

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD MAY 6, 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. Fouss called the meeting to order at 3:00 p.m.

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

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

**1) IN THE MATTER OF APPROVING THE CONSENT AGENDA FOR THE REGULAR MEETING HELD ON MAY 6, 2026:**

It was moved by Mrs. Fouss to approve the consent agenda for the Regular Trustee Meeting held on May 6, 2026.

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

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

**A) RES.26-125 APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM THE REGULAR TRUSTEE MEETING AND ZONING HEARING - ZON-25-07, HIDDEN OAKS SFP RD HELD ON APRIL 15, 2026, AND THE SPECIAL TRUSTEE MEETING HELD ON APRIL 27, 2026**  
Motion by Mrs. Fouss

**WHEREAS**, the Board of Trustees for Orange Township, Delaware County, Ohio (the “Board”) met in regular session on April 15, 2026, and special session on April 27, 2026.

**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 and Zoning Hearing - ZON-25-07, Hidden Oaks SFP RD held on April 15, 2026, and the Special Trustee Meeting held on April 27, 2026.

**B) RES.26-126 APPROVING PURCHASE ORDERS, THEN AND NOW PURCHASE ORDERS, AND BLANKET PURCHASE ORDERS AS LISTED:**

Vendor	Description	Account	Amount
Delaware County Engineer	Shanahan Township Contribution June 2026	Roads Levy	\$150,000.00

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Ohio Township Association Risk Management Authority (“OTARMA”)	Property, Crime, Automobile, and Cyber Insurance	Admin.	\$269,495.00
Robertson Construction Services, LLC	Fire Station 362 – 2 <sup>nd</sup> GMP	Fire	\$10,592,411.73

**RES.26-127 APPOINTMENT OF ELIJAH HADDEN TO THE SEASONAL PARKS, MAINTENANCE, AND FACILITIES LABORER POSITION**

Mrs. Fouss moved the adoption of the following resolution:

**BE IT RESOLVED** that Elijah Hadden is appointed to the hourly non-exempt, non-bargaining unit employment position of Seasonal Parks, Maintenance, and Facilities Laborer, effective May 19, 2026.

**BE IT FURTHER RESOLVED** that the compensation for this seasonal, non-exempt position shall be at the rate of \$18.50 per hour, paid according to the Orange Township’s established payroll schedule, with paychecks to be issued based on a 14-day pay period. This resolution shall not be interpreted as to create an employment contract.

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

Seconded by Mr. Ringle

VOTE: Fouss - Yes Knapp - Yes Ringle - Yes

**RES.26-128 ACCEPTING STREET SIGNS IN ABBEY KNOLL DEVELOPMENT AND ASSUMING REPLACEMENT RESPONSIBILITY**

Mrs. Fouss moved for the adoption of the following Resolution:

**WHEREAS**, the Abbey Knoll Homeowners’ Association, currently maintains responsibility for the installation and maintenance of the street signs within the Abbey Knoll development; and

**WHEREAS**, the Abbey Knoll Homeowners’ Association, Inc. has requested that the Board of Township Trustees of Orange Township accept the transfer of ownership and subsequent replacement of the existing signs;

**WHEREAS**, the Abbey Knoll Homeowners’ Association will submit payment to the Board of Trustees for the cost of the new posts, signs and all necessary hardware that meet the Township standards:

**WHEREAS**, Orange Township, Board of Trustees, shall assume responsibility for acquisition and installation of the signs, along with all future maintenance and replacement.

**RESOLUTION**

**BE IT RESOLVED** by the Board of Trustees of Orange Township, Delaware County, Ohio (the “Board”), that the following Resolution be and hereby is adopted:

**RESOLVED**, that the Board hereby adopts and approves the form of the Agreement, together with any such changes therein and amendments thereto not inconsistent with this Resolution and not adverse to the Township. The Board hereby authorizes, empowers, and appoints, on behalf of the Board and the Township, Director of Operations (the “Representative”) to execute the Agreement in substantially that form on file with the Township,

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along with any changes or amendments thereto, provided that the approval of those changes and amendments by the Representative and the character of those changes and amendments are not being inconsistent with this Resolution or adverse to the Township, and shall be evidenced conclusively by the Representative's execution of the Agreement. Furthermore, the Representative is authorized to, on behalf of the Township, take any and all actions and execute any and all documents that may be necessary to be completed by the Township in order to finalize the Agreement, and enter into any amendments to the Agreement as may be necessary or desirable, provided that such amendments to not increase any financial obligation of the Township.

