

Orange Township Trustees
January 16, 2018
Regular Meeting

The audio recording, resolutions passed, and any attachments constitutes an accurate record of the Orange Township Trustee Minutes at the above dated meeting as determined by the Fiscal Officer. The following summary is provided as an overview of the meeting and a “road map” to the audio recording. Copies of this record are available by request at the Orange Township Fiscal Office, 1680 East Orange Road, Lewis Center, Ohio 43035.

Ms. Knapp called the meeting to order at 7:00 p.m.

This meeting was held at the Orange Township Hall, 1680 East Orange Road, Lewis Center, Ohio 43035.

ROLL CALL: Lisa F. Knapp – present, Ryan Rivers – present, Deborah Taranto – present.

PLEDGE OF ALLEGIANCE

TOWNSHIP OFFICIALS ALSO PRESENT

Matt Noble	Fire Chief
Joel Spitzer	Fiscal Officer
Beth Hugh	Maintenance and Parks Director
Lee Bodnar	Township Administrator
Michael McCarthy	Township General Counsel

The minutes were prepared by Administrative Assistant for Maintenance and Parks Mary Ann Ross.

REGULAR SESSION

PUBLIC COMMENT

Patrick Grubbe, 3339 Woodstone Drive, Lewis Center, Ohio 43035 came forward. He commented:

- He felt it was extremely important to assist and protect the taxpayer’s wallet
- An important issue was brought forth in order to protect this public body and the elected officials from liabilities from the lack of policies governing social media postings
- Specifically the quasi-official postings on personally run pages of elected officials
- For the record this is a township policy issue and not a personal issue
- When presented with this concern on 12/04/17; there was an adult conversation in this room between elected appointed officials; outside and inside legal counsel
- The dialogue was accurately reported in local newspaper with a summation for all parties worthy to review
- Looking into the future protection the public body and the stakeholders
- He commented; fast forwarded 5 weeks later to more articles in the Delaware Gazette; article titled “Social Media Research Nixed” and “Questions persist about Orange Township Social Media Policy”; both within the last week
- With full understanding there is one new member of this body; that replaced another member
- He found it interesting that on the campaign websites that were talked about more transparency and civility (inaudible)
- But according to the articles he had read; there is a lot of finger pointing; a lot of accusatory statements; denial of statements and actions; as well as potential violations of Sunshine Laws with action that potentially decidedly outside properly notified public meeting
- There are claims questioning the Administrator’s actions; he felt was doing his job
- His point was that this current public body has the opportunity to have open discussion in this room, tonight, or on the agenda in two weeks; with all parties involved; legal counsel, the administration, elected officials, outside, inside legal counsel, the County Prosecutor’s Office
- A good old fashion public debate on good public policy to protect the citizens of Orange Township

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- He commented: please, do your jobs as elected officials and protect yourselves and the public from potential litigation and inflicting further to our community's reputation

7:00 P.M. PRESENTATION BY SHELIA HIDDLESON, HEALTH COMMISSIONER,
DELAWARE GENERAL HEALTH DISTRICT

Shelia Hiddleson, Health Commissioner from Delaware General Health District came forward. She commented:

- She wanted to give a couple of up dates
- District Advisory Council Meeting will be meeting on Thursday, March 8, 2018, at 6:15 p.m.; she hoped all could make it
- Last year they took a look at their facility, their ability to serve their community
- They have completed both of these studies
- They looked into the possibility of building a new facility; looked at other facilities, and various options
- The Board determined at the December meeting that they are going to stay where they are currently located for their primary site
- They are going to open two satellite sites; one will be down in the southern part of their district
- They are in the process of looking for spaces
- The other site will be over in the Sunbury-Galena area
- Most of the county growth is happening in the southern part of the district
- Hoping to have a plan in place in the next 6 months; their goal is to have a full service satellite that people can come to; to have any of the services they provide
- They are not sure the shots will be provided 5 days a week yet or not; she will keep them updated
- She discussed Flu Fridays and Mosquitoes Mondays
- Flu activity is up; there has been two deaths in the county; both elderly; they track all deaths associated with the flu, not just infant
- It is not too late to get the flu shot, the shot does help with any type of flu that you may contract
- They are seeing a lot of the Norovirus; which is a stomach flu
- They are providing breast feeding classes
- She asked if there was anything they could help the Board with

There was nothing.

APPROVAL OF MINUTES

DECEMBER 18, 2017 REGULAR TRUSTEE MINUTES

RES.18-018 APPROVAL OF MINUTES

Motion by Ms. Knapp to approve the December 18, 2017, regular trustee meeting minutes as presented.

Seconded by Ms. Taranto.

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

JANUARY 2, 2018 REGULAR TRUSTEE MINUTES

RES.18-019 APPROVAL OF MINUTES

Motion by Ms. Knapp to approve the January 2, 2018, regular trustee meeting minutes as presented.

Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – no.

DECEMBER 4, 2017 REGULAR TRUSTEE MINUTES

Ms. Knapp commented she had asked Ms. Ross to go back and listen to a little bit more of the detail on the December 4, 2017, meeting minutes. She has talked with Mike McCarthy, Township General Counsel, and he had said she could add this to the minutes; that she could

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modify the minutes. Mr. McCarthy commented what he had indicated was the minutes are the minutes of the Board; that accurately reflect the events that occurred at the meeting. If there is a later review that leads to recognizing a short coming; the Board as a whole; then by poll, meaning a motion, a second and vote he thought you could then indicate that the following corrections should be recognized within the minutes. Whatever they may be additions, deletions, whatever.

Ms. Knapp asked if there were any questions. There were none

RES.18-020 MODIFY DECEMBER 4, 2017 REGULAR TRUSTEE MEETING MINUTES

Upon further review Ms. Knapp made the motion to modify the December 4, 2017, minutes to add the text that was shared with the Board this evening which was dated and initial by Ms. Knapp.

Seconded by Mr. Rivers.

Mr. Spitzer clarified that a motion had been made that described what was being done. Ms. Knapp commented yes she just did.

VOTE: Knapp – yes, Rivers – yes, Taranto – no.

Ms. Taranto commented she had voted no because she had not read them yet.

Mr. McCarthy asked Ms. Knapp to indicate the markings that she had put on the handout. Ms. Knapp commented she was dating it, with today date, January 16, 2018, even though she was sent those the 4th. She commented she signed them, pages 1 through 6.

ZONING REPORT

ORANGE TOWNSHIP ZONING HEARINGS/MEETING REPORT

Ms. Knapp commented the Zoning Hearings and Meeting report was on the table as you come into the meeting room.

Township Administrator, Mr. Lee Bodnar commented that the reason for the amending of RES.18-03 was due to naming the kind of credit card and which bank the credit card was affiliated with.

AMEND RESOLUTION 18-013

RES.18-021 AMEND RESOLUTION 18-013.

Motion by Ms. Knapp to amend Resolution 18-013 to authorize a First Commonwealth Bank Mastercard to Mr. Jeffrey Beard, Township Zoning Enforcement Officer with a credit limit not to exceed \$1,500.00.

Motion seconded by Mr. Rivers.

