TROY TOWNSHIP TRUSTEE MEETING ORGANIZATIONAL MEETING MINUTES January 4, 2025 at 10:00 AM

Call to order and Roll Call

Called to order at 10:00 AM by Trustee Price.

Present: Trustees; Doug Price, Earl Lehner, Troy Morris and Fiscal Officer; Tracy Parsons

Committee Assignments for 2025

Trustee Lehner made a motion, seconded by Troy Morris, to approve the following assignments for 2025:

Chairperson		Troy Morris
Vice-Chairperson		Doug Price
Road Superintendent		Doug Price
Regional Planning Rep		Doug Price
Tri Township Fire Board		Earl Lehner
Winter Operations Supervision		Doug Price
Building/Grounds Maintenance	N.	Troy Morris
Communications		Troy Morris
Cemetery		Earl Lehner
Annual Inventory		Troy Morris
Fleet Manager		Doug Price

Voting:

Ayes: Morris, Price, Lehner

Abstain:

Motion Passed.

Chair Morris conducted the remainder of the meeting.

Troy Township Trustee Meeting Dates for 2025 Resolution No. 2025-001

Trustee Price made a motion to approve the following regular meeting dates for the Board of Troy Township Trustees for 2025. Trustee Morris made a second on the motion.

TROY TOWNSHIP TRUSTEE MEETING DATES 2025

Place: Township Hall, 4293 US Rt. 23 North, Delaware, OH 43015

Monday, January 20, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, February 17, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, March 17, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, April 21, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, May 19, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, June 16, 2025	7:00 p.m.	Regular Trustee Meeting

Monday, July 21, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, August 18, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, September 22, 2025*	7:00 p.m.	Regular Trustee Meeting
Monday, October 20, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, November 17, 2025	7:00 p.m.	Regular Trustee Meeting
Monday, December 15, 2025	8:00 p.m.	Regular Trustee Meeting

^{*}change in normal meeting date

Voting:

Ayes: Morris, Price, Lehner

Abstain:

Motion Passed.

- 1. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township and on the Township Website.
- 2. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township's website.
- 3. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.
- 4. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.
- 5. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, the Fiscal Officer shall provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
- 6. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
 - a. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and

- b. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
- c. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held.
- d. If the Board specifically requests notice be published, publish notification as directed by the Board.
- 7. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
- 8. Provide notice in writing to the news media that have requested notification; and,
 - a. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested.
 - b. Prominently post notice of the meeting on the door of the township hall or other location where the meeting is to be held.
- 9. If a meeting is cancelled, the Fiscal Officer shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the township hall or other location where the meeting is to be held and, if the Board maintains a Township website or subsequently establishes a Township website, posting notice of the cancellation on the Township's website.
- 10. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.

This Resolution shall be in full force and effect immediately upon adoption. Voted on and signed this 4th day of January 2025, in Troy Township, Delaware County, Ohio.

Trustee

Done

Township Fiscal Officer

CERTIFICATE

State of Ohio, Delaware County:

I, the undersigned Township Fiscal Officer of Troy Township, Delaware County, Ohio, certify that the foregoing Resolution No.2025-001 is taken and copied from the record of proceedings of the Board, and that it has been compared by me with the Resolution on the record and is a true and accurate copy. I further certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: 1435 Mary Parson Township Fiscal Officer

Trustees Compensation Resolution No. 2025-002

Trustee Price made a motion and Trustee Morris seconded the motion, that the township trustees' method of compensation shall be paid on an annual basis and to be paid in equal monthly payments. If the office of trustee is held by more than one person during any calendar year, each person holding the office shall receive payments for only those months, and any fractions of those months, during which the person holds the office. The amount of the annual salary approved by the board shall be no more than the maximum amount that could be received annually by a trustee if the trustee were paid on a per diem basis as specified in this division, and shall be paid from the township general fund or from other township funds in such proportions as the board may specify by resolution. A board of township trustees that has adopted a salary method of compensation may return to a method of compensation on a per diem basis as specified in this division by a majority vote. Any change in the method of compensation shall be effective on the first day of January of the year following the year during which the board has voted to change the method of compensation.

Vote:

Ayes: Price, Lehner, Morris

Nay: Abstain:

Motion passed.

Voted on and signed this 4th day of January 2025 in Troy Township, Delaware County, Ohio.

