

**COLLEGE TOWNSHIP
KNOX COUNTY, OHIO
BOARD OF TRUSTEE REGULAR MEETING
DECEMBER 13, 2023**

Trustee Chairperson Houston called the meeting to order at 6:30 p.m. All were invited to stand for the Pledge of Allegiance to the American flag. Those present were Trustees William Houston and Edward O'Connell, Zoning Inspector Roger Yarman, Fiscal Officer (FO) Courtney DeCosky, and Administrative Assistant (AA) Lora King. Also present were Kenyon's Vice President for Facilities, Planning and Sustainability Ian Smith and Village Administrator RC Wise. Trustee Bernie Ingles was absent due to illness.

APPROVAL OF MINUTES

Trustee Houston made a motion to approve the regular meeting minutes from November 8, 2023; Trustee O'Connell second; Vote: All Yes.

COLLABORATIVE PARTNER, RC WISE

The Village Council passed the final legislation at the regular meeting for the shared use path, which means they will coordinate and cooperate with ODOT as it is built.

The Village has been invited to do a full blown tap grant, after sending a letter of intent. This would be for Wiggan Street between Ackland and College Park to add pedestrian bump outs for a traffic calming effect.

The Village has finished the GovDeals auction as of Monday, which brought in over 30K, including the cruiser they had to pull in order to do a direct sale with Coshocton County who needed it right away due to a deputy involved crash.

The Village is supposed to get an assigned deputy at the beginning of the year. In the meantime, the Sheriff has been responding to calls and keeping on top of things.

COLLABORATIVE PARTNER, IAN SMITH

The College is having finals until Friday and then all will be quiet. It will be a busy spring with the April Presidential Inauguration and the Bicentennial kickoff on Jan 8, 2024. They are still in the process of finding a replacement grounds manager. They have some candidates and will be making an offer soon.

Looking ahead to the roundabout, the Village, College Township and College may need to take the helm on local possible traffic issues and evaluate options as things progress. Temporary signage, lights, etc. may want to be considered. VA Wise confirmed to the group that Pelotonia

is aware of the roundabout construction. Village, College Township and College will keep communicating and problem solving as things come up.

ZONING

Trustee Houston made a Resolution Establishing Membership in the Knox County Regional Planning Commission:

WHEREAS, the Township of College desires to participate in the Knox County Regional Planning Commission to implement the Comprehensive Plan for the orderly development and growth of the County and Township and to establish an attractive region around the Township: WHEREAS, the Board of Township Trustees of College desires to provide its residents, the services of the Knox County Regional Commission to promote the public health, safety, convenience, comfort, prosperity and general welfare of the inhabitants of the Township of College.

NOW, THEREFORE, BE IT RESOLVED:

- VII. That the Township of College be a member of the Knox County Regional Planning Commission for planning services for the period beginning January 1, 2024 and Ending December 31, 2024.
- VIII. That Roger Yarman represent the Township as its regular representative to the Knox County Regional Planning Commission and that Ed O'Connell be the Alternative to serve in the name and place of said Regular Representative in his Absence.

Trustee O'Connell seconded.

Roll Call Vote:

Houston yes

O'Connell yes

Vote: All Yes.

Inspector Yarman had a Zoning meeting on December 7. They went over the possible changes to the zoning book, which would be reviewed by the Prosecutor and the Regional Planning Commission next. He passed out the meeting minutes to the trustees and reviewed the fees and definitions:

Fees

- Buildings and Structures from 25 cents a square foot to 50 cents a square foot
- Signs \$25
- Planned Unit Development (PUD) \$2,000 for 1 to 4 units; \$5,000 for 5 to 8, and so forth
- Zoning \$700 (from \$500) and \$200 if an extra meeting is needed in order to cover the secretary wages, meeting stipends and advertising costs.

Definitions

- 15.7 rear yard setback is 60 feet for residence and 20 feet for accessory building in the backyard
- Set back line for front: a line established by zoning resolutions generally parallel with and measured from centerline of public street defining the limits of a front yard which no structure can be located above ground, which means you cannot put a barn or shed in front of a house.
- Temporary residence: restrictions no more than 30 days, no mail delivery, cannot be used as an address, and the dwelling will be owner occupied. Any rental shall be registered for bed tax with the Knox County Auditor's Office.
- Residence use any place, building or establishment used in whole or part as a dwelling shall be single family one residence per parcel or lot.

15.3 Conditional Uses

- Any other conditional use the Board of Zoning deems appropriate.

Discussion on whether or not proposed conditional use language will go through as it is broad and not specific. They will try to go through with it and see what happens.

The changes are fairly small items except for possibly fee changes. Discussion took place on secondary dwellings/mother-in-law suites.

None of the proposed zoning book changes would come into effect until after trustees make a resolution to adopt them, after running them through the prosecutor and the RPC. After changes would be adopted by the College Township Board, there would need to be new books printed, CDs made, and it would need to be recorded at the recorder's office with a fee. Inspector Yarman could have it approved in the next week by the RPC and the College Township Board can act however it wants to after that, meaning they can still cross out things or add to it. It would not have to be reapproved.

New Gambier Road solar permit moving forward behind the house at 25 cents a square foot.