**BE IT FURTHER RESOLVED**, that the Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**NOW THEREFORE BE IT RESOLVED** that the Board of Township Trustees of Orange Township accepts the Orange Township approved standard street signs within the Abbey Knoll development and assumes the responsibility to maintain and replace such signs when deemed necessary by the Board.

**BE IT FURTHER RESOLVED** that future replacement of the existing street signs shall occur in the manner, and be of the sign type, materials and design, chosen by the Board.

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

**RES.26-129 AUTHORIZING THE ORANGE TOWNSHIP BOARD OF TRUSTEES TO ACCEPT THE CONTRACT AGREEMENT WITH THE EVANS FARMS HOA REGARDING FLASHING SPEED LIMIT SIGN**

Motion by Mrs. Fouss

**A RESOLUTION AUTHORIZING** that the Board of Township Trustees of Orange Township, Delaware County, Ohio ("Board"), execute agreement with the Evans Farms HOA ("Agreement") attached hereto;

**NOW THEREFORE, BE IT RESOLVED** the Board hereby recognizes and approves the contract; 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. On behalf of the Orange Township Board of Trustees, the Director of Operations is authorized to execute the Agreement; This Resolution shall be in full force and effective immediately upon adoption.

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

**RES.26-130 RESOLUTION APPROVING THE FIRE CHIEF TO ENTER INTO AGREEMENT WITH LIFE SAFETY INSPECTION VAULT LLC FOR SOFTWARE FIRE SYSTEMS REPORTING SOFTWARE**

Mrs. Fouss moved for the adoption of this Resolution:

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

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**RES.26-131 ACCEPTING AND APPROVING THE 2026 AMENDED CERTIFICATE OF ESTIMATED RESOURCES**

The Board of Trustees of Orange Township, Delaware County, Ohio (“Board”) met in regular session on May 6, 2026 with the following members present:

Mrs. Erica Fouss  
Ms. Lisa Knapp  
Mr. Michael Ringle

Mrs. Fouss moved the adoption of the following Resolution:

**PREAMBLE**

**WHEREAS**, a Second Amended 2026 Certificate of Estimated Resources was presented to the Board; and,

**WHEREAS**, the Board has reviewed and desires to accept and approve the Second Amended 2026 Certificate of Estimated Resources.

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED:**

- A. The Board hereby accepts and approves the Second Amended 2026 Certificate of Estimated Resources.
- B. 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.
- C. This Resolution shall be in full force and effect immediately upon adoption.

Seconded by Mr. Ringle

VOTE: Fouss - Yes Knapp - Yes Ringle - Yes

**BOARD OF TRUSTEES OF  
ORANGE TOWNSHIP,  
DELAWARE COUNTY, OHIO**



Erica Fouss  
Chair



Lisa Knapp  
Vice Chair



Michael Ringle  
Trustee

Attest:



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

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**CERTIFICATE**

State of Ohio, Delaware County

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. RES.26-131 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. Further, I certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: May 6, 2026

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

**RES.26-132 UPDATING VENDORS APPROVED FOR ELECTRONIC FUNDS TRANSFERS**

Mrs. Fouss moved the adoption of the following motion.

**WHEREAS**, the Orange Township Board of Trustees (“Board”) currently authorizes the payment of township funds via electronic transfer for some types of payments and believes it will increasingly do so as even more vendors require electronic payments; and,

**WHEREAS**, the Board also occasionally receives funds via electronic payment; and,

**WHEREAS**, Revised Code §§ 9.37 and 507.11(B)(2) authorizes townships to make electronic transfers of funds (i.e. ACH); and,

**WHEREAS**, the Board previously approved an Electronic Funds Transfer Policy by Resolution 25-162; and,

**WHEREAS**, the Board now desires to update the entities approved for ACH transactions as indicated below in Exhibit A.

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**


1. The Board hereby approves the updates to Exhibit A approved in Resolution 25-162 with the addition of Greenworks Lending LLC, Square and Webster Bank and removal of Del-Co Water and Anthem Blue Cross and Blue Shield
2. 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.
3. This Resolution shall take effect immediately upon adoption.

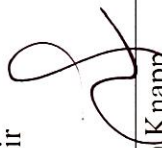
Seconded by Ms. Knapp  
VOTE:       Fouss -       Yes       Knapp -       Yes       Ringle –       Yes


Voted on and adopted this 6th day of May 2026 in Orange Township, Delaware County, Ohio.