Trustee
Trustee

Trustee

Township Fiscal Officer

Cost Allocation

Resolution 2025-003

Trustee Price made a motion and Trustee Lehner seconded the motion for the adoption of the 2025 Cost Allocation Plan for administrative measures to pay Trustees and Fiscal Officer salaries from the township general fund or from other township funds. If salaries are to be paid from funds other than the general fund each township trustee and township fiscal officer must complete a certification form prior to receiving his or her pay for that pay period.

Vote:	
Ayes: Price, Morris, Lehner	
Nay:	
Abstain:	
Motion passed.	
Voted on and signed this 4th day of January 2025 in Troy Township, Delaware County, Ohio. Trustee Trustee	
MONTH	
TRUSTEE OR FISCAL OFFICER NAME	
The following breakdown represents the amount of time I spent in the service of thes funds during this pay period:	e
% - Township General Fund – 1000	
% - Township Motor Vehicle License Tax Fund – 2011	
% - Township Gas Tax Fund – 2021	
% - Township Cemetery Fund – 2041	
N/A % - Township Permissive Motor Vehicle License Tax Fund – 2231	

I certify that the above percentages are an accurate representation of my time spent working in the service of those funds.

Date Name

Vote:

Ayes: Price, Morris, Lehner

Nay: Abstain:

Motion passed

Voted on and signed this 4th day of January 2025 in Troy Township, Delaware County, Ohio.

Trustee

Trustee

Township Fiscal Officer

Trustee Reports

Trustee Lehner made a motion and Trustee Price seconded the motion that the Trustees will present to the Fiscal Officer at each meeting a written report of their monthly activities and work reports. These reports will then be kept with the minutes as a permanent record. The Trustee appointed to the committee responsible for attending the Tri-Township Fire Board meetings will present to the Fiscal Officer at each meeting a copy of the report from the Fire Board meetings for the monthly minutes as a permanent record.

Vote:

Ayes: Lehner Price, Morris

Nay: Abstain:

Motion passed.

Fiscal Officer Compensation

Resolution No. 2025-004

Trustee Price made a motion and Trustee Lehner seconded the motion for the approval of and in accordance with ORC 507.09 (E) the Fiscal Officer will be paid in equal monthly payments. If the office of the township fiscal officer is held by more than one person during any calendar year, each person holding the office shall receive payments for only those months, and any fractions of those months, during which the person holds the office.

Ayes: Price, Lehner, Morris

Nay: Abstain:

Motion passed

Investment of Funds

Trustee Price made a motion and Trustee Lehner seconded the motion that the Township Fiscal Officer is authorized to invest the Township funds in and among the active accounts to conduct the business of the Township. These include the First Commonwealth Bank for the checking account and Star Ohio, or Richwood Bank for the investment account.

Ayes: Price, Lehner, Morris

Nay: Abstain:

Motion passed.

Legal Level of Control

Trustee Lehner made a motion and Trustee Price seconded the motion for the approval of Troy Township's 2025 Annual Appropriation measures to be classified at a higher legal level of legislative control which is the level representing the <u>fund</u> of each account at which Troy Township appropriates, (e.g. 2021 is Gasoline Fund).

Ayes: Lehner, Price, Morris

Nay:

Abstain:

Motion passed.

Authorized Signatures

Resolution No. 2025-005

Trustee Lehner made a motion and Trustee Price seconded the motion to authorize the following officials to sign warrants, purchase orders, contracts and vouchers: Earl Lehner, Troy Morris, Doug Price and Tracy Parsons. Only elected officials are authorized to enter into contracts and service agreements. Individuals not authorized to sign will be held personally responsible.

Ayes: Lehner, Price, Morris

Nay: Abstain:

Motion passed.

<u>Authorizations – Fiscal Officer</u>

Resolution No. 2025-006

Trustee Price made a motion and Trustee Lehner seconded the motion that the Board of Trustees authorize the Fiscal Officer to make appropriation modifications within the same fund during the

year to meet financial obligations with the knowledge of the Board of Trustees as provided in the monthly fiscal reports distributed to the Board of Trustees.

Ayes: Price, Lehner, Morris

Nay:

Abstain:

Motion passed.

Open Comments Time Limits Resolution No. 2025-007

A RESOLUTION OF TROY TOWNSHIP TRUSTEES

The Board of Trustees of Troy Township, Delaware County, Ohio met in their 2025 organizational meeting on January 4, 2025, at the Troy Township Hall, 4293 State Route 23 North, Delaware, OH 43015, with the following members present:

Mr., Chairperson Morris

Mr., Vice Chairperson Price

Mr., Trustee Lehner

Trustee Price moved the adoption of the following resolution:

To adopt the time limit for open comments at township trustee meetings of five minutes per person per issue. The Trustees reserve the right to limit repetitive comments.

