

Orange Township Board of Trustees
Delaware County, Ohio
Regular Trustee Meeting, January 22, 2019

***A full and accurate account of this meeting's audio and video can be found at www.orangetwp.org ***

Mr. Rivers called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE

PRESENT: Ryan Rivers, Chair – present
Lisa Knapp, Vice-Chair – present
Deborah Taranto, Trustee – present
Wesley Mayer, Fiscal Officer – present

ALSO PRESENT:

Matt Noble	Fire Chief
Bill Cowen	Director of Operations
Amanda Sheterom	Human Resources/Communications Manager
Michele Boni	Planning and Zoning Director
Lee Bodnar	Township Administrator
Michael McCarthy	Township General Counsel

PUBLIC COMMENTS

Mr. Rivers asked for public comment. No one came forward.

APPROVAL OF MINUTES

DECEMBER 28, 2019, SPECIAL TRUSTEE MEETING

RES.19-033 APPROVAL OF MINUTES

Motion by Mr. Rivers to approve the December 28, 2019, special trustee meeting minutes as presented.
Seconded by Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – abstain.

ZONING REPORT

ORANGE TOWNSHIP ZONING HEARINGS/MEETINGS REPORT

Ms. Boni, Planning and Zoning Director, came forward and reviewed the hearings/meetings report.

UPDATE ON PLANNING & ZONING INTERN POSITION

Ms. Boni commented on the applicant, David Schniegenberg, they had selected and where they were in the hiring process. She is hoping he will be able to start mid-February.

DISCUSSION AND POSSIBLE ACTION FOR A MINOR AMENDMENT IN THE ZONING RESOLUTION

Ms. Boni shared and asked for consensus to move forward with possibly removing items from the code and going through Zoning Commission and Regional Planning for the recommendation. Consensus was given to move forward.

DISCUSSION AND UPDATE ON ONLINE IWORKQ PORTAL

Ms. Boni commented that online applications are now available to the public. She shared with the Board using the Smart Board how the process/application worked. There will also be an online public complaint request.

MAINTENANCE REPORT

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Mr. Cowan, Director of Operations gave a brief review of the past weekend snow event. He commented Mr. James had stated that everything went pretty well; as well as could be. The Maintenance/Road crew were thanked for their efforts.

Mr. Cowen commented briefly on the pool, the pool contract.

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2019 ROAD IMPROVEMENT PROGRAM

RES.19-034 APPROVAL OF 2019 ROAD IMPROVEMENT PROGRAM

Motion by Mr. Rivers to approved the 2019 Road Improvement Program as received and dated December 20, 2018 from the Delaware County Engineer's Office.

Second: Ms. Taranto.

VOTE: Rivers – yes, Taranto – yes, Knapp – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING HIGHFIELD DRIVE AND GREEN MEADOWS DRIVE INTERSECTION

Mr. Bodnar commented the county is planning a roundabout in this area.

RES.19-035 AUTHORIZING EXECUTION OF INTERGOVERNMENTAL COOPERATION AGREEMENT FOR THE HIGHFIELD DRIVE AND GREEN MEADOWS DRIVE INTERSECTION IMPROVEMENTS

Mr. Rivers moved the adoption of the following Resolution:

BE IT RESOLVED that the Board of Township Trustees of Orange Township, Delaware County, Ohio ("Board"), enter into and execute an Intergovernmental Cooperation Agreement for the Highfield Drive and Green Meadows Drive Intersection Improvements ("Agreement") with the Board of Commissioners of Delaware County, Ohio and the Delaware County Engineer.

BE IT FURTHER RESOLVED that the Agreement shall be in the form submitted to the Board, a copy of which is attached hereto as Exhibit "A", the contents of which are specifically incorporated herein.

BE IT FURTHER RESOLVED that the Township Administrator shall execute the Agreement on behalf of the Board.

Motion seconded by Ms. Knapp.

VOTE: Rivers – yes, Taranto – yes, Knapp – yes.

Exhibit "A"

**INTERGOVERNMENTAL COOPERATION AGREEMENT
FOR THE
HIGHFIELD DRIVE AND GREEN MEADOWS DRIVE
INTERSECTION IMPROVEMENTS**

This Agreement is made and entered into by and between the Board of Commissioners of Delaware County ("County"), the Delaware County Engineer ("Engineer"), and Orange Township ("Township") (hereinafter referred to individually as a "Party" and collectively as the "Parties").

RECITALS:

WHEREAS, the Township has determined that it is necessary to make improvements to the intersection of Green Meadows Drive and Highfield Drive (the "Improvements"); and

WHEREAS, section 9.482 of the Revised Code provides that, when legally authorized to do so, a political subdivision may enter into an agreement with another political subdivision or a state agency whereby the contracting political subdivision or state agency agrees to exercise any power, perform any function, or render any service for the contracting recipient political subdivision that the contracting recipient political subdivision is otherwise legally authorized to exercise, perform, or render; and

WHEREAS, section 5543.01 of the Revised Code provides that the Engineer shall have general charge of construction, reconstruction, resurfacing or improvement of roads by the Township; and

WHEREAS, the Parties desire to cooperate for the purpose of undertaking a project to develop the Improvements;

NOW, THEREFORE, in consideration of the mutual benefits accruing to the Parties, each Party hereby agrees to the following allocation of powers, functions and services in developing the Improvements:

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1 SCOPE OF PROJECT

1.1 The Improvements will consist of constructing a single-lane modern roundabout at the intersection of Green Meadows Drive (Township Road 409) and Highfield Drive (Township Road 426) to improve mobility at the intersection.

2 AUTHORITY OF THE COUNTY ENGINEER AND TOWNSHIP ADMINISTRATOR

- 2.1 The Engineer is authorized to carry out any necessary actions and duties on behalf of the County provided by this Agreement in addition to any other required duties as provided by Ohio law.
- 2.2 The Orange Township Administrator is authorized to act on behalf of the Township in carrying out the provisions of this Agreement.

3 ACQUISITION OF PROPERTY

- 3.1 The County will acquire, on behalf of the Township, through good faith negotiation, all necessary rights of way and other property(ies) required for the Improvements in accordance with Chapter 163 of the Revised Code.
- 3.2 Prior to making any expenditures for property required for the Improvements, the County will obtain authorization from the Township for such expenditures. When requested, the County will furnish any necessary documents, including appraisals, title reports, offers, or other records relating to the acquisition of property as are required for the Township's review.
- 3.3 If the County is unable to acquire the necessary rights of way through good faith negotiation, the Township will consider filing for appropriation of any required property and, if it determines to proceed, will deposit the estimated compensation due the property owner, litigate the case, and make any additional payments as are required by settlements or judgments.
- 3.4 All right of way, easements or work agreements will be acquired in the name and for the use of the "Delaware County Board of Commissioners."