CEMETERY

AA King shared grave purchase correspondence requests:

1. *Christopher Vicchiulo sent the board a letter requesting their consideration for him to purchase a space at Quarry Chapel. He is currently a resident of Westerville, OH, but fell in love with the area when he visited Gambier and Kenyon College in 1955. He visits the area regularly and plans to purchase land in Knox County in the future.*

Discussion ensued. In the end the College Township Trustees feel they have to protect the interest of the Township. Quarry Chapel is small cemetery with limited space that the board is obligated to reserve for its aging residents who they are obligated to serve. They wish Mr. Vicchiulo well and shared that if he ever finds himself residing in College Township, he should by all means inquire again.

2. Shirley Lepley sent correspondence requesting two burial lots in Quarry Chapel. They live close to the chapel, and Tom Lepley retired from Kenyon College after 43 years of service.

Discussion ensued. The College Township Trustees agreed that the Lepley's already meet requirements as he is a member of the Kenyon Community, retiring after 43 years. AA King will inform both parties.

Discussion on cemetery costs for 2024. Township will discuss at the organizational meeting. The Township wants to make sure it is covering itself for costs incurred.

ROADS

Trustee O'Connell attended Knox County Township Association meeting/dinner on Tuesday, Dec. 12, and shared information about the meeting. Knox County Engineer Keaton was also in attendance and asked that road surveys are returned as soon as possible once received.

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

December Roads Report 2023

ROADS REPORT

EQUIPMENT:

The plow truck has the salt spreader and plow on the truck and everything appears to be in working order. All other equipment is in good shape. I will take the John Deere mower in for service after Christmas.

Roads:

I will start with Quarry Chapel Road in making a list of dead trees and mark them with paint, that need to be removed. I'll also put together a list of the trees that need limbs removed. Once I put a list together, I'll get with Blue Denim and SOS to get some estimates. I will work on that for each road, prioritizing them from immediate attention to not so bad.

Cemetery:

The leaves were cleaned up in the cemetery and the cemetery looks pretty good for now.

General:

The remodel in the back office is done and most of the furniture moved in. Courtney and Lora are working out of the back office now.

I did check with Chief Christopher on the old gear upstairs that is OOS and MVFD has no interest in any of it. We can try to sell it, donate it or dispose of it. It has been deemed surplus gear for a couple of years now. We just need to have the Trustee's make a decision on what they want done with it. I would like to get a dumpster to get rid of carpet, old lights, possible old gear and other trash in the building so we can get it cleaned up.

Table discussion on what to do with the old gear for Trustee Ingles, as he is the expert. Chief Christopher and Trustee Ingles can decide outside of the meeting.

Trustee O'Connell and Supervisor Smith had a great discussion/update during Supervisor Smith's evaluation. Smith is making great use of Equipment Operator Mackey. Discussion on Equipment Operator Blubaugh having to have a pause in the summer with OPERS. Supervisor Smith did get hired full time at East Knox 2 to 3 weeks ago. He may be willing to try to keep going until Blubaugh can come back, though Smith cannot guarantee that. Next summer, signs will need to be installed and mowing and general maintenance kept up with. College Township also needs someone else who could plow possibly for winter. Trustees will brainstorm and see if they can come up with any possibilities.

FIRE

Dedication changed tentatively to April 10. College Township will evaluate the date in the new year.

GENERAL

Fiscal Officer's Report - December 13, 2023

Office

AA King and Supervisor Smith have done an incredible job with the new office build out and move. The new office is up and running. Going into the new year, the space will allow for more detailed organization and functionality.

Year End/New Year Procedures

The next few weeks into the beginning of the year will be spent closing out the year end and adherence to state and federal timelines. In addition, much time will be spent on budget and appropriations for the new year for discussion at January's organization meeting.

Financial Reports

Monthly financial reports are in your folders. These reports should reflect an accurate reflection of township funds as of November 30, 2023.

*Courtney DeCosky
Fiscal Officer, College Township*

FO DeCosky will do AA King's performance evaluation before the end of the year.

OTA Winter Conference: deadline to register is the 17th of January. AA King shared info with the trustees.

Rinehart Bonds: Trustee Ingles and Inspector Yarman will need to sign new bonds for the Ohio Plan Risk Management via Rinehart, Walters, Danner Insurance. Trustee Ingles' will cover his term, January 1, 2024 to January 1, 2028, and Inspector Yarman's will cover 2024. Come April first, FO DeCosky will need to renew her bond to cover her term, April 1, 2024 to April 1, 2028.

Handbook update came back from Prosecutor McConville. FO DeCosky forwarded to AA King and Bernie. AA King will forward to Trustees Houston and O'Connell.

FO DeCosky debriefed the trustees on Issue 2 webinar.

Cosby Maintenance Agreement: The Service Center needs some work on the furnace, however the maintenance agreement with Cosby ended February of 2023. Moving forward, the township will flag when the agreement needs to be renewed. AA King will inform Cosby that the township would like to proceed with a new maintenance agreement and also ask that Cosby proceeds with the repair. The Township Trustees agree that the work moves forward as well as a renewal of the maintenance agreement.

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 7:57 p.m. with a second by O'Connell. Vote: All Yes.

Chairperson

Fiscal Officer