

Agenda

RPC Meeting

Tuesday, February 9, 2016 @ 7:00pm
Tuscarawas County Regional Planning Commission Board
Commissioners Public Meeting Room
County Office Bldg (2nd floor)
125 East High Ave. – New Philadelphia, Ohio 44663

- ITEM 1. Approve the January 12, 2016 Minutes
- ITEM 2. Authorization to join CCAO
- ITEM 3. Approve pay increase for Gloria Steiner
- ITEM 4. Approve amended Records Retention Schedule (RC-2)
- ITEM 5. Commissioner's Appointments to RPC
- ITEM 6. Form and Approve Executive Committee
- ITEM 7. Director's Report

Sub Division Committee Meeting following RPC Meeting for proposed SubDivision

Don Ackerman
John Fondriest
Jill Lengler

Joe Bachman
Doug Frautschy
Zak Phillips

Tedd Finlayson
Mike Jones
Don Quicksall

Lee Finley
John Karl
Gloria Steiner

Tuscarawas County Regional Planning Commission Board Minutes Tuesday, January 12, 2016

**Tuscarawas County Commissioners' William E. Winters Board Room
County Office Building (2nd Floor)
125 East High Avenue, New Philadelphia, Ohio 44663**

The Tuscarawas County Regional Planning Commission meeting was held in the County Commissioners' William E. Winters Board Room on Tuesday, January 12, 2016 at 7:00 P.M. John Fondriest, Chairman, chaired the meeting. There were 11 members, 2 staff, and 2 guests present.

Item 1 Welcome New Members

John Fondriest, Chairman welcomed new members that were present
Kathy Burrier-Councilwoman Village of Strasburg
Pat Cadle-Mayor Village of Newcomerstown
Ron McAbier-Service Director City of New Philadelphia
Robert Maurer-Councilman City of New Philadelphia
John asked that everyone else in the room introduce themselves and who they represent.

Item 2 Approval of the December 8, 2015 Minutes

Don Ackerman made a motion to approve the minutes. David Avon seconded the motion. Motion carried.

Item 3 Election of 2016 Regional Planning Officers

The ballot selected by the Nominating Committee was as follows:
Chairman, John Fondriest
Vice-Chairman, Tedd Finlayson
Secretary, Gloria Steiner
Pat Cadle made a motion to approve the 2016 Officers as presented. Kathy Burrier seconded the motion. Motion carried.

Item 4 Appoint Executive Committee and Subdivision Committee

Jill Lengler explained that we would need to wait to appoint the Executive Committee until after the Commissioners make their 2016 appointments to the Board because some of those positions are required to serve on the Executive Committee. Jill explained that we need to appoint the Subdivision Committee because there is a Developer that is interested in doing a Planned Unit Development (PUD). John Fondriest asked if anyone wanted to serve on the Subdivision Committee. No one asked to be on the Committee. Jill said she would be happy with the members from last year as follows:

Don Ackerman	Joe Bachman	Tedd Finlayson	Lee Finley
John Fondriest	Doug Frautschy	Mike Jones	John Karl
Jill Lengler	Zak Phillips	Don Quicksall	Gloria Steiner

Belle Everett made a motion to appoint the Subdivision Committee members that served last year for this year. Pat Cadle seconded the motion. Motion carried.

Item 5 Approve annual contract with Michael Cochran for legal services.

Jill reported that Michael Cochran has done an excellent job in prior years. Tedd Finlayson made a motion to approve the 2016 Annual Hourly Fee Agreement. Joe Bachman seconded the motion. Motion carried.

Item 6

Approve expenditures for Gloria Steiner to become a Notary and maintain certification.

Jill Lengler explained that there are times when a notary is needed within the department to notarize plats, etc.. John Fondriest asked the cost. Gloria Steiner reported that the cost would be \$61.00 for the book and test. There would also be a small cost for a stamp or seal. John Fondriest asked if Gloria would be covered under current insurance for error and omissions. Jill Lengler will check with Kennedy Insurance to be sure she is covered for errors and omissions.

