

**BOARD OF TRUSTEES JOURNAL OF ACTIONS
FROM REGULAR MEETING HELD AUGUST 6, 2025
ORANGE TOWNSHIP - DELAWARE COUNTY**

The electronic recordings of this meeting serve as the official meeting minutes.
A full and accurate account of this meeting's audio and video can be found at
www.orangetwp.org

Mr. Ringle to call the meeting to order at 3:00 p.m.

PRESENT:

Michael Ringle, Chair
Erica Fouss, Vice Chair
Lisa Knapp, Trustee
Donna Batten, Fiscal Officer

ALSO PRESENT:

Valerie Bunting, Administrative Manager
Nathan McNeil, Fire Chief
Silas Bowers, Director of Operations
Mike Kremnitzer, Senior Human Resources Manager
Robin Duffee, Director of Development and Zoning
Sydney Herbert, Communications and Special Events Manager

**I) IN THE MATTER OF APPROVING THE CONSENT AGENDA FOR THE
REGULAR MEETING HELD ON AUGUST 6, 2025:**

It was moved by Mr. Ringle to approve the consent agenda for the Regular Meeting held on August 6, 2025.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD HEREBY APPROVES
THE FOLLOWING CONSENT AGENDA ITEMS FOUND IN LINE-ITEM A)

**A) RES.25-205 APPROVING THE ELECTRONIC RECORD OF THE
PROCEEDINGS FROM THE REGULAR TRUSTEE MEETING HELD ON
JULY 16, 2025, SPECIAL MEETING HELD ON JULY 23, 2025 AND THE
ZONING HEARING HELD ON JULY 23, 2025**
Motion by Mr. Ringle

WHEREAS, the Board of Trustees for Orange Township, Delaware
County, Ohio (the "Board") met in Regular Session on July 16, 2025, Special
Session on July 23, 2025 and Regular Session on July 23, 2025.

WHEREAS, the Fiscal Officer has certified, pursuant to section 305.11 of
the Ohio Revised Code, that the entire record of the proceedings at that meeting is
completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby
approves the electronic record of proceedings of the Regular Trustee Meeting held
on July 16, 2025, Special Meeting held on July 23, 2025 and the Zoning Hearing held
on July 23, 2025.

**RES.25-206 REGRETFULLY ACCEPT THE RETIREMENT OF OPERATIONS
ADMINISTRATIVE ASSISTANT KIMBERLY MAHANEY**

Motion by Mr. Ringle to regrettfully accept the retirement of Operations Administrative Assistant
Kimberly Mahaney, after 32 years of public service, effective October 31, 2025.

Seconded by Ms. Knapp
VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.25-207 A RESOLUTION AUTHORIZING THE CHANGE OF JOB TITLE FROM
ADMINISTRATIVE ASSISTANT OPERATIONS TO OPERATIONS AND**

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COMMUNITY SERVICES COORDINATOR AND APPROVING AN UPDATED JOB DESCRIPTION FOR SAID POSITION

Motion by Mr. Ringle

WHEREAS, the Board of Township Trustees of Orange Township recognizes the evolving needs and responsibilities associated with the position formerly titled *Administrative Assistant Operations*; and

WHEREAS, the scope of duties for this position has expanded to include coordination of community services, public programming, and enhanced operational support functions; and

WHEREAS, the Board desires to update the job title to more accurately reflect the responsibilities of the position and to adopt an updated job description that aligns with current and anticipated duties;

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

1. The position formerly titled *Administrative Assistant Operations* shall henceforth be titled *Operations and Community Services Coordinator*.
2. The updated job description for the *Operations and Community Services Coordinator* position, as attached hereto as **Exhibit A**, is hereby approved and adopted.
3. The Fiscal Officer is authorized and directed to update all official records, employee rosters, and applicable policies to reflect this change.
4. This Resolution shall take effect and be in force immediately upon adoption.

ADOPTED at a regular meeting of the Board of Township Trustees of Orange Township, this 6th day of August, 2025.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-208 AUTHORIZING THE POSTING OF THE JOB ANNOUNCEMENT FOR THE FULL-TIME OPERATIONS & COMMUNITY SERVICES COORDINATOR TO THE DIRECTOR OF OPERATIONS

Mr. Ringle moved the adoption of the following resolution:

BE IT RESOLVED that the non-exempt, full-time, non-bargaining unit employment position of Operations & Community Services Coordinator is hereby created.

BE IT FURTHER RESOLVED that the Operations & Community Services Coordinator shall serve under the direction of the Director of Operations as well as the Board of Township Trustees.

BE IT FURTHER RESOLVED that the Operations & Community Services Coordinator shall have those qualifications, requirements, duties and responsibilities, and serve under those terms and provisions, stated in the position description presented to the Board.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-209 A RESOLUTION DECLARING THE DESIGNATION OF FUNDS RAISED FROM UPCOMING TOWNSHIP EVENTS TO SPECIFIC COMMUNITY FUNDS HELD WITH THE DELAWARE COUNTY FOUNDATION

Motion by Mr. Ringle

WHEREAS, Orange Township recognizes the importance of honoring and supporting veterans and their families; and

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WHEREAS, the Founders Festival, scheduled for September 27, 2025, is a community event whose proceeds are intended to support general community initiatives through the Orange Township Community Fund; and

WHEREAS, the Heroes Not Forgotten 4-Miler, scheduled for October 11, 2025, is a community event focused on honoring veterans, with proceeds intended to support the enhancement and maintenance of the Orange Township Veterans Memorial; and

WHEREAS, the Orange Township Community Fund and the Orange Township Veterans Memorial Fund are both established with the Delaware County Foundation to support their respective purposes;

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

1. All donations and proceeds from the Founders Festival on September 27, 2025, shall be directed to the Orange Township Community Fund held with the Delaware County Foundation.
2. All funds raised from the Heroes Not Forgotten 4-Miller on October 11, 2025—including registration fees, donations, and other contributions—shall be directed to the Orange Township Veterans Memorial Fund held with the Delaware County Foundation.
3. Township staff are hereby authorized and directed to coordinate with the Delaware County Foundation to ensure proper transfer and accounting of all funds received from both events.

Seconded by Mrs. FOUSS

VOTE:	Ringle -	Yes	Fouss -	Yes	Knapp -	Yes
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**BOARD OF TRUSTEES
OF ORANGE TOWNSHIP,
DELAWARE COUNTY, OHIO**

Mike Ringle
Michael Ringle
Chair

Erica Fouss
Vice Chair

Lisa Knapp
Trustee

Acknowledged by:

Donna Batten
Donna Batten, Township Fiscal Officer
Orange Township, Delaware County, Ohio

RES.25-210 MEETING ADJOURNMENT

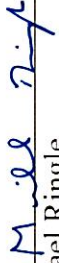
Motion by Mr. Ringle to adjourn.

Seconded by Ms. Knapp

VOTE:	Ringle -	Yes	Fouss -	Yes	Knapp -	Yes
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Notice: Copies of documents referred to in this journal can be obtained by contacting the Orange Township Administrator.

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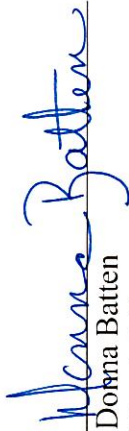


Michael Ringle
Chair

Erica Fouss
Vice Chair



Lisa Knapp
Trustee



Attest: Donna Batten
Fiscal Officer