

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
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](http://www.orangetwp.org)

Mrs. Batten to call the meeting to order at 3:00 p.m.

**PRESENT:**

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

**ALSO PRESENT:**

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

Mrs. Batten to Open the Floor for Nominations for Chair and Vice Chair of the Board of Trustees

**RES.26-001 CHAIR 2026**

Motion by Ms. Knapp to elect Trustee Erica Fouss as Chair of the Board of Trustees for the calendar year 2026.

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

**RES.26-002 VICE CHAIR 2026**

Motion by Mrs. Fouss to elect Trustee Lisa Knapp as Vice Chair of the Board of Trustees for the calendar year 2026.

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

The Remainder of the Meeting will be Turned Over to the New Chair

**ORGANIZATIONAL BUSINESS**

**RES.26-003 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<sup>th</sup> day of January, 2026.  
Mrs. Fouss 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.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

**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 2021 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2026:

1. All regularly scheduled meetings of the Board held in 2026 shall be held in accordance with the following schedule of the first and third Wednesday of each month:

Time: 3:00 p.m.

Exhibit "A"

Wednesday, January 7, 2026
Wednesday, January 21, 2026
Tuesday, February 3, 2026*
Wednesday, February 18, 2026
Wednesday, March 4, 2026
Wednesday, March 18, 2026
Wednesday, April 1, 2026
Wednesday, April 15, 2026
Wednesday, May 6, 2026
Wednesday, May 20, 2026
Wednesday, June 3, 2026
Wednesday, June 17, 2026
Wednesday, July 1, 2026
Wednesday, July 15, 2026
Wednesday, August 5, 2026
Wednesday, August 19, 2026
Wednesday, September 2, 2026
Wednesday, September 16, 2026
Wednesday, October 7, 2026
Wednesday, October 21, 2026
Wednesday, November 4, 2026
Wednesday, November 18, 2026
Wednesday, December 2, 2026
Wednesday, December 16, 2026

**The meeting with a \*; being February 3, 2026 is being held on the first Tuesday due to the Ohio Township Association Conference.**

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

1. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township.
2. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township's website.
3. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.

4. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.
5. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, the Fiscal Officer shall provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
6. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
  - A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and,
  - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
  - C. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held.
  - D. If the Board specifically requests notice be published, publish notification as directed by the Board.
  - E. If the Board maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township's website.
7. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
  - 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.
8. 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.
9. 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.
10. This Resolution shall be in full force and effect immediately upon adoption.

Seconded by Ms. Knapp

VOTE:        Ringle -        Yes                      Fouss -        Yes                      Knapp -        Yes

**RES.26-004 APPOINT LISA KNAPP AS A MEMBER TO THE GENERAL HEALTH ADVISORY COUNCIL**

Motion by Mrs. Fouss to appoint Lisa Knapp as a Member to the General Health Advisory Council for 2026.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

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

**RES.26-005 APPOINT ROBIN DUFFEE AS REGIONAL PLANNING REPRESENTATIVE**

Motion by Mrs. Fouss to appoint Robin Duffee as Orange Township Representative to the Delaware County Regional Planning Commission, for the calendar year 2026.

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

**RES.26-006 APPOINT ERIC GAYETSKY AS REGIONAL PLANNING ALTERNATE REPRESENTATIVE**

Motion by Mrs. Fouss to appoint Eric Gayetsky as Orange Township Alternate Representative to the Delaware County Regional Planning Commission, for the calendar year 2026.

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

**RES.26-007 APPOINT ERICA FOUSS AND MICHELE BONI AS THE TOWNSHIP'S MEMBERS OF THE DELAWARE COUNTY TAX INCENTIVE REVIEW COUNCIL**

Motion by Mrs. Fouss to appoint Erica Fouss and Michele Boni as the Township's members of the Delaware County Tax Incentive Review Council ("TIRC") mandated by R.C. section 5709.85.

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

**RES.26-008 RECORDS COMMISSION**

Motion by Mrs. Fouss that the Chair of the Board of Trustees of Orange Township, Township Fiscal Officer, and the Township Administrator serve as our Records Commission, for the calendar year 2026.

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

**RES.26- 009 BUSINESS OFFICE HOURS**

Motion by Mrs. Fouss that, the township offices shall be open for zoning and other business, Monday through Friday, 8:00 a.m. to 4:30 p.m., except for legal holidays and other announced closed days.