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

MAINTENANCE REPORT

AUTHORIZE PAY REQUEST

RES.18-022 AUTHORIZE RELEASE OF PAYMENT TO J&J SCHLAEGEL

Motion by Ms. Knapp to approve change order #1 in the amount of \$2,863.53; change order #2 in the amount of \$4,390.53; change order #3 in the amount of \$17,875.24; change order #4 in the amount of \$4,701.79; change order #5 in the amount of \$2,068.15 and to authorize release of payment to J&J Schlaegel for pay application # 6 and change orders 1 through 5 in the amount of \$706,939.00 for Bale Kenyon.

Seconded by Ms. Taranto.

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

ACCEPT ROADS

RES.18-023 ACKNOWLEDGE ROADS

Motion by Ms. Knapp to acknowledge the addition of the following roads:

- ⇒ 0.06 miles to Township Road TR 1691 Farnham Street
- ⇒ 0.15 miles to Township Road TR 1692 Louden Drive
- ⇒ 0.11 miles to Township Road TR 1693 Shawbury Lane
- ⇒ 0.12 additional miles to Township Road TR 1692 Louden Drive
- ⇒ 0.07 additional miles to Township Road TR 1693 Shawbury Lane
- ⇒ 0.03 additional miles to Township Road TR 1692 Louden Drive
- ⇒ 0.20 miles to Township Road TR 2694 Mercier Street
- ⇒ 0.20 miles to Township Road TR 1695 Middlebury Loop
- ⇒ 0.12 miles to Township Road TR 1696 Swanton Street
- ⇒ 0.17 miles to Township Road TR 1697 Dorrington Street
- ⇒ 0.11 miles to Township Road TR 1698 Lenox Court
- ⇒ 0.01 miles to Township Road TR 1699 Somersworth Loop
- ⇒ 0.08 additional miles to Township Road TR 1692 Louden Drive
- ⇒ 0.24 additional miles to Township Road TR 1694 Mercier Drive
- ⇒ 0.04 additional miles to Township Road TR 1697 Dorrington Street
- ⇒ 0.09 additional miles to Township Road TR 1699 Somersworth Loop

Seconded by Mr. Rivers.

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

RES.18-024 DECLARE A REASONABLE AND SAFE PRIMA-FACIE SPEED LIMIT FOR CERTAIN HIGHWAYS UNDER TOWNSHIP JURISDICTION AND LOCATED WITHIN COMMERCIAL SUBDIVISIONS OR RESIDENTIAL SUBDIVISIONS

Motion by Ms. Knapp;

WHEREAS, R.C. Section 4511.21(K) (5) authorizes The Board of Township Trustees to declare a reasonable and safe prima-facie speed limit of less than fifty-five miles per hour, but not less than twenty-five miles per hour, upon a finding that the prima-facie permitted speed of fifty-five miles per hour is greater than is reasonable and safe in regard to certain township highways; and

WHEREAS, such authority is limited to those highways under township jurisdiction which are located within commercial or residential subdivisions; and

WHEREAS, residents of subdivisions within the township have indicated that such prima-facie limit of fifty-five miles per hour is greater than is reasonable and safe, and have asked for lower speed limits to promote health, safety and welfare in their neighborhoods, and

WHEREAS, The Board of Township Trustees have conducted an investigation of those township highways listed in the attached Exhibit “A,” and have received a recommendation from the Delaware County Engineer’s Office to the Delaware County Commissioners regarding the appropriate speed limit which should be established for such highways; and

WHEREAS, the Delaware County Engineer's Office has previously, by letter to this Board dated December 16, 2004, confirmed that, prior to making such a recommendation to the Commissioners, it is the practice and policy of the Delaware County Engineer's office to conduct an engineering and traffic investigation as to each affected road; and

WHEREAS, that correspondence stated the belief of the Delaware County Engineer's Office that this practice and policy, and the resulting recommendation of the Delaware County Engineer, satisfies the requirement of RC 4511.21(k) (5) for an “engineering and traffic investigation,” and that The Board, upon being presented with a copy of such a document, thus has a basis upon which to establish a speed limit conforming with the recommendation; and

WHEREAS, that correspondence further advised The Board that, pending further written notice from that office, it may rely upon such a written recommendation of the Delaware County Engineer's Office to the Commissioners as being in compliance with the foregoing and that the speed limit recommended therein is appropriate on the streets in platted subdivisions that are the subject of the document; and

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WHEREAS, that correspondence further advised The Board that the foregoing applies to recommendations received in the future and to such recommendations as may have been received bearing a date subsequent to May 18, 1998; and

WHEREAS, upon such basis, it is the finding of The Board that the Delaware County Engineer's Office has reviewed those township highways listed in the attached Exhibit "A" and found them to be appropriate for a prima-facie permitted speed of twenty-five (25) miles per hour;

NOW THEREFORE BE IT RESOLVED that The Board of Township Trustees of Orange Township, Delaware County, Ohio, upon the basis of the investigation conducted and the recommendation received from the Delaware County Engineer's Office, finds that the prima-facie speed limit of fifty-five miles per hour set forth in R.C. 4511.21(B) (5) is greater than is reasonable and safe under the conditions existing at the location of those township highways listed in the attached Exhibit "A."

BE IT FURTHER RESOLVED that The Board finds all highways listed in the attached Exhibit "A" are located within residential or commercial subdivisions of the township outside the limits of a municipal corporation, and that all other requirements of R.C. 4511.21(K)(5) have been met or satisfied.

BE IT FURTHER RESOLVED that The Board declares the reasonable and safe prima-facie speed limit upon those township highways listed in the attached Exhibit "A" to be twenty-five miles per hour.

BE IT FURTHER RESOLVED that the Maintenance Manager is hereby directed to erect appropriate signage giving notice of this altered speed limit as soon as possible so that enforcement may begin.

Seconded by Ms. Taranto.

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

Attachments Exhibit A

Exhibit A:

ROAD INVENTORY					
Project #	15069	Project Name	North farms Section 4		
Road Name	Farnham Street	Road Number	TR1691		
Township	Orange	Map Location	I-7		
R/W Width	70 feet	Pavement Width	36 feet f/f		
Shoulder Width	Curb & gutter	Surface Type	I		
Starting Point	Centerline of its intersection with TR272 North Road At Sta 2+98 +/-				
Ending Point	Centerline of its intersection with TR1692 Loudon Drive at sta 5+97 +/-				
Length of Section	0.06 mi.	Existing Inv. Length	0.00	New Inv. Length	0.06 mi.
Date Accepted	12/04/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1691 Farnham Street at its intersection with TR 272 North Road Establish a stop condition for TR 1691 Farnham Street at its intersection with TR 1692 Loudon Drive				

Exhibit A:

ROAD INVENTORY					
Project #	15069	Project Name	North Farms Section 4		
Road Name	Louden Drive	Road Number	TR 1692		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Phaseline at sta 25+51 +/-				
Ending Point	Phaseline at sta 33+60 +/-				
Length of Section	0.15 mi	Existing Inv. Length	0.00	New Inv. Length	0.15 mi.