4 UTILITY COORDINATION AND RELOCATION

- 4.1 The County will coordinate the relocation of affected utilities for the Improvements and order relocation or removal of any facilities that are determined to be in conflict with the Improvements.
- 4.2 For any reimbursable utility relocations, the County will provide an estimate of the cost of such relocations to the Township for approval prior to authorizing the work.

5 CONSTRUCTION

- 5.1 The Township will pay all construction contract expenses for the Improvements, except for any funding provided by the Ohio Public Works Commission pursuant to a Project Agreement with the State of Ohio approved by Resolution 18-269 of the Township and for matching funds provided by the County pursuant to a Cooperation Agreement approved by Resolution No. 17-993 of the County.
- 5.2 The Township will hold the construction contract(s) for the Improvements and will be considered the Owner of the Improvements.
- 5.3 The County will administer and pay for all costs associated with the advertisement and bidding of the construction contract and, upon authorization of the Township, will advertise and bid the construction contract, will receive bids, and furnish copies of such bids along with a recommendation of award.
- 5.4 The County will provide and pay for all costs associated with construction engineering, testing, inspection, and management.

6 MAINTENANCE

- 6.1 The Township will be responsible for maintenance of the completed Improvements upon the acceptance of work by the Engineer.

7 GENERAL PROVISIONS

- 7.1 Entire Agreement: This Agreement, and those documents incorporated by reference herein, will constitute the entire understanding and agreement, will supersede all prior understandings and agreements relating to the subject matter hereof, and may only be amended in writing with the mutual consent and agreement of the Parties.
- 7.2 Financial Audits: The agency managing the respective phase of work of the Improvements will be responsible for conducting and coordinating any federal or state audits of funds provided in those phases.
- 7.3 Governing Law: This Agreement will be governed by and interpreted in accordance with the laws of the State of Ohio. Any and all legal disputes arising from this Agreement will be filed in and heard before the courts of Delaware County, Ohio.
- 7.4 Headings: The subject headings of the Sections and Subsections in this Agreement are included for purposes of convenience only and will not affect the construction or interpretation of any of its provisions. This Agreement will be deemed to have been drafted by all Parties and no purposes of interpretation will be made to the contrary.

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Motion by Mr. Rivers to amend 2019 temporary appropriations found in “Exhibit A”.

Seconded by Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

Exhibit “A”

Rev. Code, Sec. 5705.38

The Board of Trustees of Orange Township, Delaware County, Ohio, met in Regular Session on the _____ day of January, 2019 at the office of the township with the following members present: Lisa Knapp, Deborah Taranto, Ryan Rivers .

moved the adoption of the following Resolution:
Motion by _____ to accept and approve the 2019 amended temporary appropriations as presented.
Seconded by _____
VOTE: _____

2019 TEMPORARY APPROPRIATIONS

1 GENERAL FUND 01

That there be appropriated from the GENERAL FUND for MISCELLANEOUS PURPOSES:

1-A ADMINISTRATIVE

1000-110-100	Salaries	\$	145,000.00
1000-110-200	Benefits	\$	149,100.00
1000-110-300	Purchased Services	\$	179,550.00
1000-110-400	Supplies & Materials	\$	3,200.00
1000-110-500	Other	\$	6,600.00
1000-110-700	Capital Outlay		2,000.00
1000-910-910	Transfer Out	\$	0.00
1000-930--930	Contingency	\$	25,000.00
	Total Miscellaneous Purposes	\$	510,450.00

That there be appropriated from the GENERAL FUND for TOWN HALLS, MEMORIAL BUILDINGS AND GROUNDS PURPOSES:

1-B TOWN HALLS, MEMORIAL BUILDINGS AND GROUNDS

1000-120-100	Salaries	\$	28,000.00
1000-120-200	Benefits	\$	13,750.00
1000-120-300	Purchased Services	\$	18,200.00
1000-120-400	Supplies & Materials	\$	2,300.00
1000-120-500	Other	\$	0.00
	Total Town Hall Purposes	\$	62,250.00

That there be appropriated from the GENERAL FUND for ZONING PURPOSES:

1-J ZONING

1000-130-100	Salaries	\$	111,000.00
1000-130-200	Benefits	\$	18,850.00
1000-130-300	Purchased Services	\$	53,700.00
1000-130-400	Supplies & Materials	\$	2,300.00
1000-130-500	Other	\$	600.00
1000-130-700	Capital Outlay	\$	1,500.00
	Total Zoning Purposes	\$	187,950.00

That there be appropriated from the GENERAL FUND for HIGHWAYS-MAINTENANCE PURPOSES:

1-L HIGHWAYS – MAINTENANCE

1000-330-100	Salaries	\$	90,000.00
1000-330-200	Benefits	\$	36,600.00
1000-330-300	Purchased Services	\$	18,700.00
1000-330-400	Supplies & Materials	\$	2,100.00
1000-330-500	Other	\$	0.00
	Total Highways-Maintenance Purposes	\$	147,400.00

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**That there be appropriated from the GENERAL FUND for HIGHWAYS-IMPROVEMENTS PURPOSES:
1-M HIGHWAYS - IMPROVEMENTS**

1000-760-300	Repairs and Maintenance		12,000.00
1000-760-700	Capital Outlay	\$	108,000.00
	Total Highways-Improvements Purposes	\$	120,00.00

2 MOTOR VEHICLE LICENSE TAX FUND 02

That there be appropriated from the MOTOR VEHICLE LICENSE TAX FUND:

2011-330-100	Salaries	\$	0.00
2011-330-300	Purchased Services	\$	15,000.00
2011-330-400	Supplies & Materials	\$	5,300.00
2011-330-700	Capital Outlay	\$	0.00
	Total Motor Vehicle License Tax Fund	\$	20,300.00

3
4 GASOLINE TAX FUND 03

That there be appropriated from the GASOLINE TAX FUND:

