

**BOARD OF TRUSTEES JOURNAL OF ACTIONS
FROM REGULAR MEETING HELD FEBRUARY 3, 2020
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

THE BOARD OF TRUSTEES OF ORANGE TOWNSHIP MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present:

Ryan Rivers, Chair

Ben Grumbles, Vice Chair

Deborah Taranto, Trustee

RESOLUTION 20-067 JOINT ECONOMIC DEVELOPMENT (JEDD) PUBLIC HEARING BEING RECESSED TO MARCH 16, 2020 AT 6:00 PM

Mr. Rivers made a motion to adopt Resolution 20-067 to recess the public hearing on the joint economic development contract to Monday, March 16, 2020 at 6:00 pm at Township Hall.

Mr. Grumbles seconded the motion.

VOTE: Rivers – Yes Grumbles – Yes Taranto – Yes

ZONING HEARING

RES.20-064 TO ADOPT, WITH MODIFICATION, THE RECOMMENDATION OF APPROVAL OF THE ZONING COMMISSION AS TO ZONING APPLICATION #ZON-19-05 OF EPCON LEWIS CENTER LLC, REQUESTING MODIFICATION OF THE APPROVED DEVELOPMENT PLAN FOR THE LEWIS CENTER RAVINE CONDOMINIUM SFPRD, ZONING APPLICATION #ZON-17-09

Mr. Rivers moved the adoption of the following Resolution:

WHEREAS the Zoning Commission, by its *Motion* adopted on January 16, 2020, has recommended the approval of Zoning Application #ZON-19-05, of Epcon Lewis Center LLC, owner and applicant, requesting amendments to the approved development plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09 (“Development Plan”), as approved in Resolution 18-150, with the stipulation that the applicant submit a final revision of the Development Text of the Development Plan reflecting incorporation of the amendments into the previously approved Development Text prior to the consideration of this application by this Board; and

WHEREAS, such final revision has proven difficult of production and delay in addressing this application for its completion is not judged to be warranted; and

WHEREAS, such amendments require changes to: Section 10.03 b); Section 10.04 b) 5); Section 10.06 b) 2); Section 10.06 b) 12); Section 10.06 b) 14) b.; Section 10.07 c); and Section 10.07 e) of the Development Text of the Development Plan for that zoning district;

NOW THEREFORE BE IT RESOLVED that the recommendation by the Zoning Commission of the approval of Zoning Application #ZON-19-05, of Epcon Lewis Center LLC is adopted, excepting its stipulation, the resulting amendments consisting of those stated in the *Listing of Amendments* attached hereto as *Attachment "1"*, the content of which is incorporated by reference herein.

BE IT FURTHER RESOLVED that all portions of the Development Text of the Development Plan of *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150 and not changed herein, together with the balance of the Development Plan, shall continue in full force and effect.

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Seconded by Mr. Grumbles

VOTE: Rivers – yes Grumbles - yes Taranto - yes

Attachment “1”

Listing of Amendments

Re: Zoning Application #ZON-19-05, of Epcon Lewis Center LLC, requesting amendments to the approved development plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09.

- 1) The reply to Section 10.03 b) of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:
 - b) Accessory buildings and accessory uses incidental to the principal building or uses.
 - **Accessory buildings are not permitted for the condominium residences [however, there will be a clubhouse and a pool.]**
 - **The clubhouse building shall include a sales office designed to operate within the clubhouse as a permitted use until such time as all homes are sold by the developer. After such initial sales the sales office shall cease operations. The sales office hours of operation shall be the same as the hours of operation specified for model homes under Section 10.04 (b) 1) of this zoning resolution. The clubhouse shall include six (6) dedicated parking spaces.**
 - **An entry feature will be installed at the entrance into this SFPRD development (See Tab 5, Exhibit D-2: Entry Landscape Enlargement Plan).**
- 2) The reply to Section 10.04 b) 5) of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:
 - 5) Termination of Use: The use of model homes within a residential subdivision, or within any single phase of a multi-phase subdivision, shall terminate when zoning certificates of compliance have been issued for ninety percent (90%) of the lots therein.
 - **Model homes, subject to the foregoing restrictions, is a conditional use that may be permitted in this SFPRD if approved by the Board of Zoning Appeals pursuant to the Zoning Resolution. However, no model home shall include a sales office, which is permitted within the clubhouse building only.**
- 3) The reply to Section 10.06 b) 2) of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:
 - 2) The general development character of the property proposed to be rezoned to the Single Family Planned Residential District, including the limitations or controls to be placed on residential and related uses, with probable lot sizes, minimum setback requirements and other development features including landscaping.
 - **See Exhibits C-1, D-1, D-2, D-3, D-3.1, D-3.2, H-5 and H-5.1 for site and building layout and landscaping features. This SFPRD will consist of 55 single-family detached residential condominiums situated on approximately 23.3 acres, with all property outside of areas occupied by residences, driveways, streets, sidewalks and parking areas being common elements of the condominium and being recreational, maintained or unmaintained open space. Homes will be located so there is a minimum of 19’ from the front of the residence and a minimum of 20’ from the garage face to the edge of the sidewalk or from the face of curb in locations where there is not a sidewalk. The minimum distance between buildings will be 10 feet side without intrusion**