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Date Accepted	12/04/2017	Inventory Year	2017
Notes:			

Exhibit A:

ROAD INVENTORY					
Project #	15069	Project Name	North Farms Section 4		
Road Name	Shawbury Lane	Road Number	TR 1693		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline of its intersection with TR 1692 Loudon Dr. at sta 0+00+/-				
Ending Point	Phaseline at sta 5+93+/-				
Length of Section	0.11 mi	Existing Inv. Length	0.00	New Inv. Length	0.11 mi.
Date Accepted	12/04/2017	Inventory Year:	2017		
Notes:	Establish a stop condition for TR 1693 Shawbury Lane at its intersection with TR 1692 Loudon Drive				

Exhibit A:

ROAD INVENTORY					
Project #	15069	Project Name	North Farms Section 8		
Road Name	Louden Drive	Road Number	TR1692		
Township	Orange	Map Location	I-7		
R/W Width	60 Feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Existing Pavement at sta 33+60 +/-				
Ending Point	Phaseline at sta 39+98 +/-				
Length of Section	0.12 mi.	Existing Inv. Length	0.15 mi.	New Inv. Length	0.27 mi.
Date Accepted	12/04/2017	Inventory Year	2017		
Notes:					

Exhibit A:

ROAD INVENTORY					
Project #	15069	Project Name	North Farms Section 8		
Road Name	Shawbury Lane	Road Number	TR 1693		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Existing pavement at sta 5+93 +/-				
Ending Point	Centerline of its intersection with TR1692 Loudon Dr at sta 9+68 +/-				
Length of Section	0.07 mi.	Existing Inv. Length	0.11 mi	New Inv. Length	0.18 mi.
Date Accepted	12/04/2017	Inventory Year	2017		
Notes:	Establish a stop condition for Tr 1693 Shawbury Lane at its intersection with TR 1692 Loudon Drive				

Exhibit A:

ROAD INVENTORY					
Project #	15002	Project Name	North Farms sections 6 & 11		
Road Name	Louden Drive	Road Number	TR 1692		
Township	Orange	Map Location	I-7		
R/W Width	60 Feet	Pavement Width	27 Feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Existing pavement at sta 39+98 +/-				
Ending Point	Centerline of its intersection with TR 1694 Mercier St at sta 41+63 +/-				
Length of Section	0.03 mi.	Existing Inv. Length	0.27	New Inv. Length	0.30 mi
Date Accepted	12/18/2017	Inventory Year	2017		

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Notes:	Establish a stop condition for TR 1692 Louden Drive at its intersection with TR 1694 Mercier Street.
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Exhibit A:

ROAD INVENTORY					
Project #	15002	Project Name	North Farms Sections 6 & 11		
Road Name	Mercier Street	Road Number	TR 1694		
Township	Orange	Map Location	I-7		
R/W Width	Varies 70 ft to 60 ft	Pavement Width	Varies 36 ft to 27 ft		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Phase line at sta 12+61 +/-				
Ending Point	Centerline of its intersection with TR 100 Shanahan Rd. at sta 23+43 +/-				
Length of Section	0.20 mi.	Existing Inv. Length	0.00	New Inv. Length	0.20 mi
Date Accepted	12/18/2018	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1694 Mercier Street at its intersection with TR 100 Shanahan Road.				

Exhibit A:

ROAD INVENTORY					
Project #	15002	Project Name	North Farms Section 6 & 11		
Road Name	Middlebury Loop	Road Number	TR 1695		
Township	Orange	Map Location	I-7		
R/W Width	50 feet	Pavement Width	27 feet		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline of its intersection with TR 1694 Mercier Street at sta 41+63 +/-				
Ending Point	Centerline of its intersection with TR 1694 Mercier Street at sta 52+23 +/-				
Length of Section	0.20 mi	Existing Inv. Length	0.00	New Inv. Length	00.20 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establishes two stop conditions for Middlebury Loop at both of its intersections with TR 1694 Mercier Street.				

Exhibit A:

ROAD INVENTORY					
Project #	14003	Project Name	North Farms Section 1		
Road Name	Swanton Street	Road Number	TR 1696		
Township	Orange	Map Location	I-7		
R/W Width	Varies, 70 feet to 60 feet	Pavement Width	Varies, 36 ft f/f to 27 ft f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline of its intersection with TR 272 North Road at sta 0+00 +/-				
Ending Point	Centerline of its intersection with TR 1697 Dorrington St at st 6+38 +/-				
Length of Section	0.12 mi	Existing Inv. Length	0.00	New Inv. Length	0.12 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1696 Swanton Street at its intersection with TR 272 North Road Establish a stop condition for TR 1696 Swanton Street at its intersection with TR 1697 Dorrington Street.				

Exhibit A:

ROAD INVENTORY					
Project #	14003	Project Name	North Farms Section 1		
Road Name	Dorrington Street	Road Number	TR 1697		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline of its intersection with TR 1698 Lenox Court at sta 0+00 +/-				

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Ending Point	Phase line at station 8+83 +/-				
Length of Section	0.17 mi	Existing Inv. Length	0.00	New Inv. Length	017 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR1697 Dorrington Street at its intersection with TR 1698 Lenox Court				

Exhibit A:

ROAD INVENTORY					
Project #	14003	Project Name	North Farms Section 1		
Road Name	Lenox Court	Road Number	TR 1698		
Township	Orange	Map Location	I-7		
R/W Width	Curb & Gutter	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Mid-point of the cul-de-sac at station 0+00 +/-				
Ending Point	Centerline of its int. with TR 1694 Mercier/TR 1699 Somersworth Loop St 5+74				
Length of Section	0.11 mi.	Existing Inv. Length	0.00	New Inv. Length	0.11 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:					

Exhibit A:

ROAD INVENTORY					
Project #	14003	Project Name	North Farms Section 1		
Road Name	Somersworth Loop	Road Number	TR 1699		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline of its int. with TR1694 Mercier/TR1699 Somersworth Loop sta 5+74				
Ending Point	Phase line at sta 6+30 +/-				
Length of Section	0.01 mi	Existing Inv. Length	0.00	New Inv. Length	0.01 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:					

Exhibit A:

ROAD INVENTORY					
Project #	15045	Project Name	North Farms Section 3 & 7A		
Road Name	Louden Drive	Road Number	TR 1692		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline of its int. with TR 1694 Mercier St/TR 1699 Somersworth Lp sta 0+00+/-				
Ending Point	Existing pavement at sta 4+36 +/-				
Length of Section	0.08 mi	Existing Inv. Length	0.30 mi	New Inv. Length	0.38 mi0
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1692 Loudon Drive at its intersection with TR 1699 Somersworth Loop and TR 1694 Mercier Street.				