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

**RES.26-010 INTENT TO SELL BY INTERNET AUCTION PERSONAL PROPERTY, INCLUDING MOTOR VEHICLES, ROAD MACHINERY, EQUIPMENT, TOOLS, OR SUPPLIES, THAT IS NOT NEEDED FOR PUBLIC USE, IS OBSOLETE, OR IS UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED**

Mrs. Fouss moved the adoption of the following resolution:

**WHEREAS**, the Board of Township Trustees of Orange Township, Delaware County, Ohio, routinely has personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, which it desires to sell; and

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

**WHEREAS**, the Board desires to sell that property by Internet auction and R.C. Section 505.10(D) authorizes the Board to sell such personal property by Internet auction;

**NOW, THEREFORE BE IT RESOLVED** that it is the intent of the Board of Township Trustees of Orange Township ("Board") to sell by Internet auction personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired.

**BE IT FURTHER RESOLVED** that the manner in which the Internet auctions (excluding the auction of Orange Township Fire Department personal property, including motor vehicles, machinery, equipment, tools or supplies) will be conducted, the number of days for bidding on the property, the identity of the representative contracted to conduct the Internet auctions, the contact information of the representative and the general terms and conditions of sale shall be as indicated in Exhibit "A" attached hereto, bearing in its footer the version identifier of 121416 and fully incorporated by reference into this Resolution as if fully repeated herein.

**BE IT FURTHER RESOLVED**, that the manner in which the Internet auctions for Orange Township Fire Department personal property, including motor vehicles, machinery, equipment, tools or supplies, will be conducted by Brindle Mountain ("Vendor"). All applicable Fire Department property shall be available to the public on the Vendor's website for a minimum of ten (10) days, including Saturdays, Sundays, and legal holidays, as required in Section 505.10(D) of the Ohio Revised Code. No items shall be transferred to a successful bidder until such a time as guaranteed payment has been received in full. The Board authorizes the Orange Township Administrator, or the Township Administrator's designee, to contract with Vendor to conduct said auctions subject to the terms and conditions set forth in this section.

**BE IT FURTHER RESOLVED** that the Orange Township Administrator is hereby designated as, and for all purposes shall act as, the Board's agent in conducting and/or administering Internet auctions held pursuant to this Resolution and that this authority includes, but is not limited to, interacting with the contracted representative that will actually conduct the Internet auctions.

**BE IT FURTHER RESOLVED** that, after adoption of this Resolution, notice of the Board's intent to sell unneeded, obsolete, or unfit-for-use township personal property by Internet auction shall be published in a newspaper of general circulation in the township (Delaware Gazette). The notice shall include a summary of the information provided in this Resolution and shall be published at least twice and a notice similar to the published notice shall be posted continually throughout the calendar year in a conspicuous place in the Board's office. The notice may also be posted on the Board's Internet web site.

**BE IT FURTHER RESOLVED** that 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 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. Section 121.22.

**BE IT FURTHER RESOLVED** that this Resolution supersedes any Resolution of intent to sell personal property via Internet auction adopted by this Board prior to the effective date of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption and shall be effective for calendar year 2026.

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

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

**MANNER OF CONDUCT OF INTERNET AUCTIONS, NUMBER OF DAYS FOR BIDDING ON PROPERTY, IDENTITY AND CONTACT INFORMATION OF CONTRACTED REPRESENTATIVE CONDUCTING INTERNET AUCTIONS AND GENERAL TERMS AND CONDITIONS OF SALE FOR NON-FIRE DEPARTMENT PROPERTY.**

**Section 1. Minimum price; terms and conditions**

When property is to be sold by Internet auction, the Board of Township Trustees of Orange Township ("Board") or its agent may establish a minimum price that will be accepted for specific items and may establish any other terms and conditions for the particular sale, including requirements for pick-up or delivery, method of payment, and sales tax. This type of information shall be provided on the Internet at the time of the auction and may be provided before that time upon request. after the terms and conditions have been determined by the Board or its agent.