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of any type into this area (e.g., roof overhangs, egress windows, bay windows, bumpouts, etc.), except as specifically provided herein for at grade concrete slab or paver patios only, and 20 feet rear. Locations 22-25 and 36-43 will have a minimum of a 70-foot setback, plus a 6-8 feet high mound, with trees from the County Engineer’s proposed new right-of-way of Lewis Center Road (increased to 40 feet from centerline). Locations 1-8 will have a minimum of a 35-foot rear setback from the site’s west boundary line, with evergreen trees, 3’ height mound, and 6’ height privacy fence. See Tab 9, Exhibit H-5.1, Privacy Fence Detail-West Property Line. Location 43 will have a minimum of a 25-foot side setback, with trees, from the site’s east boundary line. Locations 9-21 will have rear depth in excess of 400 feet of Maintained Passive Open Space and Unmaintained Passive Open Space (but primarily Unmaintained Passive Open Space), to the site’s south boundary line. Location 9 will have a minimum of a 35-foot side setback, with evergreen trees 3’ height mound, and 6’ height privacy fence, from the site’s west boundary line. See Tab 9, Exhibit H-5.1, Privacy Fence Detail-West Property Line.

4) The reply to Section 10.06 b) 12) of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:

12) Specific statements of divergence from the development standards in Article XXI and/or this Article, or existing county regulations or standards, and the justification therefore. Unless a variation from these development standards is specifically approved the same shall be complied with.

- **This SFPRD will meet or exceed the requirements of Articles X and XXI of the Zoning Resolution and Delaware County rules and regulations except as set forth in the specific statements of divergence found herein in Section 10.07 with respect to the subsections of Section 10.07, a) density; c) lot width; d) lot depth; e) side yard setback; f) building setback; g) rear yard setback; h) maximum lot coverage; and l) building height (lots 9-19 with potential walkout basements) [although c), d), e), f), g) and h) are not actually applicable to a condominium project] and except as set forth in the following sentence as to the divergence from the provisions of Section 21.03, Structure Separation, to permit minimum structure separation of 10 feet without intrusion of any type into this are (e.g., roof overhangs, egress windows, bay windows bumpouts, etc., except for the specific allowance for at grade concrete slab or paver patios specified herein), upon compliance with all applicable fire separation standards and State fire Code provisions – see Tab 9, Exhibit H-4, Wall Detail, for wall section. The divergence from the provisions of Section 21.03 is justified in order to obtain the clustering appropriate to maintain the southern portion of the site, 9.17± acres in its current natural condition as Unmaintained Passive Open Space. It is submitted that a density divergence is not actually needed as this SFPRD, with density of 2.36± du/ac, is eligible to receive an exception from the 2.0 du/ac density maximum pursuant to Section 10.07, a), 1) Exception-Adjacency to Pre-existing Developments. The divergences, to the extent necessary, from minimums for lot width, lot depth, side yard setback, building setback, rear yard setback and maximum lot coverage do not pertain to all locations/lots, none of the locations/lots are subject to all of the listed divergences, and the aforesaid divergences are due to this SFPRD being a “cluster development” designed to preserve and maintain 13.69 acres or 58.76±% of the site as open space, of which 9.17± acres will be Unmaintained Passive Open Space. See Open Space Plan, Tab 5, Exhibit D-4.**

5) The reply to Section 10.06 b) 14) b. of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:

b. The design concept of the location, shape, size and height of existing and proposed buildings.