2021-330-100	Salaries	\$	0.00
2021-330-200	Benefits	\$	0.00
2021-330-300	Purchased Services	\$	2,000.00
2021-330-400	Supplies & Materials	\$	25,000.00
2021-760-730	Site Improvement –Highways	\$	25,000.00
	Total Gasoline Tax Fund	\$	52,000.00

5 CEMETERY FUND 05

That there be appropriated from the CEMETERY FUND:

2041-410-100	Salaries	\$	6,000.00
2041-410-200	Benefits	\$	1,000.00
2041-410-300	Purchased Services	\$	1,650.00
2041-410-400	Supplies & Materials	\$	250.00
	Total Cemetery Fund	\$	8,900.00

6 CEMETERY BEQUEST FUND 06

That there be appropriated from the CEMETERY BEQUEST FUND:

Total Cemetery Bequest Fund	\$	0.00
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7 ROAD LEVY FUND 11

That there be appropriated from the ROAD LEVY FUND:

2141-330-300	Purchased Services	\$	24,000.00
2141-760-700	Capital Outlay		150,000.00
	Total Road Levy Fund	\$	174,000.00

8 PARK LEVY FUND 12

That there be appropriated from the PARK LEVY FUND:

2901-610-100	Salaries	\$	80,000.00
2901-610-200	Benefits	\$	27,050.00

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2901-610-300	Purchased Services	\$	211,775.00
2901-610-400	Supplies & Materials	\$	16,500.00
2901-610-500	Other	\$	1,950.00
2901-610-700	Capital Outlay	\$	890,500.00
	Total Park Levy Fund	\$	1,227,775.00

19 FIRE LEVY FUNDS 20

That there be appropriated from the FIRE LEVY FUNDS:

2191-220-100	Salaries	\$	1,301,200.00
2191-220-200	Benefits	\$	669,100.00
2191-220-300	Purchased Services	\$	234,550.00
2191-220-400	Supplies & Materials	\$	88,500.00
2191-220-500	Other	\$	2,300.00
2191-760-360	Contracted Services	\$	0.00
2191-760-700	Capital Outlay	\$	105,000.00
2191-820-820	Principal Payment Notes	\$	0.00
2191-830-830	Interest Payments	\$	0.00
	Total Fire Levy Funds	\$	2,400,650.00

That there be appropriated from the TOWNSHIP MOTOR VEHICLE LICENSE TAX FUND:

2231-330-100	Salaries	\$	0.00
2231-330-200	Benefits	\$	0.00
2231-330-300	Purchased Services	\$	40,750.00
2231-330-400	Supplies & Materials	\$	2,500.00
2231-330-500	Other	\$	0.00
2231-760-700	Capital Outlay	\$	2,000.00
	Total Township Motor Vehicle License Tax Fund	\$	45,250.00

20 PERMANENT IMPROVEMENT FUND 26

That there be appropriated from the PERMANENT IMPROVEMENT FUND:

4304-760-700	Capital Outlay	\$	100,000.00
4305-760-700	Capital Outlay	\$	100,000.00
4306-760-700	Capital Outlay	\$	100,000.00
4307-760-700	Capital Outlay	\$	100,000.00
4308-760-700	Capital Outlay	\$	45,000.00
4309-760-700	Capital Outlay	\$	100,000.00
4310-760-700	Capital Outlay	\$	0
4311-760-700	Capital Outlay	\$	0
4312-760-700	Capital Outlay	\$	0
	Total Permanent Improvement Fund	\$	545,000.00

RECAPITULATION OF FUNDS

1 GENERAL FUND

Miscellaneous General Purposes	\$	510,450.00
Town Hall Purposes	\$	62,250.00
Zoning Purposes	\$	187,950.00

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Highway Purposes	\$	267,400.00
Total General Fund	\$	1,028,050.00
2 MOTOR VEHICLE LICENSE TAX FUND	\$	20,300.00
3 GASOLINE TAX FUND	\$	52,000.00
5 CEMETERY FUND	\$	8,900.00
6 CEMETERY BEQUEST FUND	\$	0.00
11 ROAD LEVY FUND	\$	174,000.00
12 PARK LEVY FUND	\$	1,227,775.00
15 FIRE LEVY FUNDS	\$	2,400,650.00
19 TOWNSHIP MOTOR VEHICLE LICENSE TAX FUND	\$	45,250.00
21 PERMANENT IMPROVEMENT FUND	\$	545,000.00
29 GRAND TOTAL OF ALL FUNDS	\$	5,501,925.00

FISCAL OFFICER’S CERTIFICATION

STATE OF OHIO : ss.
COUNTY OF DELAWARE :

I, Wesley Mayer, Fiscal Officer of the Board of Trustees of Orange Township, Delaware County, Ohio, and in whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Temporary Appropriation Resolution is taken and copied from the original Resolution now on file with the Board, that the foregoing Resolution has been compared by me with the said original and that the foregoing Resolution is a true and accurate copy thereof.

Date: _____, 2018

Wesley Mayer
Orange Township Fiscal Officer

FISCAL OFFICE UPDATE

Mr. Mayer commented the banking reconciliations should be ready next month and he is starting to set up meetings with department heads to go over their budgets. He also wants to talk with the trustees individually.

PUBLIC SAFETY REPORT

ACCEPT RESIGNATION OF PART-TIME FIREFIGHTER/EMT

RES.19-037 REGRETFULLY ACCEPT RESIGNATION OF FIREFIGHTER/PARAMEDIC

Motion by Mr. Rivers to regretfully accept the resignation of firefighter/paramedic James Chappel effective February 9, 2019.

Seconded by Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING 2019 VOLUNTEER FIREFIGHTERS DEPENDENT FUND

Fire Chief Noble explained the Volunteer Firefighters Dependent Fund to the Board.

RES.19-038 APPOINTMENT OF MARK ROBERTSON AND LEE BODNAR TO THE VOLUNTEER FIREFIGHTERS’ DEPENDENTS FUND BOARD

Motion by Mr. Rivers to appoint Mark Robertson and Lee Bodnar to the Volunteer Firefighters’ Dependents Fund Board.

Seconded by Ms. Taranto.

VOTE: Rivers – yes, Taranto – yes, Knapp – yes.

ADMINISTRATIVE REPORT

THEN AND NOW PURCHASE ORDER

RES.19-039 AUTHORTIZATION OF A THEN AND NOW PURCHASE ORDER TO OHIO BUREAU OF WORKERS’ COMPENSATION

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Motion by Mr. Rivers to authorize the issuance of a then and now purchase order to Ohio Bureau of Workers' Compensation in the amount of \$23,687.00, for 2019 payroll premium true up.