Kathy Burrier made a motion to approve. Belle Everett seconded the motion. Motion carried.

Item 7

Director's Report

2015 Round-up

1. For the first time since I have been here, the Regional Planning Commission did not have to use any of our carry over funds for operating expenses. We lived on what income we made in permit and membership fees. We even had \$3,893.50 of more income than expenses.
2. We lost a long time staff, Karen Graeff, and welcomed a new staff person, Gloria Steiner
3. Started, very slowly to update our subdivision regulations
4. We had 182 lot splits, 10 Dedicated Private Drives (7 new, 1 revision, 2 re-applications because they did not record within 12 months)
5. Flood plain applications remained fairly steady, flood plain map requests also.
6. New office furniture
7. Served on a TAC (OMEGA Transportation Advisory Commission to try to become a Rural transportation planning commission), was appointed for a year-long committee for the Harry Cleaver Airport – a requirement of FAA for their airport plan, will meet about 4 times in 2016, first meeting later this month)

Goals for 2016:

1. Get the County Commissioners to vote on the proposed increase in the minimum lot size.
2. Continue working on the subdivision regulations update
3. We might have our first PUD –Planned Unit Development
4. Update the tech equipment so we can have better visuals for meetings instead of paper maps on the table for everyone to try to see.

Belle Everett had had a question regarding Flood Plain which is really not under Regional Planning but Belle reported that Jill Lengler takes care of that as well. Belle stated Jill is not paid enough for all the work she does. Belle asked Jill to clarify Flood Plain for the new members. Jill explained that the Commissioners are the Flood Plain Administrators and that she is the Flood Plain Coordinator appointed by the Commissioners. Jill advised that some of the members of the RPC are the Flood Plain Coordinators for their respective Villages, Cities and Townships. Jill stated that she is available to help with any flood plain questions that they or the public may have.

Jill also explained that she can help them with zoning if needed.

Belle Everett stated that the Commissioners need to move forward with a decision regarding the changes to the Subdivision Regulations which will increase the minimum lot size. She stated that she is in favor of the changes. Jill stated that she has answered the question that Commissioner Metzger had regarding the Townships that have zoning. Jill stated getting an answer to his question regarding the increase in costs has proved to be difficult. She checked with persons in other counties but making the comparison is difficult because the costs in other counties are not comparable to costs in Tuscarawas County and we have not had many installed in Tuscarawas County which makes clarifying the cost difficult.

There was discussion regarding the types of sewer systems that are now required and regulated per the Ohio Administrative Code. Zak Phillips from Tuscarawas County Health Department clarified the different types of systems that are currently allowed.

John Fondriest asked Joe Bachman about the upcoming vote for a License plate fee. Joe explained how the revenue from this would be distributed between the county, townships, cities and villages.

John Fondriest asked for a motion to adjourn. Tedd Finlayson made the motion. Joe Bachman seconded the motion. Meeting adjourned.

John Fondriest, Chairman

Date

Lee Finley, Vice Chairman

Date

Absent

Jerry Lahmers, Secretary

Date



**County
Commissioners
Association of Ohio**

Serving Ohio Counties Since 1880

Suzanne K. Dulaney, Esq., Executive Director

209 East State Street • Columbus, Ohio 43215-4309
Phone: 614-221-5627 • Fax: 614-221-6986
Toll Free: 888-757-1904 • www.ccao.org

January 7, 2016

MEMO

TO: COUNTY PLANNING DIRECTORS

FROM: JENNY SNAPP, TREASURER
ASSISTANT DIRECTOR, FRANKLIN COUNTY ECONOMIC
DEVELOPMENT AND PLANNING DEPARTMENT

SUBJ: COUNTY PLANNING DIRECTORS' ASSOCIATION DUES REQUEST
FOR 2016 DUES

You are cordially invited to join or re-new your membership in the County Planning Directors' Association of Ohio. Please find enclosed an invoice for 2016 Membership Dues. The County Planning Directors' Association provides Directors with information about pending legislation and planning issues, serves as a voice for county and regional planning in Ohio, and allows members to share and compare notes about their work at home.