- **The existing buildings will be demolished prior to commencement of construction of infrastructure.**
- **The front of the residences will be located so there is a minimum of 19’ from the front of the residence and a minimum of 20’ from the garage face to the edge of sidewalk or from the face of curb in locations where there is not a sidewalk.**
- **A minimum of 10’ separation will be maintained between all residences and there shall be no intrusion of any component of a structure into the minimum 10’ separation area (e.g. roof overhangs, egress windows, bay windows, bumpouts, etc.), except that at grade concrete slab or paver patios may encroach not more than four (4) feet into such separation between adjacent buildings on one building side only and only on the side initially designed for an outdoor courtyard.**

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- **Maximum building height at the front of the residences will be 35'. Additional height will be permitted on the back of residences where walkout basements may be constructed (locations 9-19 on C-1, Site Plan, in Section 4 hereof).**
 - **The residence size, exclusive of unheated and cooled areas and of basement or “walkout” lower level, shall be not less than 1,500 square feet nor more than 2,950 square feet on locations other than locations 9-19, where the residence size shall be not more than 3,300 square feet.**
- 6) The reply to Section 10.07 c) of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:
- c) **Lot Width** – There shall be a lot width of seventy-five (75) feet or more at the front line of the dwelling, and such lot shall have access to and abut on an adjoining approved street or road for a distance of sixty (60) feet or more.
- **Location/Lot with divergences: This SFPRD, a condominium project, will not comply with this requirement as it will not have lots. There will be divergences. There will be a minimum of 10 feet side separation between residences and there shall be no intrusion of any type into this area (e.g., roof overhangs, egress windows, bay windows, bumpouts, etc.), except that at grade concrete slab or paver patios may encroach not more than four (4) feet into such separation between adjacent buildings on one building side only and only on the side initially designed for an outdoor courtyard.**
- 7) The reply to Section 10.07 e) of the Zoning Resolution, as reflected in the Development Text of the approved Development Plan for the *Lewis Center Ravine Condominium SFPRD - Single Family Planned Residential District*, Zoning Application #ZON-17-09, as approved in Resolution 18-150, is amended to read as follows:
- e) **Side Yard Setback** – No building or structure shall be located closer than twelve and one half (12 ½) feet to any side lot line, and the total of the side yards shall be twenty-five (25) feet or more.
- **Side yard setback divergences. This SFPRD will not comply with this requirement as it does not have lots. There will be divergences at all locations, except for locations 1,9, (one side), 10-19, 23-24, 37-42, 45-48 and 51-54 where structures will have a minimum of 10 feet side separation without intrusion of any type into this area (e.g., roof overhangs, egress windows, bay windows, bump outs, etc.), with the total of the 2 adjacent units side yards being a minimum of 10 feet without intrusion of any type into this area (e.g., roof overhangs, egress windows, bay windows, bumpouts, etc.); Locations 1, 8, 9, 22, 25, 26, 30, 31, 35, 36, and 42 will have a side yard, with the adjacent unit, on one side of a minimum of 10 feet without intrusion of any type into this area, (e.g., roof overhangs, egress windows, bay windows, bumpouts, etc.) However, notwithstanding the foregoing, at grade concrete slab or paver patios may encroach not more than four (4) feet into such separation between adjacent buildings on one building side only and only on the side initially designed for an outdoor courtyard.**

RES.20-065 TO ADOPT, WITH MODIFICATION, THE RECOMMENDATION OF APPROVAL OF THE ZONING COMMISSION AS TO ZONING APPLICATION #ZON-19-06 OF EPCON CLEAR CREEK LLC REQUESTING AMENDMENT OF THE APPROVED DEVELOPMENT PLAN FOR THE COURTYARDS AT CLEAR CREEK SINGLE FAMILY PLANNED RESIDENTIAL DISTRICT, ZONING APPLICATION #ZON-18-02

Mr. Rivers moved the adoption of the following Resolution:

WHEREAS the Zoning Commission, by its *Motion* adopted on January 16, 2020, has recommended the approval the approval of Zoning Application #ZON-19-06, of Epcon Clear Creek LLC, owner and applicant, requesting the amendment of the approved development plan for *The Courtyards at Clear Creek Single Family Planned Residential District*, Zoning Application #ZON-18-02 (“Development Plan”), as approved in Resolution 18-306, with the stipulation that the applicant submit a final revision of the Development Text of the Development Plan reflecting incorporation of the amendments into the previously approved Development Text prior to the consideration of this application by this Board; and