**BOARD OF TRUSTEES  
OF ORANGE TOWNSHIP,  
DELAWARE COUNTY, OHIO**


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Erica Fouss  
Chair

  
Lisa Knapp  
Vice Chair

  
Michael Ringle  
Trustee

Acknowledged by:

  
Donna Batten  
Fiscal Officer

**Exhibit A: Entities approved for ACH Transactions:  
As of 6/4/2025**

• First Commonwealth Bank – Master Cards	• Square
• Ohio Deferred Compensation	• Menards
• Home Depot	• John Deere Financial/Beems BP Distribution
• Pitney Bowes	• ODJFS
• OPERS	• OP&F
• Voyager Card (US Bank)	• Bureau of Workers Compensation
• Point and Pay	• Stripe
• Delaware County	• State of Ohio
• The Difference Card	• CardConnect, LLC (“Clover Connect”)
• Great America Leasing Corporation	• Easton Telecom Services, LLC
• CIGNA Health and Life Insurance	• Greenworks Lending LLC
• Webster Bank	

**RES.26-133 RESOLUTION TO ACCEPT MODIFICATIONS TO THE RECORDS RETENTION SCHEDULE**

Motion by Mrs. Fouss to accept the modifications to record retention schedule.

**WHEREAS** periodic review and updates to the Records Retention Schedule are necessary to remain compliant with applicable laws, regulations, and operational needs; and

**WHEREAS** proposed modifications to the Records Retention Schedule have been reviewed and are deemed appropriate.

**NOW, THEREFORE, BE IT RESOLVED** that the Orange Township Board of Trustees hereby approves and adopts the modified Records Retention Schedule as presented.

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

**RES.26-134 ADOPTION OF A SALES TAX EXEMPTION POLICY**

Mrs. Fouss moved for the adoption of the following Resolution:

**WHEREAS**, Ohio Auditor of State Bullein 2025-013 (“Bulletin”) advises tax-exempt public offices to adopt a written policy on the use of the entity’s tax-exempt certificate and when an official or employee is allowed to pay sales tax the public office will reimburse; and,

**WHEREAS**, in accordance with the Bulletin, the Board desires to approve and adopt a sales tax exemption policy.

**RESOLUTION**

**BE IT RESOLVED** by the Board of Trustees of Orange Township, Delaware County, Ohio (the “Board”), that the following Resolution be and hereby is adopted:

**RESOLVED**, that the Board hereby approves and adopts the Orange Township, Delaware County, Ohio Sales Tax Exemption Policy (“Policy”) attached to this resolution as Exhibit A and by this reference incorporated herein. 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.


**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon adoption.

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

**BOARD OF TRUSTEES OF  
ORANGE TOWNSHIP,  
DELAWARE COUNTY, OHIO**

  
\_\_\_\_\_  
Erica Fouss  
Chair

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

  
\_\_\_\_\_  
Michael Ringle  
Trustee

Attest:  
  
\_\_\_\_\_  
Donna Batten  
Orange Township Fiscal Officer

**CERTIFICATE**

State of Ohio, Delaware County

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ORANGE TOWNSHIP - DELAWARE COUNTY**

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. RES.26-134 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. Further, I certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: May 6, 2026

  
\_\_\_\_\_  
Donha Batten  
Orange Township Fiscal Officer

**RES.26-135 APPROVING AND AUTHORIZING THE DIRECTOR OF OPERATIONS  
TO ACCEPT REQUEST FOR PROPOSAL FOR VENDING SERVICES WITH HOOK  
AND LADDER SWEET TREATS**

Mrs. Fouss moved for the adoption of the following Resolution:

**WHEREAS**, Hook and Ladder Sweet Treats has submitted a request for proposal (the “Agreement”);

**WHEREAS**, the Board desires to accept the request for proposal with Hook and Ladder Sweet Treats;

**WHEREAS**, it is in the best interest of the Township for the Board of Trustees to adopt and accept the request for proposal.

**RESOLUTION**

**BE IT RESOLVED** by the Board of Trustees of Orange Township, Delaware County, Ohio (the “Board”), that the following Resolution be and hereby are adopted:

**RESOLVED**, that the Board hereby adopts and approves the form of the Agreement, together with any such changes therein and amendments thereto not inconsistent with this Resolution and not adverse to the Township. The Board hereby authorizes, empowers, and appoints, on behalf of the Board and the Township, Director of Operations (the “Representative”) to accept the request for proposal in substantially that form on file with the Township, along with any changes or amendments thereto, provided that the approval of those changes and amendments by the Representative and the character of those changes and amendments are not being inconsistent with this Resolution or adverse to the Township, and shall be evidenced conclusively by the Representative’s execution of the Agreement. Furthermore, the Representative is authorized to, on behalf of the Township, take any and all actions and execute any and all documents that may be necessary to be completed by the Township in order to finalize the Agreement, and enter into any amendments to the Agreement as may be necessary or desirable, provided that such amendments to not increase any financial obligation of the Township.

