

**COLLEGE TOWNSHIP  
KNOX COUNTY, OHIO  
BOARD OF TRUSTEE REGULAR MEETING  
June 14, 2023**

Trustee Chairperson Houston called the meeting to order at 6:29 p.m. All were invited to stand for the Pledge of Allegiance to the American flag. Those present were Trustees Houston, Ingles, and O'Connell, Courtney DeCosky, Fiscal Officer (FO), Roger Yarman, Zoning Inspector and Lora King, Administrative Assistant (AA). Also present was collaborative partner, Village Administrator RC Wise, as well as special guest Susan Ramser with Friends of Quarry Chapel and Knox County Resident Doug McLarnan.

**SPECIAL GUEST SUSAN RAMSER**

Ms. Ramser attended the meeting to let the board know how Friends of Quarry Chapel operates. They are a 501C3. They raise funds and have an endowment with Knox Community Foundation. They spend between 1-2K a year for repairs in the chapel. They operate with a board of about 6 to 7, which is a mix of people from the community.

Trustee Houston had originally reached out to Mark Ellis regarding the Township's possible cemetery levy, who pointed him to the new Quarry Chapel Chair, Susan Ramser. Ms. Ramser would like the language of levy and how much it would generate. She will get the information to the Friends of Quarry Chapel board via email. Friends of Quarry Chapel maintain the chapel, not the cemetery. FO DeCosky will send language of the levy to Ms. Ramser.

Ms. Ramser informed the board that there were two restorations of Quarry Chapel in the past. The walls were done in the 70s, and they are checked every year for issues. The second restoration started around 10 years ago after a tree came down on the roof. It was clear if the chapel was going to survive, it needed major work. To justify the restoration, the chapel would need to be used and furnished with pews, doors, shutters, floor, etc. Friends raised funds to complete that. The chapel has around 7 weddings booked for 2023. They also open for open houses and acoustic concerts. It has great acoustics, and is an asset to our community. Ms. Ramser presented a gift to Township, which was a framed picture of Quarry Chapel.

**COLLABORATIVE PARTNER, RC WISE**

VA Wise distributed a copy of the Village newsletter that had been completed that day. The route for the parade of July 4 has been changed and is mapped in the newsletter. The Village lost a full time employee, and are actively looking for another one. They are getting some teen help from Opportunity Knox, but unfortunately the teenagers are not authorized to operate

equipment. They recently have a new deputy (Deputy Breyer Ehrnfield) and cruiser. There may be an opportunity for the Village and Township to share an employee. Trustee Houston says that is definitely something Township can consider. Village turned in comments for the roundabout. They will be ready for Stage 3. The cut slope they originally were planning will likely not work. They may have to go back to some sort of retaining wall.

Mr. Wise was thanked and exited the meeting.

### **ZONING**

Inspector Yarman asked if anyone considered receding payments for Kenyon permits. He has an application out at Brown Environmental Center for a barn extension. Trustee Ingles and Houston agree that to remain consistent with past practice, the fee should be waived in this instance. Trustee O'Connell abstained from his opinion because of his relationship to Kenyon.

Trustee Houson made a motion to waive the permit fee for Brown Environmental Center for the barn extension. Trustee Ingles 2nd. Trustee O'Connell abstained. Motion passes.

Inspector Yarman will hold a Zoning Board meeting June 29.

Rob Jamieson is interested in being the replacement on the Zoning Board. Inspector Yarman will reach out to him.

Discussion on permit fees. The Township is at 25 cents a square foot, which may be a little low now. It has been that way for 10 to 15 years. The Board may want to consider raising it to 40 cents or so. Some Townships are up to 50 cents, some more.

AA King got Inspector Yarman information on solar panels. He may bring that information to his June meeting.

Inspector Yarman will attend the regional planning meeting on June 15.

Inspector Yarman gave two permits and checks to FO DeCosky to deposit.

Inspector Yarman was thanked and he exited.

### **BUDGET DISCUSSION**

FO DeCosky presented the 2024 draft budget to the Board. The Board will review it over the next month in preparation for submission of the budget to the Knox County Auditor's office.

### **APPROVAL OF MINUTES**

Trustee Houston made a motion to approve the regular minutes from May 10, 2023; Trustee O'Connell second; Vote: All Yes. Trustee Houston made a motion to approve the special minutes from May 24, 2023; Trustee Ingles second; Vote: All Yes.

### **CEMETERY**

AA King sent an email out about someone potentially relocating graves to a lot they already own at Quarry Chapel. They are considering moving an infant to the cemetery. Trustees agreed that the same opening/closing fees would apply.

Discussion on Friends of Quarry Chapel contract. Trustees agreed to keep the annual rent the same for Friends of Quarry Chapel.

### **ROADS**

Trustee O'Connell read Supervisor Smith's road report:

### **June 2023**

#### **EQUIPMENT:**

Saw and chains were picked up from Troyer Repairs. Tractor and boom arm mower was delivered. The 4-wheel drive switch was replaced on tractor and frontend loader was removed from tractor. All other equipment is in good shape.

#### **Sign Grant:**

Discuss extension for installation of road signs.

The installation of new posts, signs and the removal of old post and signs will at the least two people, to accomplish.

#### **Roads:**

We started cleaning up storm debris along roads. I've started mowing along the roads. We will be working at cold patching some of the bad spots on the roads.

#### **General:**

Dumpster Day went well, thanks to everyone that helped.

Waiting to hear on Lighting Grant for the building.