**Section 2. Auctions to be conducted by contractor**

The Board, having entered into a contract with GovDeals, Inc. ("GovDeals"), a Delaware corporation, having its principal place of business at 100 Capital Commerce Blvd, Suite 110, Montgomery Alabama 36117, shall utilize such agreement to conduct the Internet auctions. The GovDeals representative assigned to the Board and his/her contact information is as follows:

Name: Joe Dembek  
Title: Account Manager  
Region: State of Ohio  
Cell Phone: (614) 406-7820  
Email: [jdembek@govdeals.com](mailto:jdembek@govdeals.com)

**Section 3. Description of how auctions will be conducted**

Township owned personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired will be posted on an Internet-based auction system for sale for potential buyers to bid upon and purchase these items. The Internet site where the items are posted is owned, managed, and operated by a contractor known as GovDeals, Inc. ("GovDeals"). The Board has contracted with GovDeals to post items and act as a representative of the Board to conduct the auction. Items will be listed for no less than the minimum number of days established by this Resolution. GovDeals will charge a fee for items that are sold through GovDeal's Internet auction. For any items that are sold, GovDeals will charge a total fee of twelve- and one-half percent (12.5%) of the sales price. Of that fee, the Board pays seven- and one-half percent (7.5%) and the winning bidder pays five percent (5%). There is a minimum fee of Five Dollars (\$5.00).

The base fee of seven- and one-half percent (7.5%) charged to the Board is reduced as follows on sales where the sale price is greater than One Hundred Thousand Dollars (\$100,000.00):

1. Where an asset sells for more than \$100,000, and up to \$500,000 the GovDeals fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000.
2. Where an asset sells for greater than \$500,000, and up to \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the bid amount in excess of \$500,000 up to \$1,000,000.
3. Where an asset sells for greater than \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the next \$500,000 of the winning bid, plus a fee of two and one-half percent (2.5%) of the bid amount in excess of \$1,000,000.

GovDeals shall collect such fees by collecting all proceeds due the Board from the winning bidder and remitting the proceeds to the Board less the GovDeals fee.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

The Board may utilize other disposal approaches including, but not limited to, traditional auctioneer services or sealed bids in addition to GovDeal's services. However, the Board may not simultaneously utilize other disposal approaches for an asset at the same time the asset is listed on the GovDeals online auction site.

**Section 4. Minimum number of days that property will be offered**

Personal property sold via Internet auction shall be offered for a minimum of ten (10) days including Saturdays, Sundays, and legal holidays.

**Section 5. General terms and conditions of sales**

The following terms and conditions shall apply to all sales via Internet auction:

1. Guaranty Waiver. All assets are offered for sale "AS IS, WHERE IS." Neither the Board nor Orange Township, Delaware County, Ohio (collectively "Seller") make any warranty, guaranty or representation of any kind, express or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.
2. Description Warranty. Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim for mis-description must be made prior to removal of the property. If Seller confirms the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the Seller shall not exceed the actual purchase price of the property. Please note upon removal of the property, all sales are final.
3. Personal and Property Risk. Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the Seller and GovDeals from liability therefor.
4. Inspection. Most assets offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the asset description. See special instructions on each asset page for inspection details.
5. Consideration of Bid. Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed.
6. Buyer's Certificate. Successful bidders will receive a Buyer's Certificate by email from GovDeals.
7. Buyers Premium. If a Buyer's Premium is shown on the auction page bidder box, then that amount (expressed as a percentage of the final selling price) will be added to the final selling price of all items in addition to any taxes imposed.
8. Payment. Payment in full is due not later than 5 business days from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website. Acceptable forms of payment are:
  - PayPal
  - Wire Transfer
  - Visa
  - MasterCard
  - American Express
  - Discover

PayPal and Credit Card purchases are limited to below \$5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than \$4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

9. Removal. All assets must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will Seller assume responsibility for packing, loading or shipping. See special instructions on each asset page for removal details. A daily storage fee of \$10.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.
10. Vehicle Titles. Seller will issue a title or certificate upon receipt of payment. Titles may be subject to restrictions as indicated in the asset description on the website.
11. Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, Seller may exercise such rights and may pursue such remedies as are provided by law. Seller reserves the right to reclaim and resell all items not removed by the specified removal date.
12. Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each asset listed on GovDeals. Special Instructions appearing on the asset page will override certain sections of the terms and conditions.
13. State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting seller or the appropriate tax office, completing any forms and paying any taxes that may be imposed.
14. Sales to Employees. Except as permitted in R.C. Section 511.13, employees of the Seller may not bid on the property listed for auction.

**RES.26-011 2026 MILEAGE RATE**

Mrs. Fouss motioned to reimburse employees the IRS Standard Mileage Rate, which is \$0.72.5/mile effective January 1, 2026, for all employees and elected officials for business use of a personal vehicle; must be approved by appropriate Department Head.