Motion seconded by Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING INFINISOURCE AND THE PROVISION OF COBRA SERVICES

RES.19-040 APPROVING AN AGREEMENT WITH INFINISOURCE TO PROVIDE COBRA HEALTH BENEFITS

Motion by Mr. Rivers;

WHEREAS, pursuant to the authority in R.C. § 505.60, the Orange Township Board of Trustees ("Board") provides a medical insurance benefit through a group health plan to its covered employees and officials as part of the Orange Township Employee Benefit Plan ("Plan"); and,

WHEREAS, a federal law known as the Consolidated Omnibus Budget Reconciliation Act ("COBRA") requires employers who provide a group health plan to employees to offer temporary continued coverage after their employment ends; and,

WHEREAS, the Board is required by law to provide COBRA benefits; and,

WHEREAS, Infinisource offers COBRA administration and premium collection services; and,

WHEREAS, the Board desires to contract with Infinisource to provide the Township's COBRA administration and premium collection pursuant to the terms and conditions in the attached Service Agreement, Business Associate Agreement, and Banking Forms (collectively "Agreement").

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Orange Township, that:

Section 1. The Board hereby approves the terms and conditions in the attached Agreement with Infinisource to provide COBRA administration and premium collection services.

Section 2. The Board appoints and authorizes Township Administrator Lee Bodnar to execute any necessary documents on the Board's behalf to effectuate the Agreement.

Section 3. 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.

Section 4. This Resolution shall be in full force and effect immediately upon adoption.

Motion seconded by: Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING ISSUANCE OF A PURCHASE ORDER FOR 50+1 PUBLIC POLICY INITIATIVES

RES.19-041 AUTHORIZATION OF A PURCHASE ORDER TO 50+1 PUBLIC POLICY INITIATIVES

Motion by Mr. Rivers to authorize the issuance of a Purchase Order for \$19,000.00 from Account Number #2901-760-360-0000 (Contract Services) for 50+1 Public Policy Initiatives for services related to grant review and procurement.

Second: Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING ISSUANCE OF A PURCHASE ORDER FOR HYLANT ADMINISTRATIVE SERVICES

RES.19-042 AUTHORIZATION OF A PURCHASE ORDER TO HYLANT ADMINISTRATIVE SERVICES

Motion by Mr. Rivers to authorize the issuance of a Purchase Order for \$2,500.00 from Account Number #1000-110-360-0000 (Contract Services) for Hylant Administrative Services for claims deductible coverage.
Second: Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING ISSUANCE OF A PURCHASE ORDER FOR GUIDE STUDIOS

This is in regards to the branding. There was discussion about what the costs were; how they would proceed etc.

RES.19-043 AUTHORIZATION OF A PURCHASE ORDER TO GUIDE STUDIOS

Motion by Mr. Rivers to authorize the issuance of a Purchase Order for \$13,425.00 from Account Number #1000-110-319-0000 (Other- Professional & Technical Services – Marketing) for Guide Studios for marketing and design features.

Second: Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION RELATED TO THE 2019 ANNUAL INVENTORY REPORT

It was discussed to keep the inventory report off site; at the Iron Mountain location.

RES.19-044 ACCEPTING INVENTORY REPORTS AS ANNUAL INVENTORY AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO FILE COPIES WITH THE TOWNSHIP FISCAL OFFICER AND DELAWARE COUNTY ENGINEER'S OFFICE

Motion by Mr. Rivers to adoption of the following Resolution:

WHEREAS, Section 505.04 of the Ohio Revised Code provides for an annual inventory of all the materials, machinery, tools and other township supplies to be made each year; and

WHEREAS, the various Township departments and offices have submitted their respective inventory reports to the Township Administrator;

NOW THEREFORE BE IT RESOLVED by the Board of Township Trustees of Orange Township, Delaware County, Ohio that the inventory reports received from the various Township departments and offices are accepted and made the annual inventory of the Board.

BE IT FURTHER RESOLVED that the Township Administrator is directed to file copies of this annual inventory with the Township Fiscal Officer and the Delaware County Engineer.

Motion seconded by Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

DISCUSSION AND POSSIBLE ACTION REGARDING 338 SHANAHAN ROAD DITCH

Mr. Bodnar explained the situation. The Board asked Mr. Bodnar to ask Mr. Fowler, at the Delaware County Prosecutor's Office, to pen a letter in response.

DISCUSSION AND POSSIBLE ACTION REGARDING THE TOWNSHIP PROPERTY AT 7307 SOUTH OLD STATE

The Board decided to wait until May, when the dirt pile is gone, to have Mr. Bodnar, Mr. Cowan and Mr. Gumbles stake out the area for the Veterans Memorial.

DISCUSSION AND POSSIBLE ACTION REGARDING THE "REQUEST FOR QUALIFICATIONS" FOR ARCHITECTURAL DESIGN WORK PROCESS

Trustee Knapp explained her wish that when resolutions are made; there be verification that all the steps were done; she would also like to see it go out on list serve. There was a brief discussion regarding the Dodge Report. It was decided that Mr. Bodnar should move forward.

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OLD BUSINESS

AMENDING OF RESOLUTION 19-015

RES.19-045 AMEND RESOLUTION 19-015

Motion by Mr. Rivers to amend RES.19-015 to read Monday, July 15, 2019, in place of Monday, July 19, 2019 and Monday, December 16, 2019 instead of December 6, 2019.

Seconded by: Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

RES.19-015 IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE OF ALL REGULARLY SCHEDULED MEETINGS OF THE BOARD AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD

The Board of Trustees of Orange Township, Delaware County, Ohio ("Board") met in open session for the annual organizational meeting on the 7 day of January, 2019.

Mr. Rivers moved the adoption of the following Resolution.