**BE IT FURTHER RESOLVED**, that the Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Orange Township (Delaware County) that the Director of Operations is hereby authorized to accept request for proposal for vending services with Hook and Ladder Sweet Treats.

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Seconded by Mr. Ringle  
VOTE:            Fouss -            Yes    Knapp -            No            Ringle -            Yes

**RES.26-136 APPROVING AND AUTHORIZING THE DIRECTOR OF OPERATIONS  
TO ENTER INTO A CONTRACT WITH HOOK AND LADDER SWEET TREATS LLC  
FOR THE INSTALLATION OF ICE CREAM VENDING MACHINES AT THE NORTH  
ORANGE AQUATIC CENTER.**

Mrs. Fouss moved for the adoption of the following Resolution:

**WHEREAS**, Hook and Ladder Sweet Treats, LLC has proposed an agreement for the installation of ice cream vending machines (the "Agreement");

**WHEREAS**, the Board desires to authorize the adoption and execution of the Agreement;

**WHEREAS**, it is in the best interest of the Township for the Board of Trustees to adopt and enter into the Agreement.

**RESOLUTION**

**BE IT RESOLVED** by the Board of Trustees of Orange Township, Delaware County, Ohio (the "Board"), that the following Resolution be and hereby are adopted:

**RESOLVED**, that the Board hereby adopts and approves the form of the Agreement, together with any such changes therein and amendments thereto not inconsistent with this Resolution and not adverse to the Township. The Board hereby authorizes, empowers, and appoints, on behalf of the Board and the Township, Director of Operations (the "Representative") to execute the Agreement in substantially that form on file with the Township, along with any changes or amendments thereto, provided that the approval of those changes and amendments by the Representative and the character of those changes and amendments are not being inconsistent with this Resolution or adverse to the Township, and shall be evidenced conclusively by the Representative's execution of the Agreement. Furthermore, the Representative is authorized to, on behalf of the Township, take any and all actions and execute any and all documents that may be necessary to be completed by the Township in order to finalize the Agreement, and enter into any amendments to the Agreement as may be necessary or desirable, provided that such amendments to not increase any financial obligation of the Township.

**BE IT FURTHER RESOLVED**, that the Board finds and determines that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements.

**BE IT FURTHER RESOLVED**, that this Resolution shall be in full force and effect immediately upon its adoption.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of Orange Township (Delaware County) hereby authorizes the Director of Operations to enter into and execute a contract with Hook and Ladder Sweet Treats, LLC regarding the installation of ice cream vending machines at the North Orange Aquatic Center.

Seconded by Mr. Ringle  
VOTE:            Fouss -            Yes    Knapp -            No            Ringle -            Yes

**CERTIFICATE**

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State of Ohio, Delaware County

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. RES.26-136 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. Further, I certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: May 6, 2026

  
\_\_\_\_\_  
Donna Batten  
Orange Township Fiscal Officer

**RES.26-137 ENTER INTO EXECUTIVE SESSION**

Motion by Mrs. Fouss that the Board enter into Executive Session to

- a) Consider the Compensation of a Public Employee or Official.

Invited to Attend: Michael Ringle, Erica Fouss, Lisa Knapp, Donna Batten, Michele Boni, Mike Kremnitzer, and Insurance Broker.

Seconded by Ms. Knapp

VOTE: Fouss - Yes Knapp - Yes Ringle - Yes

**RES.26-138 RETURN TO REGULAR SESSION**

Mrs. Fouss made a motion to return to regular session.

Seconded by Mr. Ringle

VOTE: Fouss - Yes Knapp - Yes Ringle - Yes


**RES.26-139 MEETING ADJOURNMENT**


Motion by Mrs. Fouss to adjourn.

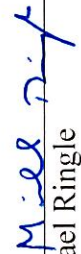
Seconded by Ms. Knapp

VOTE: Fouss - Yes Knapp - Yes Ringle - 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

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Attest:   
Donna Batten  
Fiscal Officer