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WHEREAS, such final revision has proven difficult of production and delay in addressing this application for its completion is not judged to be warranted; and

WHEREAS, such amendments require changes to Item 4) of the reply to Section 10.06 b) 12) and to the reply to Section 10.07 e) of the Development Text of the Development Plan for that zoning district;

NOW THEREFORE BE IT RESOLVED that the recommendation by the Zoning Commission of the approval of Application #ZON-19-06, of Epcon Clear Creek LLC is adopted, excepting its stipulation, the resulting amendments consisting of those stated in the *Listing of Amendments* attached hereto as *Attachment "1"*, the content of which is incorporated by reference herein.

BE IT FURTHER RESOLVED that all portions of the Development Text of the Development Plan of *The Courtyards at Clear Creek Single Family Planned Residential District*, Zoning Application #ZON-18-02, as approved in Resolution 18-306 and not changed herein, together with the balance of the Development Plan, shall continue in full force and effect.

Motion seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

Attachment "1"

Listing of Amendments

Re: Zoning Application #ZON-19-06, of Epcon Clear Creek LLC, requesting the amendment of the approved development plan for *The Courtyards at Clear Creek Single Family Planned Residential District*, Zoning Application #ZON-18-02.

1) Item 4) of the reply to Section 10.06 b) 12) of the Zoning Resolution, as reflected in the Development Text of the Development Plan for *The Courtyards at Clear Creek Single Family Planned Residential District*, Zoning Application #ZON-18-02, as approved in Resolution 18-306, is amended to read as follows:

4) Divergence from 10.07 (e) and under 21.03 general development standards for side yard setbacks from 12.5 feet for each yard and 25 feet between buildings to 6.5 feet for each yard and 13 feet total between buildings and a maximum one (1) foot encroachment shall be permitted into each side yard for roof overhang only. In addition, at grade concrete slab or paver patios may encroach not more than four (4) feet into such separation between adjacent buildings on one building side only and only on the side initially designed for an outdoor courtyard.

2) The reply to Section 10.07 e) of the Zoning Resolution, as reflected in the Development Text of the Development Plan for *The Courtyards at Clear Creek Single Family Planned Residential District*, Zoning Application #ZON-18-02, as approved in Resolution 18-306, is amended to read as follows:

e) Side Yard Setback – No building or structure shall be located closer than twelve and one half (12 ½) feet to any side lot line, and the total of the side yards shall be twenty-five (25) feet or more.

A side yard setback of 6.5 feet per side shall be required on all lots. A maximum one (1) foot encroachment shall be permitted into each side yard for roof overhang only. In addition, at grade concrete slab or paver patios may encroach not more than four (4) feet into such 13 foot total separation between adjacent buildings on one building side only and only on the side initially designed for an outdoor courtyard.

APPROVAL OF MINUTES

RES.20-056 APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM THE FOLLOWING:

January 15, 2020, Special Trustee Meeting
January 21, 2020, Regular Trustee Meeting

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January 27, 2020 Special Trustee Meeting

Motion by Mr. Rivers, to approve the following:

WHEREAS, the Board of Trustees of Orange Township, Delaware County, Ohio (the “Board”) met on the following dates; January 15, 2020, for a Special Trustee Meeting; January 21, 2020, for a Regular Trustee Meeting, and January 27, 2020, for a Special Trustee Meeting

WHEREAS, the Township Fiscal Officer has certified 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 at the January 15, 2020, January 21, 2020, and January 27 trustee meetings.

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

EXECUTIVE SESSION

RES.20- 068 TO GO INTO EXECUTIVE SESSION

Motion by Mr. Rivers to enter into Executive Session to

- a) Consider the Appointment, Employment, Dismissal, Discipline, Promotion, Demotion, or Compensation of a Public Employee or Official
- b) And “Pursuant to ORC 121.22(G)(3), due to imminent legal action regarding the appropriation of land improvements on E. Orange Road.” and also discussion regarding legal information regarding the renovations to township hall

Seconded by: Ms.Taranto

VOTE: Rivers – Yes Grumbles – Yes Taranto - Yes

RES.20-069 TO RETURN TO REGULAR SESSION

Motion by Mr. Rivers to return to regular session

Seconded by Ms. Taranto

VOTE: Rivers – Yes Grumbles – Yes Taranto - Yes

ZONING REPORT

RES.20-061 ACCEPT RESIGNATION OF VICTORIA JORDAN FROM THE BOARD OF ZONING APPEALS

Motion by Mr. Rivers to accept resignation from Ms. Victoria Jordan, a regular member of the Orange Township Board of Zoning Appeals effective February 3, 2020.