PREAMBLE

WHEREAS, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

WHEREAS, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

RESOLUTION

NOW THEREFORE BE IT RESOLVED:

Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2019 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2019:

1. *All regularly scheduled meetings of the Board held in 2019 shall be held in accordance with the following schedule:*

Time: 10:00 a.m. or 6:00 p.m. (see specific dates)

Days/Dates:

<i>Tuesday, January 22, 2019 10:00 a.m.</i>	<i>Monday, July 01, 2019 10:00 a.m.</i>
<i>Monday, February 04, 2019 10:00 a.m.</i>	<i>Monday, July 19, 2019 6:00 p.m.</i>
<i>Tuesday, February 19, 2019 6:00 p.m.</i>	<i>Monday, July 29, 2019 10:00 a.m.</i>
<i>Monday, March 04, 2019 10:00 a.m.</i>	<i>Monday, August 19, 2019 6:00 p.m.</i>
<i>Monday, March 18, 2019 6:00 p.m.</i>	<i>Tuesday, September 03, 2019 10:00 a.m.</i>
	<i>.(Olentangy Spring Break March 25-29)</i>
<i>Monday, April 01, 2019 10:00 a.m.</i>	<i>Monday, September 16, 2019 6:00 p.m.</i>
<i>Monday, April 15, 2019 6:00 p.m.</i>	<i>Monday, October 07, 2019 10:00 a.m.</i>
<i>Monday, May 06, 2019 10:00 a.m.</i>	<i>Monday, October 21, 2019 6:00 p.m.</i>
<i>Monday, May 20, 2019 6:00 p.m.</i>	<i>Monday, November 04, 2019 10:00 a.m.</i>
<i>Monday, June 03, 2019 10:00 a.m.</i>	<i>Monday, November 18, 2019 6:00 p.m.</i>
<i>Monday, June 17, 2019 6:00 p.m.</i>	<i>Monday, December 02, 2019 10:00 a.m.</i>
	<i>Monday, December 6, 2019 6:00 p.m.</i>

The meetings, January 22, 2019, February 19, 2019, and September 03, 2019, are being held on Tuesday due to Monday being a Holiday.

Place: Orange Township Hall, 1680 East Orange Road, Lewis Center, Ohio 43035.

2. *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.*
3. *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.*
4. *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.*
5. *The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.*
6. *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.*
7. *The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:*

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- 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.
 - E. If the Board maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township's website.
8. 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:
- A. Provide 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 notice to such requesting person(s) in the manner requested.
 - C. Prominently post 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 maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township's website.
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.
11. This Resolution shall be in full force and effect immediately upon adoption.

Ms. Knapp seconded the motion.
VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

Voted on and signed this ___ day of _____, 20__ in _____ Township, Delaware County, Ohio.

Trustee

Trustee

Trustee
Attest:

Township Fiscal Officer

CERTIFICATE

State of Ohio, Delaware County:

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. _____ 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: _____

Township Fiscal Officer

DISCUSSION AND POSSIBLE ACTION REGARDING REGULATION OF JUNK VEHICLES

Ms. Knapp explained she and Mr. McCarthy had been working for quite some time to find a way to regulate junk vehicles. There was much discussion among Ms. Knapp, Mr. McCarthy and Ms. Boni.

RES.19-046 ADOPTING A GENERAL POLICY TO PROVIDE FOR THE REMOVAL OF JUNK MOTOR VEHICLES PURSUANT TO R.C. 505.871

Ms. Knapp moved the adoption of the following Resolution:

WHEREAS, the Board of Township Trustees of Orange Township, Delaware County, Ohio (hereinafter “Board”) believes that the location of junk motor vehicles on public and private property is injurious to the general health, safety, and welfare of Orange Township residents; and

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WHEREAS, R.C. §505.871 of the Ohio Revised Code authorizes a board of township trustees to provide, by resolution, for the removal of any motor vehicle in the unincorporated territory of its township that the board determines is a junk motor vehicle, as defined in R.C. §505.173; and

WHEREAS, the Board wishes to avail itself of the procedures outlined in R.C. §505.871.

NOW THEREFORE, BE IT RESOLVED that it is the policy of the Board to remove junk motor vehicles, when found in the unincorporated areas of Orange Township, under R.C. §505.871.

BE IT FURTHER RESOLVED that the Board hereby adopts the following general policy to utilize the authority vested in it pursuant to R.C. §505.871 to remove motor vehicles in the unincorporated territory of Orange Township, Delaware County, Ohio, which it determines to be junk motor vehicles as that term is defined by R.C. §505.173:

1) **Definitions:**

a) Board: As used in this Resolution, “Board” means the Board of Township Trustees of Orange Township, Delaware County, Ohio.

b) Junk Motor Vehicle: As used in this Resolution, “junk motor vehicle” means a motor vehicle that meets all of the following criteria:

(i) Three model years old, or older;

(ii) Apparently inoperable;

(iii) Extensively damaged, including, but not limited to, any of the following: missing wheels, tires, engine, or transmission.

c) Township: As used in this Resolution, “Township” means the unincorporated territory of Orange Township, Delaware County, Ohio.

2) **Removal of Junk Motor Vehicles Located on Public Property:** If a junk motor vehicle is located on public property within the Township, the Board may provide, by resolution, for the immediate removal of the vehicle.

3) **Removal of Junk Motor Vehicles Located on Private Property:**

a) Resolution and Notice Requirements: If a junk motor vehicle is located on private property within the Township, the Board may provide, by resolution, for the removal of the vehicle not sooner than fourteen (14) days after the Board serves written notice of its intention to remove or cause the removal of the vehicle on the owner of the land and any holders of liens of record on the land. The notice provided shall, at a minimum, contain the following information:

(i) A general description of the vehicle to be removed:

(ii) A copy of the resolution of the Board determining that the vehicle is a junk motor vehicle;

(iii) A statement that if the owner of the land fails to remove the vehicle within fourteen (14) days after service of the notice, the Board may remove or cause the removal of the vehicle; and

(iv) A statement that any expenses the Board incurs in removing or causing the removal of the vehicle may be entered upon the tax duplicate and become a lien upon the land from the date of entry.

b) Service of Notice: The Board shall serve the notice by sending it by certified mail, return receipt requested, to the owner of the land, if the owner resides in the unincorporated territory of the Township or if the owner resides outside the unincorporated territory of the Township and the owner's address is known or ascertainable through an exercise of reasonable diligence.

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The Board also shall send notice in such manner to any holders of liens of record on the land.

If a notice sent by certified mail is refused or unclaimed, or if an owner's address is unknown and cannot reasonably be ascertained by an exercise of reasonable diligence, the Board shall publish the notice once in a newspaper of general circulation in the Township before the removal of the vehicle, and, if the land contains any structures, the Board also shall post the notice on the principal structure on the land.