Exhibit A:

ROAD INVENTORY					
Project #	15045	Project Name	North Farms Section 3 & 7A		
Road Name	Mercier Street	Road Number	TR 1694		
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter	Surface Type	I		
Starting Point	Centerline with TR 1698 Lenox Court at station 0+00 =?-				
Ending Point	Existing pavement at station 12+61				

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Length of Section	0.24 mi	Existing Inv. Length	0.20	New Inv. Length	00.44 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1694 Mercier Street at its intersection with TR 1698 Lenox Court				

Exhibit A:

ROAD INVENTORY					
Project #	15045	Project Name	North Farms Section 3 & 7A		
Road Name	Dorrington Street		Road Number	TR 1697	
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter		Surface Type	I	
Starting Point	Existing pavement at station 8+83 +/-				
Ending Point	Centerline of its intersection with TR 1692 Loudon Drive at sta 11+00 +/-				
Length of Section	0.04 mi	Existing Inv. Length	0.17 mi	New Inv. Length	0.21 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1697 Dorrington Street at its intersection with TR 1692 Loudon Drive				

Exhibit A:

ROAD INVENTORY					
Project #	15045	Project Name	North Farms Section 3 & 7A		
Road Name	Somersworth Loop		Road Number	TR 1699	
Township	Orange	Map Location	I-7		
R/W Width	60 feet	Pavement Width	27 feet f/f		
Shoulder Width	Curb & Gutter		Surface Type	I	
Starting Point	Phase line at sta 16+39 +/-				
Ending Point	Centerline of its intersection with TR 1694 Mercier St./TR 1692 Loudon Dr sta 21+15				
Length of Section	0.09 mi	Existing Inv. Length	0.01	New Inv. Length	0.10 mi
Date Accepted	12/18/2017	Inventory Year	2017		
Notes:	Establish a stop condition for TR 1699 Somersworth Loop at its intersection with TR 1692 Loudon Drive and TR 1694 Mercier Street.				

APPROVE 2018 ROAD IMPROVEMENT PROGRAM

Ms. Taranto commented to also clarify the township would also be doing ramps, polly fill and curb repair. Ms. Hugh commented which isn't in the road improvement, but in the appropriations.

RES.18-025 APPROVE 2018 ROAD IMPROVEMENT PROGRAM

Motion by Ms. Knapp to approve the 2018 Road Improvement Program as dated December 17, 2017, as modified, as received from the Delaware County Engineer's Office.

Seconded by Ms. Taranto.

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

FISCAL OFFICER REPORT

AMENDED 2018 APPROPRIATION

Fiscal Officer, Joel Spitzer, commented the amended 2018 appropriations have been presented to the Board for their consideration. Ms. Knapp asked the reason they are being amended. Mr. Spitzer commented there were a couple big projects that are still holding encumbered funds that the township is waiting to get reimbursement on as well as the amounts of spending; when the township gets the Certificate of Estimated Resources there was spending over what we had estimated. Mr. Spitzer reviewed what he called an educational piece. Ms. Knapp asked questions and Mr. Spitzer and Ms. Hugh answered.

AMENDED 2018 PERMANENT APPROPRIATIONS

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RES.18-026 APPROVE AND ACCEPT AMENDED 2018 APPROPRIATIONS

Rev. Code, Sec. 5705.38

The Board of Trustees of Orange Township, Delaware County, Ohio, met in Regular Session on the 16th day of January, 2018 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 Ms. Knapp to accept and approve the 2018 amended appropriations as presented.

Seconded by Ms. Taranto.

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

1 GENERAL FUND 01

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

1-A ADMINISTRATIVE

1000-110-100	Salaries	\$	542,933.16
1000-110-200	Benefits	\$	554,771.34
1000-110-300	Purchased Services	\$	418,350.00
1000-110-400	Supplies & Materials	\$	12,250.00
1000-110-500	Other	\$	25,500.00
1000-110-700	Capital Outlay		7,500.00
1000-910-910	Transfer Out	\$	0.00
1000-930-930	Contingency	\$	100,000.00
	Total Miscellaneous Purposes	\$	1,661,304.50

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	\$	82,000.00
1000-120-200	Benefits	\$	63,580.00
1000-120-300	Purchased Services	\$	80,000.00
1000-120-400	Supplies & Materials	\$	8,600.00
1000-120-500	Other	\$	0.00
	Total Town Hall Purposes	\$	234,180.00

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

1-J ZONING

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1000-130-100	Salaries	\$	273,000.00
1000-130-200	Benefits	\$	72,210.00
1000-130-300	Purchased Services	\$	121,500.00
1000-130-400	Supplies & Materials	\$	10,250.00
1000-130-500	Other	\$	2,000.00
1000-130-700	Capital Outlay	\$	10,000.00
	Total Zoning Purposes	\$	488,960.00

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

1-L HIGHWAYS – MAINTENANCE

1000-330-100	Salaries	\$	295,000.00
1000-330-200	Benefits	\$	145,450.00
1000-330-300	Purchased Services	\$	72,300.00
1000-330-400	Supplies & Materials	\$	8,300.00
1000-330-500	Other	\$	0.00
	Total Highways-Maintenance Purposes	\$	521,050.00

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

1-M HIGHWAYS - IMPROVEMENTS

1000-760-300	Repairs and Maintenance		30,000.00
1000-760-700	Capital Outlay	\$	348,000.00
	Total Highways-Improvements Purposes	\$	378,000.00

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	\$	18,000.00
2011-330-400	Supplies & Materials	\$	16,000.00
2011-330-700	Capital Outlay	\$	0.00

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Total Motor Vehicle License Tax Fund	\$	34,000.00
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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	\$	5,000.00
2021-330-400	Supplies & Materials	\$	110,000.00
2021-760-730	Site Improvement –Highways	\$	100,000.00
	Total Gasoline Tax Fund	\$	215,000.00

5 CEMETERY FUND 05

That there be appropriated from the CEMETERY FUND:

2041-410-100	Salaries	\$	23,500.00
2041-410-200	Benefits	\$	3,500.00
2041-410-300	Purchased Services	\$	6,600.00
2041-410-400	Supplies & Materials	\$	1,600.00
	Total Cemetery Fund	\$	35,000.00

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	\$	85,000.00
2141-760-700	Capital Outlay		500,000.00

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Total Road Levy Fund	\$	585,000.00
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8 PARK LEVY FUND 12

That there be appropriated from the PARK LEVY FUND:

2901-610-100	Salaries	\$	288,000.00
2901-610-200	Benefits	\$	96,995.00
2901-610-300	Purchased Services	\$	927,050.00
2901-610-400	Supplies & Materials	\$	89,000.00
2901-610-500	Other	\$	7,250.00
2901-610-700	Capital Outlay	\$	3,865,000.00
	Total Park Levy Fund	\$	5,273,295.00

19 FIRE LEVY FUNDS 20

That there be appropriated from the FIRE LEVY FUNDS:

2191-220-100	Salaries	\$	4,513,024.59
2191-220-200	Benefits	\$	2,160,928.07
2191-220-300	Purchased Services	\$	842,459.07
2191-220-400	Supplies & Materials	\$	370,155.00
2191-220-500	Other	\$	29,000.00
2191-760-360	Contracted Services	\$	0.00
2191-760-700	Capital Outlay	\$	385,000.00
2191-820-820	Principal Payment Notes	\$	0.00
2191-830-830	Interest Payments	\$	0.00
	Total Fire Levy Funds	\$	8,300,566.73

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

2231-330-100	Salaries	\$	0.00
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2231-330-200	Benefits	\$	0.00
2231-330-300	Purchased Services	\$	158,000.00
2231-330-400	Supplies & Materials	\$	9,000.00
2231-330-500	Other	\$	0.00
2231-760-700	Capital Outlay	\$	7,500.00
	Total Township Motor Vehicle License Tax Fund	\$	174,500.00

20 PERMANENT IMPROVEMENT FUND 26

That there be appropriated from the PERMANENT IMPROVEMENT FUND:

4304-760-700	Capital Outlay	\$	997,690.00
4305-760-700	Capital Outlay	\$	200,000.00
4306-760-700	Capital Outlay	\$	200,000.00
4307-760-700	Capital Outlay	\$	0.00
4308-760-700	Capital Outlay	\$	0.00
4309-760-700	Capital Outlay	\$	54,960.67
4310-760-700	Capital Outlay	\$	500,000.00
4311-760-700	Capital Outlay	\$	250,000.00
4312-760-700	Capital Outlay	\$	5,000.00
	Total Permanent Improvement Fund	\$	2,207,650.67

RECAPITULATION OF FUNDS

1 GENERAL FUND

Miscellaneous General Purposes	\$	1,661,304.50
Town Hall Purposes	\$	234,180.00
Zoning Purposes	\$	488,960.00
Highway Purposes	\$	899,050.00

Total General Fund

2 **MOTOR VEHICLE LICENSE TAX FUND**

3 **GASOLINE TAX FUND**

5 **CEMETERY FUND**

6 **CEMETERY BEQUEST FUND**

11 **ROAD LEVY FUND**

	\$	3,283,494.50
	\$	34,000.00
	\$	215,000.00
	\$	35,000.00
	\$	0.00
	\$	585,000.00

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12	PARK LEVY FUND	\$	5,273,295.00
15	FIRE LEVY FUNDS	\$	8,300,566.73
19	TOWNSHIP MOTOR VEHICLE LICENSE TAX FUND	\$	174,500.00
21	PERMANENT IMPROVEMENT FUND	\$	2,207,650.67
29	GRAND TOTAL OF ALL FUNDS	\$	20,108,506.90

A voice from the audience stated he had a question. Ms. Knapp asked he approach the podium. Mr. Jamie Stabl, 6266 Westwick Place, Lewis Center, Ohio 43035, asked going back to the road improvement program, he wondered what was approved; roads that are going to be fixed? processes we are going to be using to fix certain roads? Ms. Taranto commented it was roads that are going to be fixed next year. Ms. Knapp agreed. He asked if there was going to be a list for the public to see. A voice said here ya go. Mr. Stabl thanked the Board.

PARK REPORT

AUTHORIZE PAY REQUEST

RES.18-027 AUTHORIZE RELEASE OF PAYMENT TO GEORGE J. IGEL & CO., INC.

Motion by Ms. Knapp to authorize release of payment to George J. Igel & Co., Inc. for pay application # 5 in the amount of \$83,559.53, for Alum Creek Bridge Trail.

Seconded by Ms. Taranto.

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

AUTHORIZE PAY REQUEST

RES.18-028 AUTHORIZE RELEASE OF PAYMENT TO TRUCCO CONSTRUCTION CO., INC.

Motion by Ms. Knapp to authorize release of payment to Trucco Construction Co., Inc. for pay application # 6 in the amount of \$45,264.00, for North Road Park.

Seconded by Mr. Rivers.

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

Ms. Hugh commented there could potentially be two more pay applications.

DISCUSSION AND POSSIBLE ACTION REGARDING RPO, LLC CONTRACT RENEWAL

Ms. Hugh commented the contract is up the end of this month. The contract allows for a renewal based on both party's agreement. She has received a letter from Mr. Overturf regarding the RPO, LLC contract which she shared with the Board. The prosecutor's provided a resolution that was placed in their mailboxes. Mr. Rivers commented that he had not had a lot of time to review. Ms. Hugh explained the contract was included in the back up items; the information tonight was the formal resolution. She explained the contents of the resolution. Ms. Knapp wondered if this could be held off two weeks; was anything pending? Ms. Hugh mentioned the grants that are being written, which are due at the end of this month. Ms. Knapp asked if his work was by task orders. Ms. Hugh commented yes, but they are tied to the contract. Mr. Rivers asked if Mr. Overturf only worked under this umbrella of this contract. Ms. Hugh commented yes, and explained. Ms. Taranto commented there were some task orders that are not completed. North Road Park has extended into this year that he is in the middle of. Ms. Hugh added also Alum Creek. Mr. Bodnar shared information regarding 4 pending task orders. Ms. Hugh explained the spreadsheet that was shared. Ms. Hugh answered the questions regarding the grants she would like to apply for. There was continued discussion. Ms. Taranto encouraged Mr. Rivers to talk with Mr. Overturf and others that have worked with him. Mr. Rivers asked if there were any way to the keep the grant process moving and give more time for reviewing. Ms. Knapp voiced she would like to explore other options and wondered if the contract could be for one year. Ms. Knapp expressed she would like to open it to possible other architectural firms. Ms Taranto

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reminded the Board of Mr. Overturf's history and knowledge of the township. Mr. Rivers would just like time to review everything and be comfortable with it, because it is a 2 year agreement.

Mr. Grubbe asked about additional costs the township would incur by not renewing the contract and having to incur further engineering costs on grants etc., and what grants after January 31 could we lose and again are their additional costs that are incurred to the township when they are written in a different way versus having an advocate that works for the township.

Ms. Hugh thought as long as they approve the purchase order that is on the agenda, she didn't think anything would change, but moving forward for additional grants, she has nothing currently identified; but she is always looking.

Ms. Knapp commented following the rules of order Mr. Grubbe is to address the Board.

Mr. Grubbe wondered if our parks levy are going to be utilized not just sitting there and there would be no further delay in future projects. Because our tax dollars have been sitting there for projects, for trails, parks etc. if there is a delay and we have to go out for a bid for a new RPO or for a new contract would there be additional engineering costs. In the time process are we going to lose anything in the projects?

Ms. Knapp commented she will make sure that...she didn't believe that the township will. She will make sure Mr. Overturf finishes everything that he has started; and there shouldn't be any delay. She will work with Ms. Hugh to make sure they get advanced notice of any future construction projects and we can still use Mr. Overturf if we need to. But she would like to explore things; she does not; she wants to make sure nothing gets delayed.

Mr. Grubbe did not want the ball dropped.

APPROVE A TASK ORDER

RES.18- 029 AUTHORIZE EXECUTION OF TASK ORDER AGREEMENT AND PURCHASE ORDER

Motion by Ms. Knapp to authorize a purchase order to RPO, LLC, in the amount of \$6,000.00, for ODNR grant application in regards to Task Order # 18-RPO-1 issued under the agreement between the Board and the consultant dated January 17, 2017, and authorizes Ms. Hugh to execute the related Task Order Agreement for such services which shall be presented to the Board and dated January 10, 2018.

Motion seconded by Ms. Taranto.

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

DISCUSSION AND POSSIBLE ACTION REGARDING ODNR 2018 GRANT APPLICATIONS

RES.18-030 RESOLUTION AUTHORIZING FILING OF APPLICATION FOR FINANCIAL ASSISTANCE WITH THE COTF GRANT PROGRAM AND RTP GRANT PROGRAM AGREEING TO OBLIGATE FUNDS

Ms. Knapp moved the adoption of the following resolution:

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the Recreational Trails Program (RTP) and the Clean Ohio Trails Fund (COTF); and

WHEREAS, the Board of Township Trustees of Orange Township, Delaware County, Ohio desires financial assistance under the COTF Program and

NOW, THEREFORE BE IT RESOLVED by the Board of Township Trustees of Orange Township, Delaware County, Ohio ("Board") as follows:

1. That the Board approves the filing of applications for financial assistance with the COTF program.

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2. That Scott Overturf, as the Board's local coordinator, is hereby authorized and directed to execute and file such application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.