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

RES.20-062 ADOPTING A REVISED ZONING DEPARTMENT FEE SCHEDULE

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

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WHEREAS, the Orange Township Board of Trustees (“Board”) has authority to assess zoning fees pursuant to Chapter 519 of the Revised Code; and,

WHEREAS, the Board has previously adopted a fee schedule that is currently applicable to all applications and is enforced by the Orange Township Zoning Department; and,

WHEREAS, after careful study by the Zoning Department, the Zoning Inspector recommends that the zoning fee schedule be amended to impose a fee for recreational facilities; and,

WHEREAS, the Board agrees that the Fee Schedule should be revised.

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

Section 1. The Board hereby approves and adopts the attached “Orange Township Zoning Department Fee Schedule”(Exhibit “A”) to replace any and all previous zoning fee schedules.

Section 2. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.

Section 3. This Resolution shall be in full force and effect immediately upon adoption.

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

Exhibit “A”

**Orange Township Zoning Department Fee Schedule
ZONING FEES EFFECTIVE: FEBRUARY 3, 2020**

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
COMMERCIAL (*Maximum fee of \$5,000)	
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
SIGNS	
Permanent	\$300
Face Change Fee	\$200
Directional	\$25 (Per Sign)
Special Events Permit - Grand Opening Sign	\$50
Temporary (valid for 6 months)	\$150
BOARDS AND HEARINGS	
Rezoning Application - 17 acres and above (Plus \$300 review made payable to DCRPC)	\$600 plus \$175 per acre
Rezoning Application - Less than 17 acres (Plus \$300 review fee made payable to DCRPC)	\$3,500 (covers 3 hearings)

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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
MISCELLANEOUS	
Administrative Review or Subdivisions, Major	\$600
Administrative Review or Subdivisions/ Lot Splits/ Minor if Five Lots or Less	\$300
Block Party	\$25
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

MAINTENANCE REPORT

RES.20-057 AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO DUNROBIN ASSOCIATES LLC

Motion by Mr. Rivers to authorize the issuance of a Purchase Order to Dunrobin Associates LLC, in the amount of \$6,681.00, for Orange Phase II Easement Acquisitions.

Seconded by Mr. Grumbles

VOTE: Rivers – yes Grumbles - yes Taranto- yes

RES.20-058 APPROVING THE AMENDMENT OF RES.14-130 AND POLICY REGARDING WINTERTIME MAILBOX REPAIR OR REPLACEMENT POLICY

Mr. Rivers moved the adoption of the following resolution:

WHEREAS the Board, having previously adopted a policy regarding wintertime mailbox repair or replacement and has been presented a description modifying this resolution and policy, and

WHEREAS it is deemed advisable to approve such modification and policy;

NOW THEREFORE BE IT RESOLVED that:

1. RES.14-130 presented to Board on April 21, 2014 shall be amended to read *“the policy to be adopted is that version presented to the Board and bearing in its footer the identifying version date of 01242020”*; also it shall be amended to read *“Be it further Resolved that the Director of Operations and Township Administrator are respectively authorized to execute this policy and perform their respective functions as stated therein.”*
2. The *Orange Township, Delaware County, Ohio Wintertime Mailbox Repair or Replacement Policy* presented to the Board and dated Version 01242020 is hereby approved and accepted to reflect the replacement of the title of “Maintenance and Parks Director” with “Director of Operations”; Effective date to be *February 2, 2020*, and 3a. to read; *“Complete a Wintertime Mailbox Repair or Replacement Request Form, which can be obtained on the Orange Township website at www.orangetwp.org/Departments/Roads/Mailboxform or contact the Orange Township Director of Operations @ 740-657-2630 or wcowan@orangetwp.org.”*

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3. The aforementioned is presented for informational purposes only and can be changed at any time by the Board, with or without notice.
4. Those portions of prior resolutions of the Board inconsistent with this Resolution are hereby repealed and of no further force or effect.