A notice sent by certified mail shall be deemed to be served for purposes of this Resolution on the date it was received as indicated by the date on a signed return receipt. A notice given by publication shall be deemed for purposes of this Resolution to be served on the date of the newspaper publication.

- 4) **Methods for Removing Junk Motor Vehicles:** The Board may cause the removal or may employ the labor, materials, and equipment necessary to remove a junk motor vehicle under this Resolution. All expenses incurred in removing or causing the removal of a junk motor vehicle, when approved by the Board, shall be paid out of the Township general fund from moneys not otherwise appropriated, except that if the expenses exceed five hundred dollars, the Board may borrow moneys from a financial institution to pay the expenses in whole or in part.
- 5) **Contracts by Township:** The Board may contract with a motor vehicle salvage dealer, as defined under R.C. §4738.01, or a scrap metal processing facility, as defined in R.C. §4737.05, for the removal or disposal of motor vehicles in accordance with R.C. §505.85.
- 6) **Collection of Expenses Incurred in Removing Junk Motor Vehicles:**
 - a) Utilization of All Lawful Means: The Board may utilize any lawful means to collect the expenses incurred in removing or causing the removal of a junk motor vehicle under this Resolution, including any fees or interest paid to borrow moneys under section (IV) of this Resolution.
 - b) Placement of Liens Upon the Land: If the junk motor vehicle was located on private property, the Board may direct the Township Fiscal Officer to certify the expenses and a description of the land to the Delaware County Auditor, who shall place the expenses upon the tax duplicate as a lien upon the land to be collected as other taxes and returned to the Township general fund.
- 7) **Exemptions and Reservations:**
 - a) Exemption: This Resolution shall not restrict the operation of a scrap metal processing facility licensed under authority of sections 4737.05 to 4737.12 of the Revised Code; the operation as a motor vehicle salvage dealer, salvage motor vehicle auction, or salvage motor vehicle pool of a person licensed under Chapter 4738. of the Revised Code; or the provision of towing and recovery services conducted under sections 4513.60 to 4513.63 of the Revised Code, including the storage and disposal of junk motor vehicles removed from public or private property in accordance with those sections.
 - b) Exemption: Unless a collector's vehicle meets all of the criteria of the definition of a junk motor vehicle set forth in Section I above, this Resolution shall not prevent a person from storing or keeping, or restrict a person in the method of storing or keeping, any collector's vehicle on private property with the permission of the person having the right to the possession of the property, except that a person having such permission may be required to conceal, by means of buildings, fences, vegetation, terrain, or other suitable screening, any unlicensed collector's vehicle stored in the open.
 - c) Reservation: Nothing in this Resolution affects the authority of the Board to adopt and enforce resolutions under R.C. §505.173 to regulate the storage of junk motor vehicles on private or public property in the Township.
 - d) Reservation: Nothing in this Resolution shall be construed to limit the Board's ability to adopt and enforce resolutions pursuant to any other authority granted it under the Ohio Revised Code regarding removal of any motor vehicle located in the unincorporated territory of the

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Township on any street or other property open to the public for purposes of vehicular travel, or upon or within the right-of-way of any street.

8) **Complaints / Investigation / Meeting Attendance / Determination:**

- a) Complaints / Investigation: upon receiving a complaint, or otherwise becoming aware of an alleged junk motor vehicle in the unincorporated territory of the Township, the Planning and Zoning Director and/or the Zoning Enforcement Officer shall investigate the same, take statements from any complainant or other witness and document the existence and condition of the alleged junk motor vehicle, preferably taking photographs of the vehicle and property for use as evidence and support of the Board's decision.
- b) Meeting attendance: The Planning and Zoning Director and/or the Zoning Enforcement Officer, whomever conducted the investigation, will then appear at a meeting of the Board and provide a written report, any photographs and/or other evidence documenting the existence and physical condition of the alleged junk motor vehicle. Any individual complainant and other persons, particularly neighboring property owners, may also address the Board and provide additional testimony regarding the existence and physical condition of the alleged junk motor vehicle.
- c) Determination: If the board determines based upon the facts and evidence submitted, that the vehicle in question is a junk motor vehicle under the provisions of R.C. §505.871 and this Resolution, the Board will adopt the proper resolution so finding and initiate the appropriate removal process and related action, as stated above.

Motion seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – yes.

Ms. Knapp noted this could be for immediate removal of junk vehicles also; after following the correct steps.

NEW BUSINESS

REVIEW OF DELAWARE COUNTY COMMUNITY EVENT APPLICATION

Mr. Rivers commented Delaware County has a new community event application, which they have tried to streamline. He reviewed the application process. It pertains mostly for use of roads. There was a brief discussion. Consensus was given for Mr. Bodnar to initial the documents on behalf of the Board/Township. He is to find out for sure if just county roads; or township and county roads also.

DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTING REVISED CREDIT CARD POLICY

Mr. Bodnar and Mr. McCarthy gave the history for this resolution. The state has many changes and has given until February 2, 2019, for townships to make these changes to their policy. Mr. Mayer also contributed to the discussion.

RES.19-047 ADOPTING A REVISED CREDIT CARD POLICY

Mr. Rivers moved the adoption of the following Resolution:

WHEREAS, the Board of Township Trustees of Orange Township, Delaware County, Ohio (“Board”), previously adopted a Credit Card Policy on December 19, 2016 in Res. 16-466; and

WHEREAS, modifications to R.C. §505.64 by the State Legislature necessitate modification of that Credit Card Policy and its Appendix;

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby adopts a revision of the Credit Card Policy and appendix adopted in Res. 16-466, the revised Credit Card Policy and its Appendix “A” being those presented to the Board and bearing in their footer the identifying version date of 011719, the contents of which are incorporated by reference into this Resolution.

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2. In so adopting the revised Credit Card Policy, the Board hereby rescinds any and all previously adopted policies regarding the use of credit cards issued in the name of the Board and/or Orange Township.
3. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and all deliberations of this Board and 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.
4. This Resolution shall take effect immediately upon adoption.

Motion seconded by Ms. Knapp.

VOTE: Rivers – yes, Knapp – yes, Taranto – yes.

Appendix “A”

**ORANGE TOWNSHIP
DELAWARE COUNTY, OHIO**

CREDIT CARD POLICY

1. Definitions:

Credit Card Account - For purposes of this policy, “Credit Card Account” means any bank-issued credit card account, store-issued credit card account, financial institution-issued credit card account, financial depository-issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, any debit or gift card account related to the receipt of grant moneys or store gift cards not related to the receipt of grant moneys and online purchasing accounts, that is issued to or held in the name of the Board of Township Trustees of Orange Township, Delaware County, Ohio (“Board”) and/or Orange Township.