Trustee Lehner seconded the motion and the roll was called on the question of its adoption. The vote was as follows:

Ayes: Price, Lehner, Morris

Nay:

Abstain:

Motion passed.

The above resolution was adopted on 1-4-2025 by:

Troy Morris Chair

Doug Price, Vice Chairperson

Earl Lehner, Trustee

Attested to this date by:

Tracy Parsons, Fiscal Officer

Dental Insurance

Trustee Morris made a motion and Trustee Lehner seconded the motion for the Approval of Delta Dental to be the provider of family dental insurance for 2025.

Ayes: Morris, Lehner, Price

Nay:

Abstain:

Motion passed.

Expense Reimbursements

Trustee Lehner made a motion and Trustee Price seconded the motion that Township Officials shall be reimbursed for expenses paid on behalf of the Township, including meeting expenses, up to \$800 per occurrence, unless an emergency arises for maintenance or repairs, with proper receipts. The Trustee's and Fiscal Officer may also be reimbursed for personal travel using the mileage paid at the current IRS rate. The amount of reimbursement per month can be increased in special circumstances and must be appropriated.

Ayes: Lehner, Price, Morris

Nay:

Abstain:

Motion passed.

At-Will Workers Hourly Compensation

Motion made by Trustee Price and seconded by Trustee Morris to approve the following hourly compensation rate for at-will employees, effective February 1, 2025:

\$16.50

Cemetery Sexton

Zoning Secretary* \$22.00

Road Maintenance/Plowing \$17.50

Cemetery

Approval of monthly compensation rate of \$425.00 per month for acting as Cemetery Sexton.

Ayes: Price, Morris, Lehner

Nay:

Abstain:

Motion passed.

^{*}Zoning Secretary will also be paid \$80.00 per meeting.

Zoning Inspector

Trustee Price motioned and Trustee Lehner made a second on the motion to approve the monthly compensation rate for the Zoning Inspector of \$575.00 per month, effective February 1, 2025. The Zoning Inspector will also be reimbursed for mileage driven on behalf of the township at the rate approved by the IRS based on a properly completed mileage log and within 60 days after expenses incurred. The Zoning Inspector will also be required to submit a written report of all activity for the month at the monthly Troy Township Trustee meetings.

Ayes: Price, Lehner, Morris

Nay:

Abstain:

Motion passed.

Assistant Zoning Inspector

Trustee Price motioned and Trustee Lehner made a second on the motion to approve the monthly compensation rate for Assistant Zoning Inspector of \$450.00 per month, effective February 1, 2025. The Assistant Zoning Inspector will also be reimbursed for mileage driven on behalf of the township at the rate approved by the IRS based on a properly completed mileage log and within 60 days after expenses incurred. The Assistant Zoning will also be required to submit a written report of all activity for the month at the monthly Troy Township Trustee meetings.

In addition to the monthly compensation, the Assistant Zoning Inspector will be paid \$18.00 an hour for any time worked over 40 hours per month.

Ayes: Price, Lehner, Morris

Nay:

Abstain:

Motion passed.

Zoning

Motion made by Trustee Lehner and seconded by Trustee Price to reappoint Kim Brady, Zoning Commission Member and Ed Brady, Board of Zoning Appeals.

Ayes: Lehner, Price, Morris

Nay:

Abstain:

Motion passed

Zoning Commission Members

Member Member	Tom Fronza (Chair) Aaron Welsh (Vice Chair) Nathan Hoffman	12/31/2028 12/31/2025 12/31/2027
Member		
Member	Kim Brady	12/31/2029

Member	Sara Mueller	12/31/2027
Member	John Wheeler	12/31/2028
Alternate 1	Josh Main	6/2029
	Josh Main	6/2029

Board of Zoning Appeals

Member	Erwin Dugasz (Chair)	12/31/2027
Member	Nathan Hoffman	12/31/2027
Member	John Boehm (Vice Chair)	12/31/2027
Member	Greg York	
Member	_	12/31/2026
Alternate 1	Ed Brady	12/31/2029
Alternate I	Adam Vosz	12/31/2028

Zoning Board Members Stipends

A motion was made by Trustee Lehner and seconded by Trustee Price to approve members of the zoning board be paid the rate of rate \$50.00 per meeting) for meetings that they attend in 2025.

Ayes: Lehner, Price Morris

Nay:

Abstain:

Motion passed.