3. That the Board does agree to obligate the funds required to satisfactorily complete the proposed projects and become eligible for reimbursement under the terms and conditions of the COTF program.

Motion seconded by Ms. Taranto.

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

CERTIFICATION

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 of Township Trustees, that it has been compared by me with the resolution on the record and is a true copy and that I am duly authorized to execute this certificate.

Dated: _____, 2018

Joel M. Spitzer, Township Fiscal Officer

DISCUSSION AND POSSIBLE ACTION REGARDING PARK BOARD ALTERNATE APPOINTMENT

Ms. Hugh commented she had sent the Board the 4 resumes she had received. She also forwarded an email with her recommendation. Her request would be for Jon Hartwell. She explained her reasoning. Mr. Rivers named the 4 applicants. He asked if any were in attendance and if they would care to speak.

Jon Hartwell, 2455 McCumber Lane, Lewis Center, Ohio 43035 came forward. He commented:

- He has lived in the township for a little over 6 years
- He has had wonderful interactions with Ms. Hugh, the community at large
- Both specifically parks and the township as a whole
- He looked forward to being considered for as an additional member to the park board
- So he could provide the time and energy needed to help the community
- Continue to grow its number 1 mission and that is to have our community involved in a positive way
- He remarked on some of Ms. Hugh's comments and felt he could bring to the table and could add further value to the park board
- He is active with the youth community; the sports
- He is a financial planner; he felt he could add some value in that area as well
- He is a veteran of the US Army

Ms. Taranto asked if he could provide insight into tournaments, as she has gotten questions about that. Mr. Hartwell commented certainly, he has been involved in numerous tournaments regarding youth soccer. Some of the bigger concerns are; size, scope traffic, over use of fields; how that impact affects the community. He felt his experience in this would allow the township to entertain that idea. Weigh the pros and cons; and being able to control some of the variables, that can very easily get out of control.

Jeffrey Seghi, 7644 Overland Trail, Delaware, Ohio 43015 came forward. He commented:

- Has been a resident for 12 ½ years
- What attracted him to the area were the parks
- He worked with Ms Hugh on the Community Center project a few years ago
- Doesn't have a lot of experience with local government
- What he does bring is he is a CPA for almost 20 years
- He has financial background and in contracts may be of some value to the park board

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Ms. Knapp asked what he was involved in with the Community Center. He said it was a few years ago and he couldn't remember exactly how many meetings he attended, he worked especially with the attorneys and the legal structure.

Ms. Knapp asked Mr. McCarthy if it could be discussed at Executive Session. Ms. Knapp asked to add to the Executive Session; to discuss an appointment of a public official and make a decision after that. Mr. Rivers thanked both for applying, as it is not easy to find good people for volunteer work. He felt they were both excellent candidates and he was hoping the township could find a place for them both.

PUBLIC SAFETY REPORT

ACCEPT GIFT CARD DONATIONS

RES.18-031 ACKNOWLEDGE AND ACCEPT DONATION

Motion by Ms. Knapp to accept donation in the form of 37 (free meals) Cane's gift cards.
Seconded by Ms. Taranto.
VOTE: Knapp – yes, Taranto – yes, Rivers – yes.

ACCEPT RETIREMENT RESIGNATION OF FIREFIGHTER

Fire Chief Noble commented that FF Tuller was retiring after 29 years in the fire service; 25 of those years with Orange Township.

RES.18-032 ACCEPT RETIREMENT RESIGNATION OF FIREFIGHTER DONALD TULLER JR.

Motion by Ms. Knapp to accept the retirement resignation of firefighter Donald Tuller Jr. effective February 7, 2018.
Seconded by Ms. Taranto.
VOTE: Knapp – yes, Taranto – yes, Rivers – yes.

ADMINISTRATOR REPORT

DISCUSSION AND POSSIBLE ACTION RELATED TO THE 2018 ANNUAL INVENTORY REPORT

Mr. Bodnar commented the insurance company holds all our reports on the township's major assets that are covered under insurance liability, property and casualty coverage. He cited an ORC that requires a township to provide more detail and it be given to the Delaware County Engineer's Office.

RES.18-033 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 Ms. Knapp 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. Taranto.

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

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DISCUSSION AND POSSIBLE ACTION REGARDING THE PROTOCOL FOR
DETERMINING TOWNSHIP BOARD AND COMMITTEE APPOINTMENTS

Mr. Bodnar commented this was regarding accepting protocol for determining township board and committee appointments and re-appointments. He asked the Board for their ideas or designs on the information he had provided such as accepting, adopting or directing him in the changes they would like to make.

Ms. Taranto commented she had no issues with it; she thought it was fine. She went on to say on prospective board members #4 “..... Should an open position not exist, the administrator shall maintain all resumes and letters on file for a period of one year.” She wanted to make sure the applicant was notified that it would be on file, if there was not a position available at that time.

There was a short discussion between Ms. Knapp and Ms. Taranto whether Ms. Taranto was verbalizing her thought or would like it in the policy. Ms. Taranto commented she would like it in the policy. The corrected verbiage was discussed with Mr. Bodnar.

Ms. Knapp asked Mr. Bodnar to add that the applicant would be notified of the trustee meeting in which the appointment/applicant would be discussed. She asked also that the Administrator would verify the applicant is an Orange Township resident.

Mr. Rivers commented these are never easy decisions and this policy and steps in the policy would be a great help.

There was a discussion regarding the re-appointment policy. Ms. Knapp asked a time frame of 45 days for the re-submittal of cover letter and resumes.

Mr. Bodnar asked that this be tabled to the next meeting so all changes could be incorporated into the policy.

Ms. Hugh suggested a letter of intent/interest. Mr. Rivers wondered if maybe a general questionnaire may work. Not a lengthy one or just a short one, maybe three questions. Mr. Bodnar was asked to bring it back to the Board.

The Board gave consensus to table to next meeting.

DISCUSSION AND POSSIBLE ACTION REGARDING THE 2017 TOWNSHIP
PERFORMANCE AUDIT CONDUCTED BY THE AUDITOR’S OF STATE’S OFFICE

Mr. Bodnar commented this just acknowledges receipt of the the 2017 township performance audit.

**RES.18-034 ACKNOWLEDGE RECEIPT OF THE 2017 TOWNSHIP PERFORMANCE
AUDIT**

Motion by Ms. Knapp to acknowledge the receipt of the 2017 Township Performance Audit that was conducted by the Auditor of State’s Office.

Motion Seconded by Ms. Taranto.

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

Mr. Bodnar commented he wanted the Board aware of the next items dates and times.

MEETING OF THE ORANGE TOWNSHIP OUTREACH AND COMMUNICATIONS
COMMITTEE (OTOCC) IS SCHEDULED FOR JANUARY 24, 2018 AT 7:00 P.M.