“Credit card account” does not include a procurement card account, gasoline or telephone credit card account, or any other card account issued to or held in the name of the Board and/or Orange Township where merchant category codes are in place as a system of control for use of the card account.

Credit Card - For purposes of this policy, “Credit Card” means any credit card, check and/or account number related to a Credit Card Account which can be used to purchase goods or services, including an online purchasing account, that is issued to or held in the name of the Board of Township Trustees of Orange Township, Delaware County, Ohio (“Board”) and/or Orange Township.

2. Issuance / Use: The Board is and shall remain the holder of all Credit Cards issued to the Board and/or Orange Township. Credit Cards shall be acquired and issued or reissued through the Township Fiscal Office and only upon resolution of the Board and distributed for use only to the following township employees (collectively “Employee” or “Employees”), each having the following indicated credit limit amounts:

<u>Position</u>	<u>Credit Limit</u>
Township Fiscal Officer	\$5,000.00
Township Administrator	\$5,000.00
Fire Chief	\$5,000.00
Director of Operations	\$5,000.00
Planning and Zoning Director	\$1,500.00
Maintenance and Parks Director	\$5,000.00
Maintenance Manager	\$2,000.00
Assistant Fiscal Officer	\$1,500.00
Facilities and Equipment Supervisor	\$1,500.00
Human Resources/Communications Manager	\$1,500.00
Township Administrative Assistant	\$5,000.00
Fire Department Captain responsible for fleet maintenance	\$5,000.00
Fire Department Captains (other than above)	\$1,000.00
Fire Lieutenants	\$1,000.00
Fire Inspectors	\$1,000.00

Absent a situation involving a lost or stolen Credit Card, which shall be handled as provided below, Credit Cards shall only be canceled upon resolution of the Board. The name of the Township shall appear on each Credit Card.

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A Credit Card may be used only by the Employee designated in the resolution and only for work-related expenses, which are defined to mean any costs or expenditures of township funds for the benefit of the township, authorized by the Board and related to the official business of the township. Any other use is prohibited and may subject the user to discipline and additional consequences.

3. Transaction Limit: As to all Employees, and excepting expenditures to which a blanket or annual certificate applies, the transaction dollar limit for an individual transaction using a Credit Card is one thousand dollars (\$1,000.00). Expenditures shall not be split to defeat or avoid this limit. Credit Cards shall not be used to pay for personal services, entertainment, alcoholic beverages, or to obtain cash advances, cash withdrawals, or cash back from a transaction.
4. Employee Documentation: An Employee using a Credit Card shall, prior to a transaction, verify the existence of an applicable Purchase Order or blanket or annual certificate issued by the Township Fiscal Office.

As soon as possible following use, the user of a Credit Card shall attach the original of each credit card receipt to a blank 8.5" x 11" sheet of white paper, which shall then be dated and signed by the user. The user shall retain those receipts for use in reconciling the credit card statement when it arrives. Any receipts for food or entertainment require a list of all individuals for whom expenses were paid in addition to an appropriate description of the nature of the expense.

The user is liable in person and upon any official bond they have given to the Township to reimburse the Township treasury the amount for which the user does not provide itemized receipts in accordance with this policy.

5. Employee Reconciliation: A copy of the statement for a credit card will be put into the Credit Card user's mailbox the day it is received. (Typically, 15 to 17 days before the statement's due date).

The Credit Card user shall immediately reconcile the charges on the statement with the receipts he/she has kept. The user shall check off each charge on the statement as it is reconciled. The user shall resolve any issues with the charges, including obtaining any missing receipts.

Upon reconciling the credit card statement with the receipts, the user shall submit a package consisting of a signed copy of the reconciled statement and signed and dated copies of all receipts to their department head. (Typically, about 12 to 14 days before the statement's due date). If the Employee has no department head, or is a department head, submittal shall proceed to the Township Administrator or, in the case of the Township Administrator, to the Township Fiscal Office. In the case of the Township Fiscal Officer, submittal shall proceed to the Township Administrator.

6. Department Head Review: Upon receiving a statement package from the Credit card user, a department head shall, as soon as possible, review the same for compliance with this Policy, verify its' correctness, apply the applicable Purchase Order number or blanket or annual certificate and, if the statement is approved, date and sign their approval upon it and submit the same to the Township Fiscal Office for payment. If approved, the department head shall ensure that the Township Fiscal Office receives it no later than 10 days prior to the statement's due date. If it is not approved, they will immediately report the unapproved expenditure(s) in writing to the Township Fiscal Officer and Township Administrator.

If no applicable Purchase Order or blanket or annual certificate existed prior to an approved expenditure, an explanation of the situation and a Purchase Order request form regarding the expenditure shall be prepared, executed by the department head and submitted to the Township Fiscal Office with the statement package.

7. Township Administrator Review: Upon receiving a statement package from a Credit Card user who has no department head, is a department head, or is the Township Fiscal Officer, the Township Administrator shall, as soon as possible, review the same in the manner provided above for Department Head Review. If the statement is approved, the Township Administrator shall date and sign their approval upon it and submit the same to the Township Fiscal Office for payment. The Township Administrator shall ensure that the Township Fiscal Office receives it no later than 10 days prior to the statement's due date. If it is not approved, they will immediately report the unapproved expenditure(s) in writing to the Township Fiscal Officer and the members of the Board of Township Trustees.

Additionally, the Township Administrator may approach the Township Fiscal Office and review any Credit Card transaction(s).

8. Final Review and Payment: Following receipt of an approved statement package, the Township Fiscal Office shall review it for completeness and, if complete, prepare a check or warrant to pay the statement no later than 8 days prior to the statement's due date. Any transactions on the statements that do not appear supported by the documentation and approvals required by this Policy shall be immediately investigated and reported to the Board.

Thereafter, the signatures of at least two Township Trustees must be obtained no later than 5 days prior to the statement due date to avoid late payment. A Credit Card Account balance, including interest due on an extension of credit under the credit card arrangement, shall be paid by the due date indicated on the statement.

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9. Employee Responsibility: At the time of their receipt of a Credit Card, an Employee shall sign an acknowledgement that the Employee has received, read and understands this Policy and that they have received the Credit Card. The acknowledgement and receipt shall be substantially in the form of *Appendix A*, attached hereto and incorporated into this Policy.