Appointment of Zoning Inspector Regarding Nuisance Letters

A motion was made by Trustee Lehner and seconded by Trustee Price to appoint the Assistant Zoning Inspector, Michael Endsley to act on behalf of Board of Trustees when sending letters to residences regarding nuisance situations.

Ayes: Lehner, Price, Morris

Nay:

Abstain:

Motion passed.

Zoning Fee Schedule Resolution No. 2025-008

A motion was made by Trustee Price and seconded by Trustee Morris to keep the same Zoning Fee Schedule as approved in July, 2024 as listed below.

ee Schedule as approved in July, 2024 as listed below. PERMIT	FEE
NEW RESIDENCE including attached garage	\$350.00
MULTI-FAMILY (per unit)	\$250.00
(includes twins singles, triplexes, apartments etc.)	per unit
ACCESSORY STRUCTURE < 100 SQ FT	\$50.00
(includes sheds, pole buildings, decks, patio, detached garage, carport)	today Pal
ACCESSORY STRUCTURE > 100 SQ FT < 1,000 SQ FT	\$200.00
(includes sheds, pole buildings, decks, patio, detached garage, carport)	
ACCESSORY STRUCTURE > 1,000 SQ FT	\$300.00
(includes sheds, pole buildings, decks, patio, detached garage, carport)	n are track to their
(includes sneds, pole buildings, decks, patio, detaction garage, earport,	\$100.00
ADDITION to RESIDENCE or GARAGE	\$100.00 plus \$10.00
ALTERATION/REMODEL	per 100 sq ft
to dwelling, garage, accessory structure w/ exterior change	\$100.00
TEMPORARY TOOL/SUPPLY TRAILER/OFFICE (6 month permit)	\$100.00
POOL (In Ground or Permanent Above Ground)	\$10,000.00
BORROW PIT	\$1,000.00
CELL TOWER	\$1,000.00
RELOCATION of EXISTING STRUCTURE (on or off premises)	\$250.00
SIGN (Permanent)	
SIGN (Temporary 6 months)	\$100.00
COMMERCIAL PERMIT	\$500.00 + \$100.00
on a certal agriculty graphy restricts? The based to tladed on the objected light	per 100 sq ft
INDUSTRIAL PERMIT	\$500.00 + \$100.00
	per 100 sq f
COMMERCIAL/INDUSTRIAL ALTERATION	\$500.00 + \$100.00
	per 100 sq f
VARIANCE APPLICATION	\$825.00
CONDITION USE APPLICATION (except Borrow Pit)	\$825.00
APPEAL to BOARD of ZONING APPEALS	\$825.00
AMENDEMENT to ZONING MAP (Planned Commercial, Planned Industrial)	\$600.00 + \$150.00
Alliens	per acre (\$2,500.0
	minimum
AMENDEMENT to ZONING MAP (Planned Residential)	\$600.00 + \$150.00 per acre (\$5,000.0
	minimum
THE PENALTY	2X permit fe
NO PERMIT PENALTY	(not to exceed \$500.00
FOOD TRUCK (6 month permit)	\$50.0
FREE STANDING SOLAR PANEL (stand alone)	\$100.0
(solar panels go to maximum lot coverage percentage)	(ag exempt
ZONING BOOK (free online @ troytwpdelawareoh.gov)	\$30.0
COMPREHENSIVE PLAN BOOK	\$50.0

REVISION or CHANGE ISSUED PERMIT	Å50.00
PAPER COPIES (per page)	\$50.00
RETURN CHECK FEE	\$.25
ZONING PERMIT EXTENSION (1 time)	\$50.00
(2 time)	N/C
Effective March 1, 2024	
PLAN REVIEWS	
PRELIMINARY ONSITE REVIEW for a PLANNED DISTRICT or LOT SPLIT	
INITIAL SKETCH DIAN CONSULTATION (DE MENU CONTROLLEMENT)	\$400.00
INITIAL SKETCH PLAN CONSULTATION/REVIEW of DEVELOPMENT PLAN (either with zoning inspector or Zoning Commission)	\$100.00 + \$10.00 per
AMEND A FINAL APPROVED DEVELOPMENT DE ANTI-	lot
AMEND A FINAL APPROVED DEVELOPMENT PLAN (minor)	\$1,000.00
AMEND A FINAL APPROVED DEVELOPMENT PLAN (major)	\$600.00 + \$20.00 per
REVIEW LOT SPLITS (SUPPLYISIONS (F)	acre
REVIEW LOT SPLITS/SUBDIVISIONS (5+ Lots)	\$500.00 + \$50.00 per
DEVIEW LOT SPLITS (SUPPLIAGE AS A STATE OF A	lot
REVIEW LOT SPLITS/SUBDIVISIONS (3-4 Lots)	\$100.00 + \$50.00 per
DEVIEW LOT SPLITS (SUPPLY ASSOCIATION ASSO	lot
REVIEW LOT SPLITS/SUBDIVISIONS (1-2 Lots)	\$50.00
FINAL APPROVAL PLAT or SUBDIVISION	\$500.00
A STATE OF THE STA	CELL (SEE TO THE SEE T
Effective July 15, 2024	
	1

