

**Minutes of the Urbana Board of Trustees Meeting
held Monday, March 4, 2024**

The Board of Urbana Township Trustees met on this date with Trustee Blair Stinson, Trustee Matt Harrigan and Trustee Roger Koerner present.

Present:
Dan Evilsizor

The February 19, 2024 meeting minutes and financial status reports were reviewed and accepted. Mr. Koerner moved, seconded by Mr. Harrigan to approve the February 19, 2024 meeting minutes and current Financial Status Reports. Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.

Mr. Stinson – Mr. McCain was not present. On his behalf, Mr. Stinson reported the following: Snow removal and grit on February 18th and February 24th. Cleaned all three trucks and pressure washed everything subjected to salt. Started Spring clean up. On February 27th – completed Dolly Varden. On March 3rd, completed Three Mile Road, On March 4th, Dallas, Woodburn and Cedar Creek. About 35% of roads are done – approximately 15 miles. 1.53 miles on Dolly Varden, 3.04 on Three Mile, 1.17 on Dallas, 1.46 on Cedar Creek, and 1.96 on Woodburn.

There was also one funeral on March 2, 2024 – dug and filled back in that grave. Could not get the truck in.

Zoning report is attached.

Trustee Stinson – asked for update on hall rental from Trustee Harrigan.

Trustee Harrigan – updated the hall rental form. What is highlighted in orange is what was changed. (see attached).

Trustee Stinson indicated discussion was needed on deposits.

Trustee Harrigan – indicated Mr. McCain requested number 9 – to return tables/chairs to original location.

Ms. Perry indicated she thought the issue with deposits was more related to who was using the space for free.

Trustee Stinson – inquired if clubs are going to be able to use the facility for free and if Trustee Harrigan has heard from other townships on the amount they are charging.

Trustee Harrigan indicated he has only heard from Mad River Township. Stated the concern Mad River has is the return of deposits is somewhat of a pain.

Trustee Harrigan indicated that some things are not in the current application, and the way to get compliance with the rules is to increase the deposit.

Trustee Harrigan indicated we cannot exceed 49 per the fire chief.

Trustee Stinson volunteered to come and check the facility at the end of an event. Stated he would like to meet with the renter before they leave the facility. Ms. Perry indicated she would be able to as well.

Trustee Harrigan – come up with a number that you feel is right. Let's decide what the number is going to be.

Mr. Harrigan - residents only? Or non-township residents?

Mr. Stinson - its township tax payer money that built it.

Mr. Harrigan indicated he feels we should rent to residents only.

Trustee Stinson indicated that is why he wanted to start renting the building again.

Trustee Harrigan indicated he could strike the non-resident portion from the agreement.

Trustee Stinson requested each one to think of a fair price for a rental for a day – 8 hours, and indicated if there is a problem with the time, an amendment can be made. Will review again at next meeting, along with a new lock on the door, possibly two cameras. Requested Trustee Harrigan price out a digital lock that you can do remotely and two cameras, as simple as possible. Trustee Stinson will get some prices as well.

Old Business

County Line Road Project

Trustee Stinson indicated he spoke with Steve McCall, County Engineer, who recommends that the township improve the sight line by removing the hill. Engineer McCall feels since the township has the cooperation of the land owner, which rarely happens, that the project should be completed.

Trustee Stinson stated there is an estimate of over \$10,000 to remove the hill. We will still have a fence estimate to go with this. Not only do we have to build the fence there has to be a temporary fence while the project is being done. Landowner George Prosser has already gotten an estimate to do board fence and to put in an eat more beef sign on his property.

We have to have a temporary fence to hold 150 head of cattle. Engineer McCall said that is our responsibility.

Trustee Harrigan – we can work with the property owner to understand.

Trustee Stinson indicated the thing we have to make sure of is that there is no loss of his property. This is pretty big. It is more than the township going out there and driving a few

fence posts. We need to find someone to take that responsibility, and then he has to meet the timeline of the county.

