerten was confirmed as vice-chairman.

FINANCES & ADMINISTRATION

The Fiscal Officer read the minutes of December 4, 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 Reiff, 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.

Trustee Kingman motioned that mileage reimbursement rate be per federal guidelines of 67 cents per mile effective January 1, 2024 which received a second from Trustee Reiff.

DESTRUCTION OF RECORDS

The trustees advised that the Township has an approved Record Retention schedule, it will be followed as outlined for the destruction of records and a meeting was not necessary to carry out the schedule.

Township Meeting Public Forum Guidelines were presented by Trustee Kingham as follows:
Public Forum Must address the board by stating your name / address (must have signed in). Item / subject to discuss related to the agenda and or resident's concern. Review item – brief and to the point with a maximum time limit of 5min per person. Order of speaking is / can be determined by the order in which the public has signed in on the sign in sheet. Topic relevance to the matter described must be maintained as item or subject was presented before the board. If at any time the board feels that the subject matter or the individuals presenting the information are creating a hostile environment, that individual will be asked to stop and leave the building. If the individual refuses to leave on their own per the request of the board a Sheriff's deputy will be called to escort that individual out of the building and off the grounds (disruption of meeting is a misdemeanor of the 4th degree R.C. 2917.12) Residents presenting materials can be video recorded if the board feels that may be necessary to reference the subject matter later. Side discussions and comments are prohibited – if you feel it is necessary to discuss topics with others in the room, please exit the room and have those discussions outside in the hallway. You will be asked to leave the remainder of the meeting if you chose not to follow this request.

Trustee Kingham noted there is a February Organization meeting is February 5th, 2024 at 5:00 P.M. Meeting purpose is for board members to meet those who are serving other boards and to help educate all members on the township responsibilities and operations to avoid misinformation, and assumption from our own members. The sharing of current activities, projects, budget, revenue expense and outlook for 2024.

The Ohio township association has been set up for all board members to access for trainings.

Trustee Kingham reviewed the webpage view stats.
Trustee Kingham shared his Facebook posts for historical information.

Trustee Kingham discussed electronic vs Paper for the monthly meetings. The information is primarily all on paper passed out to the board prior to the meeting. The township has two monitors that can be used to present / share information on. On the monitors everyone can see what is being discussed. Board members can be more organized and ensuring information is reviewed. Electronic storage of information for easier access and the reduction of space and paper. Logistics of information and timing of submitted items would need worked out.

Fiscal Officer, Lori LaCella shared an email from Andrea Weaver, county auditor, that the vendor doing the 2025 revaluation are receiving some pushback from residents. They understand the concern with privacy, but wanted to reassure resident the vendor is professionally trained.

Resolution 2024.3 - Appointment of Zoning Officers

The board discussed Zoning Commission members for 2024. Eric Pancallo was reappointed for a 5-year term for zoning and Nathan Vanover was reappointed for 5-year term.

Zoning Board Appointments

Eric Pancallo	term expires 12/31/2023
Louis Meyer	term expires 12/31/2024
Drew Gerhan	term expires 12/31/2025
Gary See	term expires 12/31/2026
Charlotte Blumenschein	term expires 12/31/2027

Jason Vanatta has requested information to become a member - Zoning Board alternate. Bill Streng will follow up on his information to provide to the trustees.

Allison Hamilton, Secretary

Resolution 2024.4 - Appointment of Zoning Appeals Appointment

Zoning Appeals Appointments

The board discussed Zoning Appeals Appointment zoning members for 2024. Trustee Kingham made the motion to appoint Nathan Vanover for the term of 5 years which was seconded by Trustee Reiff. William Thaman will be removed from appointment, Trustee Reiff will contact William.

Zoning Appeals Appointments

William Thaman	term expires 12/31/2023
Dain Bruns	term expires 12/31/2024
Michael Thiegartner	term expires 12/31/2025
Justin Story	term expires 12/31/2026
Leland Walk	term expires 12/31/2027

There is an open alternate position.
Allison Hamilton, Secretary

Trustee Kingham made a motion to schedule the following meetings for 2024 with a second from Trustee Reiff.

- February 5th Trustee Meeting
- March 4th Trustee Meeting
- April 1st Trustee Meeting
- May 6th Trustee Meeting
- June 3rd Trustee Meeting
- July 8th Trustee Meeting
- August 5th Trustee Meeting
- September 9th Trustee Meeting
- October 7th Trustee Meeting
- November 4th Trustee Meeting
- December 2nd Trustee Meeting

Tentative Community Day September 21st and Trunk or Treat October 23rd.
Dumpster Day tentative dates April 6 or 13th.

Resolution 2024.5

There is currently 6,119,054.30 in the PNC account, it was agreed to transfer all the funds except for one million dollars that is used for payroll and bills. Trustee Reiff made the motion to approve the transfer of PNC funds to the STAR account. The percentage rate at our PNC account is 0.01 and the STAR is averaging 4.7%. Trustee Kingham made the motion to accept the resolution to transfer the funds from PNC to STAR.

PUBLIC FORUM

Daren Griffith attended to discuss his property on Smokey Rd. There is some tile work he is waiting to hear on federal funding. He is asking for permission to allow to continue to drain into the ditch. Trustee Reiff noted the concern is the drainage across the road. The township would need to know if that ditch can be cleaned to handle the water. Recommendation is to try to get the ditch cleaned across the road before anything else can be done.

Wezlynn Davis is an elected in Jerome Township as a Trustee. She is running for candidate for state representative. She attended the meeting to share information on why she should be elected for state representative. She is looking for support in our community.