If you are familiar with the County Planning Directors' Association, you already know we meet two times per year (summer and winter) at the CCAO/CEAO conference. We often co-sponsor conference sessions and use this opportunity to network with our County Commissioners and County Engineers.

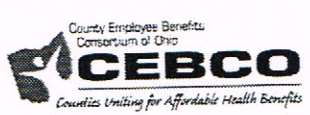
I think you will find your membership with the County Planning Directors' Association of Ohio an excellent way to keep apprised of current developments, make professional associations, and have a well-rounded experience as a Planning Director.

Should you have any questions regarding membership, please contact Jenny Snapp at 614-525-5629 or by email at jrsnapp@franklincountyohio.gov.

Counties Current & the Statehouse Report will be sent via e-mail.



County Risk
Sharing Authority
Fax: 614-220-0209
www.corsa.org



County Employee Benefits
Consortium of Ohio
CEBCO
Counties Uniting for Affordable Health Benefits
Fax: 614-229-4588
www.cebc.org



CCAO
County Commissioners
Association of Ohio
Service Corporation
Fax: 614-221-6986
www.ccao.org

COUNTY PLANNING DIRECTORS' ASSOCIATION OF OHIO
2016 MEMBERSHIP DUES REQUEST

*Please make sure you fill out this form and return with your dues payment. Please print clearly or type your information.

NAME	JILL P. HENGHER		
COUNTY	TUSCARAWAS		
TITLE	DIRECTOR - TUSCARAWAS COUNTY REGIONAL PLANNING COMMISSION		
ADDRESS	125 E. HIGH AVE., SUITE 210		
CITY	NEW PHILADELPHIA,	STATE	OH 44663 ZIP
PHONE	(330) 365-3352		
EMAIL ADDRESS	HENGHER@CO.TUSCARAWAS.OH.US		

AMOUNT DUE: \$85

Please MAKE CHECK PAYABLE TO CCAO and return on or before February 18, 2016:

CCAO
209 E. State Street
Columbus, Ohio 43215-4309

Should you have any questions regarding membership, please contact Jenny Snapp at 614-525-5629 or by email at jrsnapp@franklincountyohio.gov.

Six month Pay Raise Gloria Steiner

2016 budget for salaries includes a 3% raise for Gloria beginning in February, her 6 month anniversary. This will increase her salary from \$12.00 to \$12.36 per hour.



RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Tuscarawas County

Regional Planning Commission

(local government entity)

(unit)

Jill Lengler

Director

(date)

(signature of responsible official)

(name)

(title)

Section B: Records Commission

Tuscarawas County Records Commission

330-365-3240

(telephone number)