The above resolution was adopted on 1-04-2025 by

Doug Price, Trustee

Earl Lehner, Trustee

Troy Morris, Trustee

Attested to this date by:

Tracy Parsons, Fiscal Officer

Ayes: Morris, Price, Lehner

Nay:

Abstain:

Motion passed.

Cemetery Fee Schedule Resolution No. 2025-009

A motion was made by Trustee Price and seconded by Trustee Lehner to recommend the following zoning fee schedule for 2025:

Troy Township, Delaware County Cemetery Fees Effective February 1, 2025

	<u>Rate</u> \$ 725.00
Open/Close Weekdays	\$ 723.00
Open/Close Weekends/Holidays	\$1000.00
Cremation Weekdays	\$ 325.00
Cremation Weekends/Holidays	\$ 400.00
Double Urn Cremation Weekdays	\$ 500.00
Double Urn Cremation Weekdays/Holidays	\$ 600.00
Change of lot deed	\$ 75.00

There will be a maximum of two cremations per grave.

There will be a maximum of one burial and one cremation per grave.

The charge for footers will be \$28.50 per cubic foot, with a minimum charge of \$550.00.

Lots in Marlborough Cemetery will be sold to township residents at a rate of \$300.00 per grave and for non-residents at a rate of \$1,200.00 per grave.

The cost for exhuming a grave will be determined by the cost charged to the township for an adult, child or infant and \$500.00 for a cremation.

The above resolution was adopted on 1-04-2025 by

Doug Price, Trustee

Earl Lehner, Trustee

Troy Morris, Trustee

Attested to this date by: Tracy Parsons, Fiscal Officer

Ayes: Price, Lehner, Morris

Nay:

Abstain:

Motion passed.

Purchases

Trustee Lehner made a motion that purchases less than \$1000.00 do not require a separate resolution if approved in annual appropriation measure and purchase order signed (regular, blanket, etc.). Trustee Price made a second on the motion.

Ayes: Lehner, Price, Morris

Nay:

Abstain:

Motion passed

<u>Finance-Permanent Appropriations</u> Resolution 2025-010

BOARD OF TRUSTEES TROY TOWNSHIP, DELAWARE COUNTY OHIO DATE: 01/04/2025

RESOLUTION NO. 2025-010

Permanent Appropriations 2025

The Board of Trustees of Troy Township, Delaware County, Ohio ("Board") met in regular open session on the 4th day of January 2025.

Approval of permanent appropriations for Fiscal Year December 31, 2025

General Fund \$290,725.00

MVL Tax Fund \$6,200.00

Gas Tax Fund \$250,000.00

Cemetery Fund \$43,670.00

Permissive MVL Tax Fund \$17,500.00

TOTAL \$653,095.00

Motion to approve permanent appropriations made by Trustee Morris, seconded by Trustee Lehner.

Ayes: Morris, Lehner, Price

Nay:

Abstain:

Motion passed.

The above resolution was adopted on 1-04-2025 by:

Doug Price, Trustee Earl Lehner, Trustee

Troy Morris, Trustee

Attested to this date by:

Tracy Parsons, Fiscal Officer

Attest by Township Fiscal Officer

Tracy Parsons

Troy Township Fiscal Officer

Delaware County, Ohio

State of Ohio

I, the undersigned Fiscal Officer of Troy Township, Delaware County, Ohio, hereby certify that the foregoir Resolution No. 2025-010 is taken and copied from the record of proceedings of the Board of Trustees of Troy Township, Delaware County, Ohio, and that it has been compared by me with the resolution on the record and is a true copy. Further, I certify that the adoption of such resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Tracy Parsons

Troy Township Fiscal Officer

Delaware County, Ohio

Adjournment

Trustee Price, seconded by Trustee Morris to adjourn the 2025 Organizational Meeting at 11:15 AM.

Ayes: Price, Morris, Lehner

Nay:

Abstain:

Motion passed.

Doug Price, Trustee

Earl Lehner, Trustee

Troy Morris, Trustee

Attest: Tracy Parsons, Fiscal Officer

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