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

**RES.26-012 2026 PAY PERIOD SCHEDULE**

Mrs. Fouss moved to approve the 2026 Pay Period Schedule on file in the fiscal office.

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

**RES.26-013 EMPLOYEE PAID HOLIDAYS - 2026**

Mrs. Fouss moved the adoption of the following Resolution:

The following twelve (12) days shall be observed as holidays by full-time employees of Orange Township: New Year's Day, Martin Luther King Day, Washington-Lincoln Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays as

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

appointed by the Board of Trustees. Holidays are treated as time “actually worked” for purposes of overtime calculations.

*Working on a Holiday*

When a non-exempt employee is required to work on any of the above holidays, he or she shall receive time and a half their regular rate of pay in addition to the paid holiday. Administrative Employees may receive permission from the Administrator to utilize Holiday leave on other days; such use or “switch” shall be compensated at normal straight time rates.

*Holiday While an Employee is on Approved Leave*

Employees will not be paid for holidays which occur during an unpaid leave of absence or disciplinary action.

*Exhibit “A”*

New Year’s Day	Thursday, January 1, 2026
Martin Luther King, Jr. Day	Monday, January 19, 2026
Washington-Lincoln Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day**	Monday, July 6, 2026*
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veteran’s Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026 & Friday, November 27, 2026
Christmas Day	Friday, December 25, 2026

\*Due to Orange Township staff participating in the Independence Day parade on Saturday, July 4, 2026, the holiday will be observed on Monday, July 6, 2026.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-014 TO ACCEPT FEE SCHEDULE FOR 2026**

Motion by Mrs. Fouss to accept fee schedule for 2026 shown in Exhibit A:

Seconded by Mr. Ringle

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

EXHIBIT A



**Orange Township Fire Department**

Fire Prevention Bureau

Fee Schedule  
2026

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

Orange Township Fire Department  
Delaware County, Ohio

**Mandatory Permits (OAC § 1301:7-7 et seq. / OFC §§ 105.1.1.1.1 et seq. and 105.8)**

No.	Type	Sec. of OFC	Fee	+OT	Permit Issued
1	Explosive Storage	105.1.1.1.1.1	\$75.00	N	Permit
2	Flammable and Combustible Storage Tanks	105.1.1.1.1.2	\$75.00	N	Permit
3	L.P. Gas Systems	105.1.1.1.1.3	\$75.00	N	Permit
4	Standpipe Systems	105.1.1.1.1.4	\$75.00	N	Permit
5	Temporary Membrane Structures, Tents and Canopies	105.1.1.1.1.5	\$75.00	N	Permit
6	Exhibition of Fireworks (fee + min. \$341.76 overtime (4 hrs. @.) \$85.44/hr	105.1.1.1.1.3	\$75.00+	Y	Permit
71	Ammonium Nitrate	105.1.1.1.1.4	\$75.00	N	Permit

**Discretionary Permits (OAC § 1301:7-7 et seq. / OFC §§ 105.1.1.2 et seq. and 105.8)**

No.	Type	Sec. of OFC	Fee	+OT	Permit Issued
7	Aerosol Products	105.6.1	\$75.00	N	Permit
8	After Hours Inspection (fee + \$85.44 hr.) overtime	N/A	\$75.00+	Y	Construction
9	Amusement Buildings	105.6.2	\$100.00	N	Permit
10	Inspection (Initial Annual)	105.8	\$0.00	N	Permit
11	First Re-Inspection	105.8	\$75.00	N	Permit
12	Second Re-Inspection	105.8	\$75.00	N	Permit

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

13	Any Subsequent Re-Inspection After Second (Further additional inspections increase in increments of \$50.00 per inspection)	105.8	\$125.00+	N	Permit
14	Aviation Facilities	105.6.3	\$100.00	N	Permit
15	Battery Systems	105.7.2	\$75.00	N	Permit
16	Carnivals and Fairs (fee + overtime) + \$85.44/hr.	105.6.5	\$100.00+	Y	Permit
17	Cellulose Nitrate Film (use or storage)	105.6.6	\$100.00	N	Permit
18	Facility caring for eleven (11) or fewer children	105.8	\$0.00	N	Permit
<b>No.</b>	<b>Type</b>	<b>Sec. of OFC</b>	<b>Fee</b>	<b>+OT</b>	<b>Permit Issued</b>
19	Combustible Fibers/ Combustible Dust-Producing Operations	105.6.8	\$75.00	N	Permit
20	Construction Inspection (per each system)	105.8	\$200.00	N	Construction
21	Construction Re-Inspection (per each system)	105.8	\$75.00	N	Construction
22	Construction First Follow-up Inspection (per each system)	105.8	\$100.00	N	Construction