An Employee receiving a Credit Card is responsible for its protection and custody. An Employee shall be held liable, personally and upon any official bond they have given to the township, for their unauthorized use of the Credit Card. Additionally, the use of a Credit Card Account for expenses beyond those authorized by the Board constitutes misuse of a Credit Card account. An officer, employee, or appointee of the Township or a public servant as defined under section 2921.01 of the Revised Code who knowingly misuses a credit card account held by the Board violates section 2913.21 of the Revised Code.

If an Employee suspects the loss, theft or possibility of unauthorized use of the Credit Card by others, they shall immediately notify the Board and the Township Fiscal Office, . The entity issuing the lost or stolen Credit Card shall also be immediately notified by the Township Fiscal Office to cancel the Credit Card.

Employees shall fully cooperate in any investigation by the Board, the issuer of the Credit Card and/or law enforcement of any loss, theft, fraud or possible unauthorized use of a Credit Card.

Employees shall disclose only such Credit Card information as is necessary to make an authorized expenditure and shall not disclose such information to any unauthorized person or entity. Questions regarding disclosure of such information should be directed to the Township Fiscal Office. For purposes of this Policy, Credit Card information includes, but is not limited to, the Credit Card Account number or the Credit Card number, expiration date, security code, passwords and any and all other similar numbers, codes, words and/or other information used to identify the Credit Card Account or Credit Card, make purchases and/or access credit using the Credit Card and/or access the Credit Card Account.

An Employee receiving a Credit Card will also receive a “*Sales and Use Tax Blanket Exemption Certificate*” to present to vendors. The Employee will be personally responsible for the payment of state sales tax of which townships are exempt when using the Credit Card.

All online or internet expenditures or purchases by an Employee using a Credit Card shall only be made using a computer protected by updated and current anti-virus/anti-malware software and only through a secure network where transmitted information is encrypted.

Upon its expiration, revocation of their use authorization, or the termination of their employment with the township, an Employee shall no longer use a Credit Card and shall immediately return it to the Township Fiscal Office.

10. Township Fiscal Officer: The Township Fiscal Officer is responsible for acquiring, issuing and reissuing (upon authorization of the Board) Credit Cards, together with accounting for, monitoring, retrieving and generally overseeing Credit Card use and compliance with this Policy.

The Township Fiscal Officer shall maintain a list of all Credit Cards issued to or held in the name of the Board and/or Orange Township, along with the name of the Employee who has received each Credit Card for use, the Credit Card issuer, the Credit Card number, the security code, the credit limit established, the date issued, the expiration date, the contact telephone number of the issuer listed on the Credit Card and the date it is returned.

The Township Fiscal Officer monthly shall present to the Board Credit Card Account transaction detail from the previous month. The Board shall review the Credit Card Account transaction detail and the Chairperson of the Board shall sign an attestation stating the Board reviewed the Credit Card Account transaction detail.

The Board, at least once every six months, shall review the number of Credit Cards and Credit Card Accounts issued, the number of active Credit Cards and Credit Card Accounts issued, the Credit Cards' and Credit Card Accounts' expiration dates, and the Credit Cards' and Credit Card Accounts' credit limits.

The Township Fiscal Officer or the Fiscal Officer's designee annually shall file a report with the Board detailing all rewards received based on the use of the Township's Credit Card Account(s).

11. Disciplinary Action: In addition to any criminal charges and/or any civil actions for recovery, an Employee who misuses a Credit Card Account or Credit Card, or uses a Credit Card Account or Credit Card in violation of this Policy, may be subject to appropriate discipline as solely determined by the Board, up to and including termination of their employment.

011719

Appendix A

ORANGE TOWNSHIP, DELAWARE COUNTY, OHIO

ACKNOWLEDGEMENT OF CREDIT CARD POLICY / RECEIPT FOR CREDIT CARD

Orange Township Board of Trustees
Delaware County, Ohio
Regular Trustee Meeting, January 22, 2019

Recipient's Name: _____
(Print Name)

Employment Position: _____

Acknowledgement of Credit Card Policy

I, the undersigned, have received a copy of the *Credit Card Policy* of Orange Township, Delaware County, Ohio ("Policy") bearing the identifier of 011719 in its footer.

In connection with my receipt of the Policy, I state and agree with all of the following:

- I have fully read and understand the Policy.
- I have been given the opportunity to ask questions regarding the Policy and its contents.
- I understand if I have any further questions about the Policy or use of a Credit Card issued in the name of the Board of Township Trustees or Orange Township, I will contact the Township Fiscal Officer.
- I agree that I am responsible for knowing the contents of the Policy and abiding by all of its terms, conditions, and requirements and that I will be subject to the consequences stated therein for its violation.
- I understand that this Policy is not all inclusive and that other policies or provisions of other policies, rules, or regulations may apply to the use of a Credit Card issued in the name of the Board of Township Trustees or Orange Township.
- I agree and understand that any and all provisions of this Policy may be changed, modified, or eliminated without advance notice to me, at any time.

Date: _____

Signature: _____

Receipt for Credit Card

I, the undersigned, have received the following described Credit Card and understand and agree that it is to be used solely in conformance to the Policy referenced above and in conformance to any later Policy modifications that may be made by the Board of Township Trustees of Orange Township, Delaware County, Ohio.

_____	_____	_____
Credit Card Issuer	Credit Card Number	Expiration Date

Date: _____

Signature: _____

011719

EXECUTIVE SESSION

Motion by Mr. Rivers to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

The following were invited to attend: Fire Chief Noble; Human Resources/Communications Manager, Ms. Sheterom, and Township Administrator, Mr. Bodnar.

Seconded by: Ms. Taranto.

VOTE: Rivers – yes, Taranto – yes, Knapp – yes.

Motion by Mr. Rivers to return to session.

Seconded by: Ms. Knapp.

VOTE: Rivers – yes, Ms. Knapp – yes, Taranto – yes.

There was no further business; meeting adjourned at 12:09 p.m.

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Notice: Copies of documents referred to in these minutes can be obtained by contacting the Orange Township Administrator, Lee Bodnar.

Ryan Rivers, Chairman

Lisa Knapp, Vice-Chairman

Deborah Taranto, Trustee

Attest: _____
Wesley Mayer, Fiscal Officer