ZONING BUSINESS

Mr. Streng has not heard any new information from the Union County Engineer office or the Union County Commissioner regarding the abandonment of many of the alleys and streets in Pottersburg. Mr. Streng contacted the Commissions Office and they advised him that they had no paperwork from anyone. Mr. Streng then contacted Chris Clapsaddle of the Union County Engineers Office and he is going to investigate. We have completed a Resolution to be signed tonight by the trustees and will be forwarded to the Union County Commissioners and the Union County Engineer. Rick received guidance and data from the attorney who spoke to the Trustee's Assn's meeting at Bokes Creek Winery on September 7, and by the trustees completing the resolution it is anticipated that the quest to vacate the streets and alleys should be approved. This is apparently a requirement that we were not previously made aware of. Mr. Streng contacted the Union County Commissioner's Office today and they have not received the resolution. The hearing before the Union County Commissioner's to abandon the street and alleys will be held on January 10, 2024 at 9:00 A.M. in their office.

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 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 him that they were likely over a month away from submitting their drawings and request to him. This past week Mr. Streng provided them with information relative to the ATZR sign requirements. A zoning certificate for the building was issued on 5/3/23. Mr. Streng heard from a woman on 8/3/23 from a sign company regarding obtaining a permit for three signs to be installed on the site and she was informed that all 3 signs would be required to be approved by the Board of Zoning Appeals. She is going to complete the required paperwork and get back with him to file the papers for the BZA hearing. The BZA hearing will be at 6:00 September 11th. They were issued zoning certificates for both signs that evening. Nothing new to address.

Mr. Streng received information from a consultant relative to an unknown party planning to construct a facility on a site immediately southwest of the Trillium Compressed Natural Gas (CNG) station on SR 739. This site will be like the CNG station however it will be an electric vehicle charging station initially planned to have 20 charging stations. They had many questions of which I provided answers however many of the questions require additional information from them to enable me to answer all their questions. Mr. Streng informed them that the first thing they should do is to obtain confirmation from the state that they can be granted an access drive. The land is currently owned by Honda. Mr. Streng have been in contact with two parties relative to this project, neither of whom appears to know the other. Mr. Streng have sent to both answers to all the many questions presented to us but have heard nothing further from either of them.

During 2023 (7) zoning certificates were issued for new homes. This compares to (8) that were issued for 2022.

Allen Township had our first inquiry for a residential solar system for a residence. Mr. Streng informed them that the fee for the zoning certificate would be \$100.00. Mr. Streng discussed what the fee for the zoning certification should be, and Charlotte is going to check.

A neighbor called with a complaint. There is a property on Smokey Rd. that has a camper on site they were living in. Bill Streng has spoken with the resident.

SHERIFF REPORT

Not in attendance.

ROAD BUSINESS

Road Superintendent, Nick Johnson noted they did a treatment on the roads on Saturday.

Road Superintendent, Nick Johnson noted they have been doing a clean up and remodel on the shop.

Road Superintendent, Nick Johnson noted he received 2 quotes for water softener, Yutzy Brother's, and Aqua systems. The request is for a max of \$1900. Trustee Kingham made the motion to accept the bid for up to \$1900.00 for Yutzy Brothers with a second motion from Trustee Reiff.

Road Superintendent, Nick Johnson noted they will be working on the lighting for the shop.

FIRE & EMERGENCY SERVICES

Chief Steve Brose recommends changes on our property and equipment insurance. See the attached. Trustee Kingham made the motion to accept the changes on the attached, Trustee Reiff seconded the motion.

Chief Steve Brose is looking into a telephone system upgrade. Working with Brightspeed and Ubiquity on pricing. Pay \$440 a month for current phone, going to an IP base phone system and could cost up to half.

Chief Steve Brose noted the medic 602 has exhaust issue, leaking fumes into cab and box., requested Rush Truck Lime to come to the station to address. Vehicle is unsafe to use.

Chief Steve Brose noted the BWC (FEEEG) Firefighter Exposure to Environmental Elements Grant 2023/2024 submitted for a full update of our in-station apparatus exhaust system. The total quote was \$16,165.00 BWC award is \$13,470.83 difference of \$2,694.17. Request ARP funds to cover the difference. Trustee Reiff made the motion to accept the \$2694.17 with the use of ARP funds, trustee Kingham seconded the motion.

Chief Steve Brose requested to place 2 unused iPad's on Govdeals.com. Trustee Kingham made the motion to place the ipads on govdeals.com, Trustee Reiff offered a second.

Chief Steve Brose, discussed the options for the selling of the old rescue. This was placed on gov deals and did not receive a bid over \$4400.00. Discussion for option on where to sell.

Chief Steve Brose discussed the Fire Department Facebook page with the purpose of hiring part time members. Chief Brose approached Thayne Gray on procedure on FB comments and legal ways to handle. He has tried many avenues to advertise. National testing network is an option with a cost of \$500.

Training: Crews completed monthly safety trainings.

CORRESPONDENCE/OTHER MISCELLANEOUS

Union County Engineer's Office Annual Township Meeting, Saturday February 17, 2024 8:30 A.M. 12:00 P.M. Union County Services Center – 940 London Ave., Marysville, Ohio 43040

EXECUTIVE SESSION


None

There being no further business, Trustee Reiff moved to adjourn the meeting, Trustee Kingham offered a second. Upon a roll call vote, all being in favor, the meeting was adjourned.



Ken Reiff, Chairman

Greg Gerton- Vice-Chairman (absent)



Rick Kingham, Trustee