23	Construction Second Follow-up Inspection (per each system)	105.8	\$150.00	N	Construction
24	Construction Third Follow-up Inspection (per each system)	105.8	\$200.00	N	Construction
25	Construction Fourth Follow-up Inspection (per each system)	105.8	\$300.00	N	Construction
25	Any Subsequent Construction Re-Inspection After Fourth (further additional inspections increase in increments of \$50.00 per inspection)	105.8	\$350.00+	N	Construction
26	Covered Mall Buildings	105.6.10	\$200.00	N	Permit
27	Compressed Gases	105.6.9	\$75.00	N	Permit
28	Cryogenic Fluids	105.6.11	\$75.00	N	Permit
29	Cutting and Welding	105.6.12	\$75.00	N	Permit
30	Facility caring for eleven (11) or more children	105.8	\$0.00	N	Permit
31	Dry Cleaning	105.6.13	\$75.00	N	Permit
32	Floor Finishing (flammable material)	105.6.18	\$75.00	N	Construction
33	Fruit and Crop Ripening	105.6.19	\$75.00	N	Permit
34	High Piled Storage	105.6.23	\$75.00	N	Permit
35	Hot Work Operations	105.6.24	\$75.00	N	Permit
36	Hazardous Production Materials (HPM Facilities)	105.6.22	\$75.00	N	Permit
37	Hazardous Materials	105.6.21	\$225.00	N	Permit
38	Industrial Ovens	105.6.25	\$75.00	N	Permit
39	Lumber Yards and Woodworking Plants (outside storage)	105.6.26	\$75.00	N	Permit
40	Magnesium (use or storage)	105.6.29	\$75.00	N	Permit
41	Open Flames and Candles	105.6.34	\$0.00	N	Permit
42	Organic Coatings	105.6.35	\$75.00	N	Permit
43	Private Water Line Systems Inspection, Flush, Hydro, and Flow (plus \$10.00 per hydrant)	105.8	\$200.00	N	Construction
45	Plan Review	104.2.1	\$100.00	N	Permit
46	Plan Review - Multiple Systems (including Automatic Fire Extinguishing, Fire Alarm and Detection, and Fire Protection Systems)	104.2.1	\$150.00	N	Permit
47	Plan Re-Review	104.2.1	\$125.00	N	Permit
47	Plan Re-Review - Multiple Systems	104.2.1	\$175.00	N	Permit
<b>No.</b>	<b>Type</b>	<b>Sec. of OFC</b>	<b>Fee</b>	<b>+OT</b>	<b>Permit Issued</b>
48	Pyroxylin Plastics	105.6.39	\$75.00	N	Permit
49	Refrigeration Equipment (commercial)	105.6.40	\$75.00	N	Permit
50	Rooflop Heliports	105.6.42	\$300.00	N	Permit
51	Spraying and Dipping	105.6.43	\$75.00	N	Permit
52	Storage of Scrap Tires and Tire Byproducts	105.6.44	\$300.00	N	Permit

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

53	Tire Rebuilding Plants	105.6.46	\$300.00	N	Permit
54	Waste Handling	105.6.47	\$225.00	N	Permit
55	Wood Products	105.6.48	\$150.00	N	Permit
56	Carbon Dioxide Systems used for beverage dispensing applications	105.6.4	\$75.00	N	Permit
57	Exhibits and Trade Shows	105.6.14	\$75.00	N	Permit
58	Explosives	105.6.15	\$75.00	N	Permit
59	Fire Hydrants and Valves	105.5.16	\$75.00	N	Permit
60	Flammable and Combustible Liquids	105.6.17	\$75.00	N	Permit
61	Fumigation and Insecticide Fogging	105.6.20	\$75.00	N	Permit
62	Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings	105.6.27	\$75.00	N	Permit