125 E High Ave Suite 205

New Philadelphia

44663

Tuscarawas

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

commissioners@co.tuscarawas.oh.us & steinerg@co.tuscarawas.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
RPC 07-1	BUDGET RECORDS	10 YEARS	PAPER		<input type="checkbox"/>
RPC 07-2	ANNUAL BUDGETS	PERMANENT	PAPER		<input type="checkbox"/>
RPC 07-3	APPLICATION FOR EMPLOYMENT	1 YEAR	PAPER		<input type="checkbox"/>
RPC 07-4	AUDIT REPORTS	PERMANENT	PAPER		<input type="checkbox"/>
RPC 07-5	CORRESPONDENCE	3 YEARS	PAPER		<input type="checkbox"/>
RPC 07-6	INSURANCE POLICIES	2 YEARS	PAPER		<input type="checkbox"/>
RPC 07-7	LEAVE RECORDS	3 YEARS	PAPER		<input type="checkbox"/>
RPC 07-8	PAYROLL RECORDS	3 YEARS	PAPER		<input type="checkbox"/>
RPC 07-9	PERSONNEL FILES	UNTIL TERMINATED	PAPER		<input type="checkbox"/>
RPC 07-10	PURCHASE ORDERS	3 YEARS	PAPER		<input type="checkbox"/>
RPC 07-11	RECEIPT BOOKS	UNTIL AUDITED	PAPER		<input type="checkbox"/>
RPC 07-12	TIME SHEETS	3 YEARS	PAPER		<input type="checkbox"/>
RPC 07-13	TRAVEL EXPENSES	3 YEARS	PAPER		<input type="checkbox"/>
RPC 07-14	COMPUTER FILES	NO LONGER ADMIN NEC	ELECTRONIC		<input type="checkbox"/>
RPC 07-15	INVOICES (DUPLICATES)	2 YEARS	PAPER		<input type="checkbox"/>
RPC 07-16	TELEPHONE CHARGES	UNTIL AUDITED	PAPER		<input type="checkbox"/>
RPC 07-17	MAJOR SUBDIVISION MAPS, APPLICATIONS, SPECIFICATIONS, STUDIES & MEETING MINUTES	PERMANENT	PAPER		<input type="checkbox"/>
RPC 07-18	MAJOR SUBDIVISION APPROVED PRELIMINARY PLAT, APPROVED FINAL PLAT & BOND INFORMATION	PERMANENT	PAPER		<input type="checkbox"/>
RPC 07-19	MAJOR SUBDIVISION PLANS AND DETAILED CONSTRUCTION PLANS FOR ROADS, DRAINAGE IMPROVEMENTS, PUBLIC WATER & SANITARY SEWER, COMMONLY OWNED FACILITIES (PARKS, COMMUNITY BUILDINGS)	PERMANENT	PAPER		<input type="checkbox"/>
RPC 07-20	MAJOR SUBDIVISION DOCUMENTATION ON MAINTENANCE & OPERATION OF PRIVATELY OWNED FACILITIES (WATER, SANITARY SEWER, STORM, TREATMENT PLANTS, PARKS, ROADS, ETC.)	PERMANENT	PAPER		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
RPC 07-21	MINOR SUBDIVISION MAPS & APPLICATIONS	5 YEARS	PAPER & ELECTRONIC		<input type="checkbox"/>
RPC 07-22	DEDICATED PRIVATE DRIVE, MAPS & APPLICATIONS	10 YEARS	PAPER		<input type="checkbox"/>
RPC 07-23	BOARD MEETING NOTICES	1 YEAR	PAPER		<input type="checkbox"/>
RPC 07-24	BOARD MEETING MINUTES	10 YEARS	PAPER		<input type="checkbox"/>
RPC 07-25	BOARD MEETING AGENDA	10 YEARS	PAPER		<input type="checkbox"/>
RPC 07-26	PUBLIC NOTICES	PERMANENT	PAPER		<input type="checkbox"/>
RPC 07-27	TELEPHONE MESSAGES	NONE	PAPER & ELECTRONIC		<input type="checkbox"/>
RPC 07-28	COPIES	NONE	PAPER		<input type="checkbox"/>
RPC 07-29	DRAFT DOCUMENTS	UNTIL FINALIZED	PAPER		<input type="checkbox"/>
RPC 07-30	UNSOLICITED FAXES	NONE	PAPER		<input type="checkbox"/>
RPC 07-31	UNSOLICITED MAIL	NONE	PAPER		<input type="checkbox"/>
RPC-07-32	VOICEMAIL	NONE	PAPER		<input type="checkbox"/>
RPC 07-33	EMAIL – JUNK/SPAM	NONE	ELECTRONIC		<input type="checkbox"/>
RPC 07-34	TRANSIENT COMPUTER FILES	NONE	ELECTRONIC		<input type="checkbox"/>
RPC 07-35	MEETING NOTICES	NONE	PAPER		<input type="checkbox"/>
RPC 07-36	POST-IT NOTES WITH TRANSIENT INFORMATION	NONE	PAPER		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Tuscarawas County Regional Planning Commission