Trustee Stinson has talked to two fence builders, and they are booked. One that he has is Joe Buck out of West Liberty. Evans and Woodruff do not do it anymore.

We have to find someone who can work with this time frame.

The county wants to get on this.

Mr. Koerner moved, seconded by Mr. Harrigan to relocate the hill on the northwest corner of County Line Road and Middle Urbana Road, to include temporary fence and final fence installation. Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.

Next the city asked the township to contribute our half to the crack sealing and striping on Children's Home and East Lawn. Tyler Bumbalough – the city engineer, he asked if this is something we want to participate in. Trustee Stinson inquired if and if in consideration, would the city let the township participate in their bi and add Post Road as well.

Mr. Bumbalough got with the city financial department, and they said since we may participate, they will make that part of it. Trustee Stinson notified Engineer McCall and Danny Boggs of the quote and they indicated it was a good price; they said they can't beat that quote. Trustee Stinson inquired if the other trustees would like to accept the city bid of \$5,819 for Post Road or if they would like to find another vendor. (amount attached).

Mr. Koerner moved, seconded by Mr. Harrigan, to accept the bid through the city of Urbana for \$5,819 for crack sealing for \$5,819.74. Roll call was as follows: Mr. Stinson – yes; Mr. Koerner – yes; Mr. Harrigan – yes.

Whenever we can jump in with the city and get this pricing we need to do that.

Last thing on old business. Trustees discussed the three resolutions that Asst. Prosecutor Jane Napier left prohibiting parking on township right of ways.

She gave 3 options to look at. Number one was to prohibit, two was limited time, and three was during snow emergencies.

We just had an issue on Oakview. There was a gentleman who left a bucket truck and chipper for 2.5 weeks. A call to the Sheriff was initiated and it was moved within two hours. But there is no sign posting. Trustee Stinson inquire if there is a way that the other trustees want to go with this.

Trustee Harrigan indicated he hasn't spoke to any residents.

Trustee Stinson has received the complaints and indicated he can refer to Trustee Harrigan. Trustee Stinson indicated he and Trustee Harrigan plowed, and salted, and had to go around vehicles.

Trustee Harrigan inquired if a limited time would work.

Trustee Stinson stated they have all been through the subdivisions and there is not one home without ample parking.

Ms. Perry inquired perhaps no parking from dusk to dawn.

Trustee Stinson stated the need to be clear about what we are going to ask for.

Trustee Harrigan suggested to prohibit parking, and if we have public meetings and the voice is different, then we can amend the decision.

Trustee Stinson stated the biggest thing is safety. Engineer Steve McCall said none of the township roads are big enough for parking.

Trustee Harrigan moved, seconded by Trustee Koerner to approve Resolution 2024-004-W prohibiting parking on township right of ways within platted subdivisions per R.C. 505.17. Roll call was as follows: Mr. Stinson – yes; Mr. Koerner, yes; Mr. Harrigan, yes.

Ms. Perry will speak to Asst. Prosecutor Napier regarding Notice of a public comment time for the Resolution. Pending public comment, the Resolution may be rescinded, amended, or maintained. Post public comment, signage will need to be purchased and in place.

New Business

Mr. Harrigan – Spoke of his training at the township conference on the 7th, 8th and 9th. Stated the conference was high level and he was able to complete several classes including public records training and explanation on funding sources. Stated some of the classes were stacked at same time, but he did go to the general session and met several other trustees and fiscal officers.

Trustee Stinson indicated the only other piece of new business is the meeting he participated in with the commissioners and the owner and chief operating officer of Vancrest where they went through what they are needing and wanting for the new area of Vancrest. Trustee Stinson spoke of some of the burdens on the township of having the facility in our township. Shane, the Chief Operating Officer indicated he has had at least one meeting with the fire chief. Trustee Stinson also spoke to the director at Vancrest, and I directed her to the Fire Chief on what constitutes a call. There is a meeting sometime at the end of March with Vancrest to over the action plan and then, Trustee Stinson is to report to the Commissioners and see what kind of things they offer. It is all preliminary.