There was a call that a sign came down on New Gambier/Gaskin. Supervisor Smith is aware and will check it out.

Trustees agreed that the Township should apply for an extension for sign installation.

Trustee O'Connell brought up the single culvert on the South side of Porter with some eroding. Smith had set cones out as a warning. Smalls was contacted to get an estimate, which is \$16,908 for full replacement, which is what it likely needs. The trustees would like to get a second quote to see a comparable number. Trustee Houston will scan and send the Small's quote to Cameron Keaton.

Discussion on how the round-a-bout construction may affect Township traffic and roads.

Trustee Houston shared information from his meeting with Mr. Keaton, which FO DeCosky also attended. Houston will scan and email out the information Mr. Keaton gave him.

The Township still has a desperate need for help with roads. AA King has job postings on Facebook, the Township website and Opportunity Knox. The Township really needs someone who is not a minor so there are no restrictions on what they can operate.

AA King brought up an OTA magazine article. Townships are under scrutiny when there is an accident and specific documentation is required. The article suggests a road and sign survey monthly that can be provided when there is an accident. Trustees suggested quarterly for our small Township and limited road mileage. There should also be a log of what has been done if there have been complaints. Trustees will consider how they will move forward.

Trustee Houston made a motion to have Supervisor Smith proceed with the extension for road sign installation. O'Connell 2nd. All yes. Motion passes.

### **FIRE**

Trustee Houston made a resolution to receive Village of Gambier's grant money for College Township Firefighter Memorial and appropriate the money to the project. Ingles 2nd. Roll call: Houston yes, O'Connell yes, Ingles yes. Resolution passes.

Jason Elliott should be able to start next Tuesday on the landscaping side of the memorial. AA King will let Ralston's know when we are ready for the stone. Trustees reviewed the draft stone and gave notes. The Board approved the inscription.

AA King still has not heard anything on the lighting grant. Their meeting was June 6th.

Bunk construction: Trustee O'Connell reached out to Mark O'Brien a few times. Today was the day that the review was to be complete per Ohio Dept of Commerce Justin Hutchins. Jeff Kubala was going to follow up with Mr. Hutchins. O'Connell is hoping for the best case scenario. Everything had been addressed in the last submission and required data included.

### **GENERAL**

1. EMAILS WITH NO RESPONSE: AA King and FO DeCosky noted that when they are emailing the full board, it is information they are sharing for review for future discussion at public meetings. No responses are necessary.
2. BOARD OF ELECTIONS RECORDS: AA King shared correspondence FO and Trustees from the Board of Elections to update contact information. FO and Trustees filled out current information and returned it to AA King.
3. ISSUES WITH FRONT DOOR/CONSIDERATION OF UPDATING ENTRY SYSTEM-WAITING ON QUOTES FROM VENDORS. Trustees reviewed the quote from All Ohio Door. Like with anything, all agreed it would be best to get another quote. The issue will be tabled until the Township can get Overhead Door to give them another quote. Discussion on if there are any other local companies that would be able to provide a quote.
4. Silco came and gave inspection on hydrants and emergency lights.
5. TRUSTEES TREE CLEANUP AT SERVICE CENTER - Some cleanup has taken place.
6. TOWNSHIP WEBSITE - AA King got the one month help from Bluehost. The contact page is fixed. Bluehost suggested that it is best to keep the website simple because the

Township does not have a web designer. Currently, College Township may be the only township in the county with a website.

7. FO REPORT

**Fiscal Officer's Report - June 14, 2023**

**Selective Insurance/Bond Payment**

The Township has received payment on claim 2242778 in the amount of \$7225.00. The check was deposited and assigned appropriately to the funds indicated on the audit report: GF = \$4080, GAS = \$431, FIRE = \$2714.

**Kenyon College/MVFD Contract**

Kenyon's contribution was received on June 13 for their portion of the fire contract: \$330,312. Funds were deposited. The check for the City of Mount Vernon is ready for signature this evening in the amount of \$250,000 for half the 2023 contract.

**2024 Budget**

A Draft of the 2024 budget is ready for review. Presenting it at tonight's meeting will allow plenty of time for feedback and questions before the Township will need to pass a resolution in July to submit to the Knox County Auditor.

**Cemetery Appropriations**

The Township will need to pass a resolution this evening to appropriate cemetery funds to cover mowing/trimming in the Jewish Cemetery at Quarry Chapel in the amount of \$2,260.00. This amount covers 2021 mowing, which was not correctly deposited that year in the amount of \$660, 2022 mowing in the amount of \$750.00, and an estimation on 2023 mowing in the amount of \$850.00.

**Financial Reports**

Monthly financial reports are in your folders and should reflect current actual financials.

Courtney DeCosky  
Fiscal Officer  
College Township

8. OTA CALL TO ACTION REMINDER
9. Trustee Houston made a resolution to increase appropriations in the cemetery fund in the amount of \$2260.00 for mowing/trimming the Jewish Cemetery at Quarry Chapel. Inges 2nd. Roll call: Houston yes, O'Connell yes, Ingles, yes. Resolution passes.
10. SIGN CARD FOR SMALL FAMILY

All correspondence sent and received was discussed in the body of the meeting. There being no further business, the fund cash balances certified lawfully appropriated to pay bills being

reviewed, and Trustee Houston moved to pay bills. Second by Trustee O'Connell. Vote: All Yes.  
Trustee Houston made a motion to adjourn at 8:38 pm with a second by Ingles. Vote: All Yes.

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Chairperson

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Fiscal Officer