THE OHIO TOWNSHIP ASSOCIATION’S WINTER CONFERENCE IS SCHEDULED FOR
JANUARY 31, 2018, TO FEBRUARY 3, 2018

THE OHIO EMPLOYER LABOR RELATIONS ASSOCIATION CONFERENCE IS
SCHEDULED FOR FEBRUARY 4, 2018, TO FEBRUARY 6, 2018

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Mr. Bodnar commented he would also like the Board to know as a point of interest is that he, Mr. McCarthy, Mr. Rivers and Ms. Boni attended a meeting regarding the Clear Creek Residential Development. Mr. Rivers commented there may be some changes and is in the hands of the legal counsel. It is being discussed and may be going back to zoning. There may be some pending changes in regards to our February 1, 2018, meeting. Mr. McCarthy added he thought there may be additional discussion of counsel which in the end may result in change in terms of the course of any further action; on all party's sides. Ms. Knapp voiced her concerns and Mr. McCarthy answered her. He thought it may move into a re-filing direction. He is checking on that. They continued to discuss the possible need of the meeting on February 1.

Ms. Hugh commented that organizational Park Board meeting is January 24, 2018. She will later present to the Trustee Board the remaining dates for park board meeting dates.

OLD BUSINESS

TABLED ITEM: LIAISON TO THE ORANGE TOWNSHIP FIRE DEPARTMENT AND DELAWARE COUNTY SHERIFF DEPARTMENT

Ms. Knapp commented at the last meeting she had nominated Ms. Taranto for this position. Mr. Rivers felt they should wait and make sure Ms. Taranto would like the position. Ms. Taranto commented she would absolutely like the position.

RES.18-035 PUBLIC SAFETY DEPARTMENT LIAISON

Motion by Ms. Knapp that Trustee Taranto serve as Trustee Liaison to the Orange Township Fire Department and the Delaware County Sheriff Department for the calendar year 2018.

Seconded by Ms. Taranto.

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

TABLED ITEM: TRANSFER OF FUNDS FROM THE GENERAL FUND

Removed from the agenda.

TABLED ITEM: SUPPLEMENTAL APPROPRIATIONS

SUPPLEMENTAL APPROPRIATIONS

No action taken.

NEW BUSINESS

WARRANT DOCUMENTATION IMAGING SOFTWARE

Ms. Knapp commented she put this on the agenda. She wasn't sure if this was the proper name for it. She commented that Mr. Spitzer at an earlier meeting indicated that the township could purchase a software program that would have all the documentation for checks. The township could use it to archive or to authorize them.

Mr. Spitzer commented he had talked to Mr. Bodnar about what she may be referring to. He thought the only thing that jogged his memory is that when First Commonwealth was still Delaware County Bank there was a imaging software that allowed for deposits to be imaged and then electronically deposited. This would reduce trips to the bank in terms of depositing money. The intent then was to save on costs on driving back and forth to the bank. At the time Ms. Martin was leaving 30-40 minutes early. He was trying to avoid that. But in terms of a warrant imaging system, the only other thing he could think of was some other townships; fiscal officers use software that are stream line and paperless in terms of purchase orders. But in terms of warrant imaging, he hasn't seen anything in those terms.

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Ms. Knapp thought it was the one he just mentioned and she asked him how it would work. Mr. Spitzer commented he talked with Violet Township and maybe Washington Township. They do not use the UAN system. They use an imaging system that allows for an electronic paperless work flow or document flow. Everyone would have a user name and log in to enable them to review purchase orders and approve those purchase orders electronically. Then on the fiscal office end they would receive from department heads, final approval from the trustees, those type of things.

It was asked if they would still have to sign them. Mr. Spitzer commented a lot of this has died and he didn't want to throw him under the bus; but Mr. McCarthy does not like electronic anything.

Ms Hugh wondered how you would sign a purchase order electronically. Mr. Spitzer commented you would check a box. There was a short discussion along these lines on how this process may possibly work.

Ms. Knapp wondered if all documentation would be attached. Mr. Spitzer commented that was what Mr. Quigley, Mr. Bodnar and himself was working on in the past. Trying to create a document imaging system that indexed all that and it would be a global solution. He thought he brought that topic up when they were talking about document imaging. He would like to have a document flow stream line, paperless system for purchase orders/invoices. He was going to try and find his notes on what township does this, the purchase orders are entirely electronic; they are presented to the Board for approval; but the approval process is entirely electronic; point, click and go.

Ms. Knapp wondered if you still had to sign checks and Mr. Spitzer commented yes. They have tried in the past to do ACH pays on gas, electric bills, where we receive multiple invoices. They would print out a line of those ACH for the trustees to review and sign. It was to reduce the amount of checks being produced. They do about 2500 per year. This was with the global document imaging. He thought when the township got the fiber optics and finally got enough space to do something like this, with proper indexing. On top of this, record request; they could with a proper indexing system they could electronically point, click send. He would be on board with any of it because it reduces the amount of manpower required.

Ms. Knapp agreed this is what she is talking about. Mr. Spitzer commented the township is UAN and they are on a Quick Books format; where the document flow is married to that. He doesn't think UAN has that capability. UAN is the auditor based system. But it is not something they have to use.

The Board asked Mr. Spitzer to look into UAN supported software that may do what they are looking for.

The Board tabled until the next meeting February 5, 2018.

Mr. Seghi commented his place of employment uses some of what was discussed and he would be glad to talk with him. It has been an significant reduction in paper. He shared with the Board how the system worked at his place of employment.

Ms. Knapp asked Mr. Bodnar to work with Mr. Spitzer. Ms. Taranto commented the system the county used was called On Base.

AUDIO VISUAL PROPOSAL FROM THE DELAWARE COUNTY DATA CENTER

Mr. Rivers commented that the Board should have receive an audio visual proposal from the Delaware County Data Center. Ms. Taranto commented she hadn't seen it but would listen. Mr. Rivers explained the County Commissioners have a platform they use that allow their meetings to be live streamed so you can watch on line. After the meeting it is automatically saved. There is an inventory on line that you can go back in and watch any meeting in its entirety. He thought it would be great for awareness and engagement in our community. He felt there are quite a few who would like to attend meetings; they would like to see what all goes on at the meetings. However in our community with a lot of young families it doesn't fit into their schedules. Ms. Taranto commented she was 100% on board. Ms. Taranto commented Mr. Bodnar and Ms.

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Sheterom were researching this, and wondered if anything come of this. Mr. Bodnar commented Ms. Sheterom was in discussion with her communication group about this. He commented there is a concern that when you elevate to that level, what is the production quality; what is the equipment utilized; is it suitable for this environment; does it do the Board justice. Or does it put out a less than palpable product. That was their main concern and that was what Ms. Sheterom was looking into. Ms. Taranto commented they were also looking at U Tube also. Mr. Bodnar agreed.

Mr. Rivers commented what he liked so far as product, is its success. The commissioners use it. He didn't think there have been any questions getting a product that would not meet our standards.

There was a short discussion about adding past meetings before the use of this product.

Ms. Knapp wondered about the picture quality. Mr. Grubbe commented that lighting helps everything. There would be production costs of lighting, microphones; that is what would increase costs. He answered Ms. Knapp's questions.

Mr. Rivers commented the estimate he got was \$9,300.00. That is the set up. He was asking the Board to go forward with a Needs Assessment. Mr. Spitzer commented he thought server space was a concern, when previously discussed. Consensus was given for the Needs Assessment.