6	Miscellaneous Combustible Storage	105.6.30	\$75.00	N	Permit
6	Motor Fuel Dispensing Facilities	105.6.31	\$75.00	N	Permit
6	Open Burning (except recreational fires)	105.6.32	\$75.00	N	Permit
6	Open Flames and Torches	105.6.33	\$75.00	N	Permit
6	Places of Assembly	105.6.36	\$75.00	N	Permit
6	Private Fire Hydrants	105.6.37	\$75.00	N	Permit
6	Repair Garages	105.6.41	\$75.00	N	Permit
7	Tests (included in cost of construction inspection or absent a construction inspection per scheduled visit for tests)	105.3	\$200.0	N	Construction
0					

**Miscellaneous Fire Department Fees**

7	On-Site CPR or First Aid Class (Fee Per Person) In township	N/A	\$20.00		Department
7	Off-Site or out of the township CPR or First Aid Class (Fee Per Person)	N/A	\$40.00		Department
7	Special Duty Medic (Fee Per Hour)	N/A	\$183.97		Department
	Green Address Sign	N/A	\$11.00		Department
	<b>Mechanic Fees</b>				
7	Vehicle Mechanic Service (Fee Per Hour)	N/A	\$125.0		Department
76	Vehicle Mechanic Mobile/After Hours Rate	N/A	185.00		Department
7	Small Shop Fee (Brake Clean, Sprays, Zip Ties, ect.)	N/A	\$15.00		Department
8	Large Shop Fee	N/A	\$30.00		Department
8	Small Hardware Fee (Bolts, Nuts, Rivets, etc.)	N/A	\$15.00		Department
8	Large Hardware Fee	N/A	\$30.00		Department
8	Small Electrical Fee (Wire Ends, Wire, etc.)	N/A	\$15.00		Department
8	Large Electrical Fee	N/A	\$30.00		Department
8	Small Welding Fee (Torches, Welding Supplies, etc.)	N/A	\$15.00		Department
8	Large Welding Fee	N/A	\$30.00		Department

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

--	--	--	--	--



Orange Township Zoning Department Fee Schedule  
1680 E. Orange Rd., Lewis Center, Ohio 43035 | (740) 548-5430  
ZONING FEES EFFECTIVE: FEBRUARY 6, 2024

RESIDENTIAL	
New Residence - Single Family	\$300
New Residence - Multi Family	\$200 (Per Unit)
Residential Structure Change or Addition to Dwelling	\$100
Accessory Buildings, Garages, Carports, or impervious area (i.e. parking pad)	\$75
Swimming Pools, Decks, Porches, Sunroom, Patio, etc.	\$100
Temporary Certificate of Compliance (valid for 6 months)	\$75
<b>COMMERCIAL (*Maximum fee of \$5,000)</b>	
New Construction, Commercial & Industrial	\$250 plus 15 cents per sqft
Change of Use Permit	\$150
Remodeling, Structure Change, Exterior Changes or Addition	\$200 plus 15 cents per sq ft
Temporary Certificate of Compliance (valid for 6 months)	\$200
<b>SIGNS</b>	
Permanent	\$300
Face Change Fee	\$200
Directional	\$25 (Per Sign)
Special Events Permit - Grand Opening Sign	\$50
Temporary (valid for 6 months)	\$150
<b>BOARDS AND HEARINGS</b>	
Rezoning Application - 17 acres and above (Plus \$500 review made payable to DCRPC)	\$600 plus \$175 per acre
Rezoning Application - Less than 17 acres (Plus \$500 review fee made payable to DCRPC)	\$3,500 (covers 3 hearings)
Minor Development Plan Amendment	\$2,500 (covers 3 hearings)
Zoning Commission Table Request	\$850 per hearing requested by applicant
Variance Application (Commercial & Residential)	\$600
Conditional Use Application	\$600
Board of Zoning Appeals Table Request	(1/2) of original permit
<b>ROUTE 23 CORRIDOR OVERLAY DISTRICT (RCOD)</b>	
Development Plan	\$2500 + \$100 per acre
Sign Package Review	\$500
Minor Amendment	\$500
Major Amendment	\$2,500
Extension	\$500

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

Table Request	\$850
<b>MISCELLANEOUS</b>	
Administrative Review or Subdivisions, Major	\$600
Administrative Review or Subdivisions/ Lot Splits/ Minor if Five Lots or Less	\$300
Returned Checks	\$35
Revision or Change of Issued Permit	(1/2) of original permit (Max. \$500)
Temporary Construction Trailer (valid for 6 months)	\$150
Zoning Verification Letter	\$75
Recreational Facility (excluding buildings)	\$250