125 East High Avenue, Suite 210, New Philadelphia, Ohio 44663
Phone: 330-365-3246 Fax: 330-365-3250

RECEIVED

JAN 29 2016

**TUSCARAWAS COUNTY
REGIONAL PLANNING COMMISSION**

January 26, 2016

Tuscarawas County Commissioners
125 E. High Ave.
New Philadelphia, Ohio 44663

RE: Regional Planning Commission Appointees for 2016

The Tuscarawas County Regional Planning Commission Resolution of Cooperation Section II, 3-a, states that "ten members be appointed by the County Commissioners, which shall include three (3) members representing the Township Trustees, who shall be recommended to the County Commissioners by the Association of Township Trustees of Tuscarawas County, and seven (7) members representing, industry, labor, professional, and other civic groups in Tuscarawas County."

(7) Commissioners Appointees for 2016

Jerry Lahmers	-Civic Group	John E. Karl	-Community Leader
Tedd Finlayson	-Industry	Doug Frautschy	-Attorney
Lee Finley	-New Phila Health Dept	Shawn Handrich	-Citizen
Don Quicksall	-Business Man		

(3) Township Trustees Association Appointees:

Don Ackerman Ron Carmen John Miceli

Approved on this 28th day of January 2016

<u>Maria Hautenschlager</u>	<u>1/28/16</u>
Witnessed by	Date
<u>Kerry Metzger</u>	<u>1/28/16</u>
Commissioner	Date
<u>Chris Alkohl</u>	<u>1/28/16</u>
Commissioner	Date
<u>Belle Everett, absent</u>	<u>01/28/16</u>
Commissioner	Date

- B. SECRETARY - The Regional Planning Commission, at its regular January meeting in each year, shall elect a Secretary who may be, but need not be, a member of the Commission. The Secretary shall hold office until the next regular January meeting after his election and until his successor is elected and qualified.
- C. EXECUTIVE COMMITTEE – There shall be an Executive Committee of the Regional Planning Commission, consisting of the Chairman, The Vice-Chairman, Secretary, and members of the Commission as hereinafter set forth in Subsections 1 through 7, to be appointed by the Chairman, subject to confirmation by the Regional Planning Commission at its next regular or special meeting following the election of officers of the Regional Planning Commission. Membership of the Executive Committee shall be as follows:
1. The Chairman, for the same calendar year, of the Tuscarawas County Commissioners. *KERRY METZGER*
 2. The Chairman, for the same calendar year, of the Regional Planning Commission. *JOHN FONDRIEST*
 3. The Vice-Chairman and Secretary, for the same calendar year of the Regional Planning Commission. *TEDD FINLAYSON + GIORIA STEINER*
 4. One member of the Planning Commission from the cities as may be participating (New Philadelphia, Dover, Uhrichsville).
 5. One member of the Planning Commission from participating municipalities other than those provided for in the preceding Section 4.
 6. One Township Trustee member of the Planning Commission.
 7. One member of the Planning Commission from the general members appointed by the Tuscarawas County Commissioners for one year terms.

Each member of the executive Committee shall serve until the next regular or special meeting following the election of officers of the Commission or until his successor is chosen and qualified; provided, however, that in the event a vacancy occurs in such committee by resignation, disqualification, or otherwise, it shall be filled by an appointment by the Chairman at the next regular meeting of the Executive Committee, subject to confirmation by the Commission, of a qualified person as set forth in the preceding Subsections 1 through 7 for the unexpired term of his predecessor.

All the purposes and duties of the Regional Planning Commission, except as otherwise provided in the statutes of the State of Ohio or in the terms by the Executive Committee but always subject, except as provided in Section VI, Paragraph C, to review and confirmation by the Commission as a whole as hereinafter provided.