Before we move in to comments, Trustee Koerner moved, seconded by Trustee Harrigan to pay the following bills:

Check No.	Date	Payee	Total Amount
20353	03/04/2024	County Engineer	\$1,760.75
20354	03/04/2024	Williams Hardware	\$18.98

20355	03/04/2024	AIM Media	\$40.70
20356	03/04/2024	Pioneer	\$149.77
20357	03/04/2024	Cintas	\$25.86
20358	03/04/2024	Cintas	\$25.86
20359	03/04/2024	Matthew J. Harrigan	\$357.86
20360	03/04/2024	CT Communications	\$140.60
Total			\$2,520.38

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.

One other thing, we have a health dept meeting this Wednesday, the 6th of March at 6:00. All trustees are going.

COMMENTS

Dan Evilsizor - Wanted to expand on what Trustee Stinson said on the February 22, 2024 county commissioners meeting. He (Trustee Stinson) was very well prepared and made a very impressive presentation. It was well received by the commission and Vancrest owner, and all of their affiliates. They all expressed their surprise of the burden placed on the township. They were totally unaware, it was obvious they were unaware.

Wanted to stand corrected on a statement on the legal notices. Checked and it was the other townships who had a legal notice.

Inquired regarding policies: Is there a no smoking policy in the buildings and vehicles? Is there an existing firearms policy, and should there be? And on another topic is there an anti-nepotism policy?

Ms Perry indicated she was not aware of any policies on those matters.

Trustee Stinson indicated they are something to consider.

Mr. Evilsizor noted he has not received a response to a public records request he made of Zoning Inspector Tullis.

Trustee Stinson indicated Mr. Tullis believed he responded to the inquiry. Mr. Evilsizor indicated he did not. Ms. Perry asked what the request was for and indicated to Mr. Evilsizor that she would gather the information for him. Mr. Evilsizor requested which plots were the plots Mr. McGuire did work on, where those plots are, the dimensions of the foundations, and who owns the plots.

Being no further business, Mr. Koerner moved to adjourn the meeting seconded by Mr. Harrigan.

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.



Blair Stinson, President



Sandi Perry, Fiscal Officer

3-4-24

Zoning

1. Zoning permit was issued for Gregory Puckett, 937-869-2404, for a new house at 3991 Briarwood Drive.
2. Zoning permit was issued for Aaron Higgins, 740-341-6143, for a new house at 2223 Short Cut Road.

3-4-24

Cemetery

1. We buried Robert Mitchell on 3-2-24 in Plot #67 ,Gravesite 6.
2. Sold 3 gravesites to Joe Timm on Plot #67, Gravesites 4,5,6.

URBANA TOWNSHIP
2564 State Route 54
Urbana, OH 43078
(937) 484 - 4148

TRUSTEES

Blair Stinson (937) 925 - 1531

Roger Koerner (937) 631 - 1770

Matt Harrigan (937) 508 - 1701

FISCAL OFFICER

Sandi Perry (937) 869 - 6107

APPLICATION AND PERMIT TO RESERVE URBANA TOWNSHIP HALL

Make Checks Payable to: URBANA TOWNSHIP Check No: _____

Name _____

Address _____

Phone _____ Date Reserved _____

Purpose of Event _____ # in Party _____

The Urbana Township Trustees reserve the right to deny the use of the Township facilities to groups or persons who fail to comply with the Rules and Regulations set forth.

It is understood that the group or persons using the Township building will comply with the laws of the State of Ohio and the Urbana Township Rules and Regulations.