**Cemetery**

Single grave (resident) \$350.00  
 Single grave (non-resident) \$1,500.00  
 Opening/Closing (regular hours) \$800.00  
 Opening/Closing (overtime hours) \$1,000.00  
 Cremains (regular hours) \$300.00  
 Cremains (overtime hours) \$375.00  
 Lot Fee Changes \$50.00  
 Foundations \$.80/sq. inch, \$100.00 minimum  
 Veteran's Plaque Fee waived  
 Exhumation Contractor must be approved/plus opening/closing fee

**Shelter & Community Room**

Glen Oak Park Shelter East \$10.00 an hour  
 Glen Oak Park Shelter South \$10.00 an hour  
 Ro Park Shelter \$10.00 an hour  
 Township Hall Park \$10.00 an hour  
 North Orange Park Shelter \$20.00 an hour  
 Community Room \$50.00 an hour  
 Township Hall Board Room (Moffett) \$100.00 an hour plus if determined by the Director of Operations, or their designee, an hourly fee of \$36 per employee may be assessed for the assignment of township staff for an event. This fee will be due prior to event.

**Services**

Spilled Load Clean-up \$150/ an hour plus costs  
 Damaged Property Repair \$150.00 an hour plus costs

**Block Party - \$25.00**

Block Party is a temporary outdoor gathering organized by residents of a specific neighborhood, typically limited to a single block or a small residential area. It is primarily intended for social interaction among residents and may involve temporary street closures, food, music, games, and other community-building activities. Block parties are typically non-commercial in nature, not open to the general public, and not advertised beyond the immediate neighborhood.

If determined by the Director of Operations, or their designee, an hourly fee of \$36 per employee may be assessed for the assignment of township staff for an event. This fee will be due prior to event.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

**Special Event - \$75.00 limit per year 2**

Special Event is any organized public or private gathering that takes place on public property or requires Township resources, permits, or services. This includes, but is not limited to, parades, races, festivals, fairs, concerts, large-scale fundraisers, or other events that may significantly impact public safety, traffic, or access to public spaces. Special events are often open to the general public and may include commercial elements such as vendors or entertainment.

**Evans Farm Event - \$ 75.00**

Evans Farm event is any organized public or private gathering that takes place on Evans Farm, events may require Township resources, permits, or services. This includes, but is not limited to, parades, races, festivals, fairs, concerts, large-scale fundraisers, or other events that may significantly impact public safety, traffic, or access to public spaces.

**North Orange Aquatic Center**

**Daily Membership**

Resident daily \$10.00  
Guest of Resident daily \$15.00  
Resident twilight \$6.00  
Resident night swim/special event \$12.00

**Yearly Membership**

Single Adult/Youth \$120.00  
Senior \$90.00

Family of 2 \$190.00  
Family of 3 \$210.00  
Family of 4 \$240.00

Family of 5 \$260.00  
Family of 6 \$280.00  
Additional dependent child (>family of 6) \$ 30.00  
Child 2 or younger \$0.00  
Babysitter \$90.00

**Veterans Memorial**

Name on plaque with a minimum donation of \$5,000 to the Orange Township Veterans Memorial.

**Brick Sales**

Laser Engraved 4" x 8" Paver	\$100.00
Laser Engraved 4" x 8" Paver with Symbol	\$150.00
Laser Engraved 8" x 8" Paver	\$300.00
Laser Engraved 8" x 8" Paver with Symbol	\$350.00
Commemorate Brick Keepsake 4" x 2"(not installed at site)	\$25.00

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

**Events**

**Fourth of July Parade**

Parade Entry Fee - \$100.00

**Founders Festival**

Vendor Fee - \$35.00

**RES.26-015 REALLOCATIONS**

Motion by Mrs. Fouss to authorize the Township Fiscal Officer to make reallocations within a fund, when necessary, in order to prepare warrants.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-016 SUPPLEMENTAL APPROPRIATIONS**

Mrs. Fouss moved to allow the Fiscal Office, as needed, to make supplemental appropriations within a fund at the legal level of control on the UAN accounting program. All other transfers require approval by the Board of Trustees.