TOWNSHIP PAYMENTS APPROVAL PROCESS DISCUSSION

Ms. Knapp wanted to discuss with Mr. Spitzer about the possibility to have a regular day or procedure for Trustees to come in to sign checks. She would like to make sure they are not being paid late and they are being paid promptly. She had checked with other townships and they have different procedures, like every other Friday or maybe twice a month; the 1st or the 15th.

Ms. Hugh interjected that with the LEAN training program the department heads and fiscal office assistant have come up with something along those lines. They have not yet presented to the Board. She gave a short synopsis of what is in place. Mr. Spitzer explained the check signing process. He reviewed different scenarios about bill due dates, or gathering all the proper documentation needed for processing a check. Mr. Spitzer answered Ms. Knapp's questions. Chief Noble explained his thoughts on what the department heads discussed and came up with at the LEAN training program.

Ms. Knapp suggested sending emails that checks are ready. Also to check and see if some due dates could be moved to better accommodate the township's payment schedule.

Mr. Seghi commented on how his place of employment handled the check signing and payment process.

Ms. Knapp asked Mr. Spitzer to look into these changes to benefit check signing and documentation that were discussed such as folders for recurring items, resolution numbers noted, dates of the resolution etc.

Ms. Taranto, Ms. Knapp, Mr. Spitzer, and Ms. Hugh discussed information needed to make Ms. Knapp more comfortable signing checks.

EXECUTIVE SESSION

Motion by Ms. Knapp to go into Executive Session for:

- a. To Conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action
- b. Purchase of property
- c. To discussion the appointment, or dismissal of a public official

Orange Township Trustees
January 16, 2018
Regular Meeting

The following were invited to attend: Township General Counsel, Mike McCarthy; Maintenance and Parks Director, Beth Hugh; Fire Chief Matt Noble; and Township Administrator, Lee Bodnar.

Seconded by Ms. Taranto.

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

Audio recorder not turned on. Video showed:

Ms. Knapp asked Mr. Bodnar if he would like to be Acting Fiscal Officer. He agreed.

Motion by Ms. Knapp to return to regular session.

Seconded by Ms. Taranto.

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

Motion by Ms. Knapp to appoint Mr. Lee Bodnar as Acting Fiscal Officer.

Seconded by Mr. Rivers.

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

REGULAR SESSION

PARK REPORT (Continued)

DISCUSSION AND POSSIBLE DISCUSSION REGARDING PARK BOARD ALTERNATE APPOINTMENT (Cont.)

Ms. Knapp commented she would like to have someone in the park board position so they can start attending meetings. She asked the Board if they were ready to make a decision on this. Ms. Taranto thought Ms. Hugh made a good recommendation.

Mr. Spitzer commented he needed to turn the recorder on for Ms. Ross.
Now listening to the recorder.

Ms. Knapp continued she would like to consider making a decision on the park board application. There are four applicants. She asked Ms. Taranto what she had said. She reiterated that she agreed with Ms. Hugh recommendation and he seems very qualified. There is a strong financial background on the park board already, especially with Jennifer Keck and then along with this Jon with his outside experience with field use and agreements. She thought would be a real strong candidate for the park board.

Mr. Rivers commented he was looking forward to the new protocol being in place; just having the four resumes, as they had discussed earlier. It is tough to paint a picture for these positions. He felt all four were talented individuals. It helps to hear them speak. He didn't think all four were aware of the opportunity to speak this evening. He hopes going forth with the protocol, it will be a little bit smoother on identifying and agreeing who should fill these roles.

Ms. Knapp commented she thought all the applicants are qualified. Mr. Seghi submitted his application quite a while ago, he is very dynamic; has a strong procedures background; he's very energetic. He worked on the community center; he's been a resident for awhile. She would like to approve him as the alternate member.

Mr. Rivers commented Mr. Seghi obviously from tonight has no lack of enthusiasm. His application was submitted back in November. But as far as a background and fit; Jon seemed to have a little more qualifications. But he would like to see both find a home, like he had said earlier. He believes the outreach committee has five members right now with the potential to go to seven. With Mr. Seghi's background of business and finance may be we can find a home for him on the outreach committee.

Ms. Knapp commented he expressed an interest in the park board. Mr. Rivers commented he was interested in the parks but he would take the outreach. He is eager to be involved; we can clarify it with him; but from his perspective he would be willing to be on outreach.

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Ms. Knapp commented, oh really, because he applied for the parks board. She went on to say there is Mr. Sherman's application. She asked Mr. Rivers if he was saying Mr. Seghi is not interested, but he applied for the park board position. Mr. Rivers commented that if he isn't filled for the park board he was under the impression that Mr. Seghi would gladly accept the outreach committee.

Ms. Knapp asked if they were expanding the outreach committee soon. Mr. Bodnar commented the Board could choose whatever they choose to do. There are several people who have applied for those positions. He was waiting on the protocol so they could follow and meet the demands of the Board. He reminded the Board the question at hand is really to focus on the park board this evening.

Ms. Knapp commented Mr. Seghi could go to the outreach committee later or can we Ms. Knapp asked how many applicants do we have for the outreach committee. Mr. Bodnar commented currently 3 applicants who have been attending meetings. Mr. Seghi is currently not one of those. Ms. Taranto felt it was a better fit for him. Ms. Taranto suggested taking care of this and see if Mr. Seghi would like community outreach. Ms. Knapp reminded the Board there are four applicants and three positions.

Ms. Knapp asked what about Mr. Sherman, she had reviewed his resume. He is a teacher and he has worked with a lot of youths. Mr. Bodnar commented right now there were two committees, the park and the outreach committee boards, maybe there is a..... could be another committee the Board could engage in. The last thing anyone wants to do is turn away applicants who are willing to volunteer their time for the betterment of the community. He thought if they put their heads together maybe they could come up with another avenue for these individuals.

Mr. Rivers felt this is a good problem to have. Mr. Bodnar commented it did not have to be this evening. Ms. Knapp asked if the bylaws say five or seven members but not six in the outreach committee meeting. She wondered why the Board couldn't appoint those members to that committee tonight then. Mr. Bodnar commented you could, but it wasn't on the agenda.

Ms. Taranto commented the Board could appoint the park board member and then call the other applicants and ask if they would be interested in the other committee. She wondered if it is a possibility. She personally thought the outreach committee has a lot to do; the fire levy, safety services; it is not just economic development. Originally the Board wanted them to look at all aspects of the township. She thought Mr. Spitzer was excited about them looking at financials. She was hoping the committee could get started on some of this. She felt they needed more members to be effective. She would like to see it get up to higher numbers, like thirteen members.

Ms. Knapp asked the Board what they would like to do. Ms. Taranto commented she just stated what she wanted to do. Ms. Knapp asked if they want to table to the next meeting. Mr. Rivers commented he was fine with tabling it, these are all qualified people. He would like to see them all on board. He thought if they wanted to look at having another board; it would give them time to consider something else. Ms. Knapp commented let's just table it until next meeting.

There being no further business, meeting adjourned at approximately 9:30 - 9:45 p.m.

Lisa F. Knapp, Chairman

Ryan Rivers, Co-Chairman

Deborah Taranto, Trustee

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Attest: _____
Joel M. Spitzer, Fiscal Officer

DRAFT