RULES AND REGULATIONS

1. Will be responsible for all persons in the group or organizations using facility.
2. Assumes liability for any damage done to the facility or grounds.
(Do NOT hang, tape, staple or pin anything on the walls or ceiling)
3. Will Park only in designated areas.
4. Will observe all rules posted.
5. There shall be no alcoholic beverages in the facility or on the grounds of the facility.
6. There shall be no smoking in the facility.
7. Will not use the township telephone unless calling 911.
8. Will observe building capacity (tables and chairs for 49)
9. If tables/chairs are set up by renter, please return where originally located.
Will not move Township desks.
10. Agrees to Rental Charges as follows:

Resident of Urbana Township & Employees:

Deposit \$125.00, refund \$50.00 for 1 calendar day use

Deposit \$200.00, refund \$50.00 for 2 calendar day use

Non Township Resident:

Deposit \$175.00, refund \$50.00 for 1 calendar day use

Deposit \$275.00, refund \$50.00 for 2 calendar day use

11. The Sheriff's Department has the authority to enter the facility at any time to check for violations.

I have read and understand the above policies and regulations and agree to comply with same, for and in consideration of the permissions to the above described facility. I, the undersigned, acquit, discharge and covenant to hold harmless the Township of Urbana, its Officers, Employees, Servants, and Agents of and from, any and all actions, causes of action, claims, demands, damages, loss of services, expenses, and compensation on or account of, or in any way, growing out of any and all personal injury or activity at the above described facility.

Date _____ Signature of Person Responsible _____

Authorized by _____
Elected Official

Must sign two (2) copies
1 for Township - 1 for Applicant

Post Rd. (Township)	S.Y.	<u>5,830</u>	\$0.46	\$2,681.80
		5,830		

Additive #1 Bid: Lump Sum Quantities for Urbana Township Post Road

100.00%	Twp. Share: Maintaining Traffic	LUMP	1	\$250.00	\$250.00
100.00%	Twp. Share: Mobilization	LUMP	1	\$260.00	\$260.00
100.00%	Twp. Share: Contract Bond	LUMP	1	\$108.20	\$108.20

Urbana Township Base Bid Overall Price:	\$2,519.74
Urbana Township Additive #1 Bid Overall Price:	<u>\$3,300.00</u>
Urbana Township Overall Estimate:	\$5,819.74

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price
Base Bid	Required					
	1	423	CRACK SEALING, TYPE II	SY	84,475	0.45
	2	614	MAINTAINING TRAFFIC	LUMP	1	2500.00
	3	624	MOBILIZATION	LUMP	1	3000.00
	4	103.05	CONTRACT BOND	LUMP	1	486.25

2024 Crack Sealing Program - Engineer's Estimate**Master Sheet Proposal****Base Bid**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>APPROX. QUANTITY (a)</u>	<u>UNIT COST (b)</u>	<u>TOTAL COST (a x b)</u>
423	CRACK SEALING, TYPE II	S.Y.	88,162	\$0.46	\$40,554.52
614	MAINTAINING TRAFFIC	LUMP	1	\$3,800.00	\$3,800.00
624	MOBILIZATION	LUMP	1	\$4,200.00	\$4,200.00
103.05	CONTRACT BOND	LUMP	1	\$445.48	\$445.48
BASE BID TOTAL					\$49,000.00

Additive #1 Bid

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>APPROX. QUANTITY (a)</u>	<u>UNIT COST (b)</u>	<u>TOTAL COST (a x b)</u>
423	CRACK SEALING, TYPE II	S.Y.	5,830	\$0.46	\$2,681.80
614	MAINTAINING TRAFFIC	LUMP	1	\$250.00	\$250.00
624	MOBILIZATION	LUMP	1	\$260.00	\$260.00
103.05	CONTRACT BOND	LUMP	1	\$108.20	\$108.20
ADDITIVE #1 BID TOTAL					\$3,300.00

Base Bid: Individual Street Quantities

Children's Home Rd. (City)	S.Y.	5,312		
Children's Home Rd. (Township)	S.Y.	3,313	\$0.46	\$1,523.98
East Lawn Ave. (City)	S.Y.	7,166		
East Lawn Ave. (Township)	S.Y.	1,221	\$0.46	\$561.66
Bloomfield Ave.	S.Y.	6,136		
Julia St.	S.Y.	2,543		
E. Light St.	S.Y.	1,060		
W. Light St.	S.Y.	4,288		
Freeman Ave.	S.Y.	3,359		
Scioto St.	S.Y.	33,398		
S. Walnut St.	S.Y.	8,376		
College St.	S.Y.	1,989		
Thompson St.	S.Y.	1,654		
Lincoln St.	S.Y.	868		
W. Powell Ave.	S.Y.	2,458		
E. Powell Ave.	S.Y.	2,719		
W. Broadway St.	S.Y.	2,302		
		88,162		