Seconded by Mr. Ringle

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-017 REQUEST FOR ADVANCE OF REAL ESTATE TAX COLLECTIONS**

Mrs. Fouss moved the Fiscal Officer of Orange Township is hereby authorized and directed to request the Delaware County Auditor to draw a warrant for an advance of tax monies collected on behalf of said township, but not yet disbursed pursuant to Ohio Revised Code Section 321.34.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-018 NAME VALERIE BUNTING AS DESIGNEE OF BOARD OF TOWNSHIP TRUSTEES FOR PUBLIC RECORDS TRAINING**

Motion by Mrs. Fouss

**WHEREAS**, elected officials are required by R.C. Section 149.43 to undergo public records training as provided in R.C. Section 109.43 and compliance with that requirement is to be verified by the Auditor of State in that office's audits; and

**WHEREAS**, such provisions permit public officials to name a designee for all those elected to the public office;

**NOW THEREFORE BE IT RESOLVED** that Valerie Bunting, Administrative Manager is named the designee of all members of the Board of Township Trustees for purposes of the training requirements established by the Ohio Attorney General and R.C. Sections 149.43 and 109.43.

**BE IT FURTHER RESOLVED** that the Board's designee shall attend training programs and seminars provided by the Ohio Attorney General under that office's authority and take all action necessary to satisfy, on behalf of the members of the Board, the mandated training requirements established by the Ohio Attorney General and required by such sections of the Revised Code.

Seconded by Mr. Ringle

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-019 ACCEPTING INVENTORY REPORTS AS ANNUAL INVENTORY AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO FILE COPIES WITH THE TOWNSHIP FISCAL OFFICER**

Motion by Mrs. Fouss for adoption of the following Resolution:

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

**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 a copy of this annual inventory with the Fiscal Officer of the Township.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

ELECTRONIC RECORDS FROM REGULAR DECEMBER 17, 2025 AND SPECIAL DECEMBER 29, 2025 MEETING

**RES.26-020 APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM THE REGULAR MEETING HELD ON DECEMBER 17, 2025 AND THE SPECIAL MEETING HELD ON DECEMBER 29, 2025**

Motion by Mrs. Fouss

**WHEREAS**, the Board of Trustees for Orange Township, Delaware County, Ohio (the "Board") met in regular session on December 17, 2025 and Special Session on December 29, 2025.

**WHEREAS**, the Fiscal Officer has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire records of the proceedings at those meetings are completely and accurately captured in the electronic records of those proceedings;

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves the electronic records of proceedings at the Regular Meeting held on December 17, 2025 and the Special Meeting held on December 29, 2025.

Seconded by Mr. Ringle

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-021 APPOINTMENT OF CHARLIE SCHNEIDER TO FULL-TIME POSITION OF ZONING COMPLIANCE OFFICER AND ESTABLISHMENT OF COMPENSATION**

Mrs. Fouss moved the adoption of the following resolution:

**BE IT RESOLVED** that Charlie Schneider is appointed to the non-exempt, full-time, non-bargaining unit employment position of Zoning Compliance Officer, effective January 12, 2026.

**BE IT FURTHER RESOLVED** that the compensation for this position shall be at the rate of \$25.24 per hour, with paychecks to be issued based on a 14-day pay period.

**BE IT FURTHER RESOLVED** that the compensation for this position shall also include the standard employee benefits package for all full-time non-union personnel.

**BE IT FURTHER RESOLVED** that appointment to this position is contingent upon the appointee satisfactorily completing and passing all pre-employment testing.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

**RES.26-022 SCHEDULE HEARING DATE FOR RCOD-23-03, PARKWAY PLAZA AMENDMENT**

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM ORGANIZATIONAL MEETING HELD JANUARY 7, 2026  
ORANGE TOWNSHIP - DELAWARE COUNTY**

Motion by Mrs. Fouss to set hearing date for RCOD-23-03, Parkway Plaza Amendment, on February 3, 2026 at 5:00 p.m.

Seconded by Mr. Ringle  
VOTE: Ringle - Yes

Fouss - Yes Knapp - Yes


**RES.26-023 MEETING ADJOURNMENT**

Motion by Mrs. Fouss to adjourn.

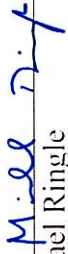
Seconded by Ms. Knapp  
VOTE: Ringle - Yes


Fouss - Yes Knapp - Yes

**Notice:** Copies of documents referred to in this journal can be obtained by contacting the Orange Township Administrator.

  
Erica Fouss  
Chair

\_\_\_\_\_  
Lisa Knapp  
Vice Chair

  
Michael Ringle  
Trustee

Attest:   
Donna Batten  
Fiscal Officer