Base Bid: Lump Sum Quantities for Urbana Township

5.14% Twp. Share: Maintaining Traffic	LUMP	0.0514	\$3,800.00	\$195.32
5.14% Twp. Share: Mobilization	LUMP	0.0514	\$4,200.00	\$215.88
5.14% Twp. Share: Contract Bond	LUMP	0.0514	\$445.48	\$22.90

Additive #1 Bid: Urbana Township Post Road Quantities

RESOLUTION – 2024-004-W

Prohibiting Parking on Township Rights-of-ways within a Platted Subdivisions per ORC 505.17

Whereas, Ohio Revised Code (ORC) Section 505.17 authorizes a board of township trustees to make regulations necessary to control all vehicle parking in the platted subdivisions of a township that are not within the limits of a municipal corporation; and

Whereas, the Board of Urbana Township Trustees finds it would promote the safety and welfare of residents of the Township to limit vehicular parking on certain township rights-of-way; and

Whereas, the Board of Urbana Township Trustees finds that all formal actions relative to the adoption of this resolution were taken in an open meeting of this Board, and that all the deliberations of this Board and of its committees, if any, which resulted in formal actions, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the ORC;

Now therefore, be it resolved by the Board of Trustees of Urbana Township, Champaign County, OH, at least two-thirds of all members concurring:

Section 1: No vehicle, as defined in section 4511.01 of the ORC, shall park in the road right-of-way within any platted subdivision within the unincorporated areas of the Township.

Section 2: Whoever violates this any regulation created by this Resolution is guilty of a minor misdemeanor and fined not less than One Hundred (\$100.00) Dollars per violation, pursuant to ORC Section 505.17(E).

Section 3: The Board specifically designates the Chairman of the Board or the Urbana Township Road Superintendent as its agent to order into storage any vehicle parked in violation of a parking regulation adopted herein pursuant to ORC Section 505.17(D). The owner or any lienholder of a vehicle ordered into storage may claim the vehicle upon presentation of proof of ownership, which may be evidenced by a certificate of title to the vehicle, and payment of all expenses, charges, and fines incurred as a result of the parking violation and removal and storage of the vehicle.

Section 4: The Urbana Township Road Superintendent is directed to prominently display traffic control devices conforming to Section 4511.09 of the ORC in appropriate areas regulated by this Resolution.

Section 5: The Urbana Township Fiscal Officer is directed to post all regulations established by this Resolution in five conspicuous public places in the township for thirty days before the effective date of this Resolution, and to publish said regulations in a newspaper of general circulation in the township for three consecutive weeks or as provided in section 7.16 of the Ohio Revised Code. In addition to these requirements, this resolution shall not become effective until permanent signs giving notice that parking prohibited is properly posted, in accordance with any applicable standards adopted by the department of transportation, along rights-of-way specified in this resolution.

Section 6. It is found and determined that all formal actions of the Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting and that all deliberations of the Trustees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including the Ohio Revised Code.

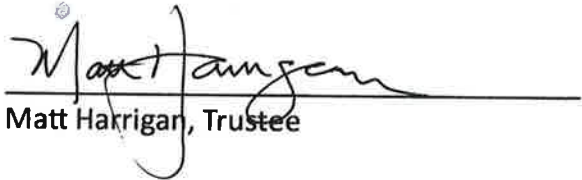
Passed: March 4, 2024



Blair Stinson, Trustee



Roger Koerner, Trustee



Matt Harrigan, Trustee

Attest:


Sandi Perry, Fiscal Officer