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

RES.20-059 ACCEPT RESIGNATION OF MAINTENANCE WORKER MICHAEL BROOKOVER

Motion by Mr. Rivers to accept the resignation of Maintenance Worker Michael Brookover effective January 23, 2020.

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

PUBLIC SAFETY REPORT

RES.20-060 AUTHORIZE THE ISSUANCE OF A THEN AND NOW PURCHASE ORDER TO ALAN HAGAR

Motion by Mr. Rivers to authorize the issuance of a Then and Now Purchase Order to Alan Hager, in the amount of \$3,681.40, for training services.

Seconded by Mr. Grumbles

VOTE: Rivers – yes Grumbles- yes Taranto - yes

FISCAL OFFICE REPORT

LIQUOR LICENSE

Consensus given

OLD BUSINESS

RES.20-046 AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO DELAWARE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Motion by Mr. Rivers to authorize the issuance of a purchase order to Delaware County Office of Homeland Security and Emergency Management in the amount of \$14,090.98, for 2020 dues.

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

RES.20-047 ACCEPTING INVENTORY REPORTS AS ANNUAL INVENTORY AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO FILE COPIES WITH THE TOWNSHIP FISCAL OFFICER

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

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

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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. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

TABLED RES.20-048 CREATING EMPLOYMENT POSITION OF RECEPTIONIST AND ESTABLISHING POSITION DESCRIPTION TABLED FEBRUARY 18, 2020 BOARD MEETING

NEW BUSINESS

RES.20-070 APPROVING GUIDE PROPOSAL

Motion by Mr. Rivers to approve the Guide Proposal for the Spring and Summer Newsletter, Quote No. 2180, dated January 27, 2020 for \$1,000.00

Seconded by Ms. Taranto

VOTE: Rivers – yes Taranto- yes Grumbles - yes

RES.20-066 APPROVING A REVISED PUBLIC RECORDS POLICY

The Board of Trustees of Orange Township, Delaware County, Ohio (“Board”) met in regular session on February 3, 2020 with the following members present:

Ryan Rivers

Ben Grumbles

Deborah Taranto

Mr. Grumbles moved the adoption of the following Resolution:

PREAMBLE

WHEREAS, pursuant to R.C. § 149.43(E)(2), the Board previously adopted Resolution No. 07-374, approving a public records policy titled the “Public Records Policy of Orange Township, Delaware County” (“Policy”); and,

WHEREAS, the Board from time to time subsequently modified the Policy by the following resolutions: Resolution 11-456, Resolution 13-283, and Resolution 18-106; and,

WHEREAS, the Board now desires to further modify the Policy.

RESOLUTION

NOW THEREFORE, BE IT RESOLVED:

- A. The modified Policy, as presented to the Board and bearing in its footer the identifying version date of 012920, is hereby adopted. The contents of such Policy are incorporated by reference into this Resolution as if fully repeated here.
- B. A copy of the modified Policy will be maintained by the Township Administrator.

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ORANGE TOWNSHIP – DELAWARE COUNTY**

- C. Pursuant to R.C. § 149.43(E)(2), a copy of the modified Policy shall be distributed to the Fiscal Officer as the records custodian. The Fiscal Officer shall acknowledge receipt of a copy of the modified Policy in a signed writing.
- D. Pursuant to R.C. § 149.43(E)(2), a copy of the modified Policy shall also be included in the Township’s Employee general policies and procedures manual or handbook.
- E. The modified Policy approved herein (version 012920) supersedes and replaces all prior versions of the Policy.
- F. 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.
- G. This Resolution shall be in full force and effect immediately upon adoption.

Mr. Rivers seconded the motion.

VOTE: Grumbles – Yes Rivers – Yes Taranto - Yes

Voted on and signed this _____, 20_____ in Orange Township, Delaware County, Ohio.

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

Ryan Rivers
Trustee/ Chair

Ben Grumbles
Trustee

Debbie Taranto
Trustee

Attest:

Wesley Mayer
Township Fiscal Officer
Orange Township, Delaware County, Ohio

CERTIFICATE

State of Ohio, Delaware County

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. _____ is taken and copied from the record of proceedings of the Board, and that it has been compared by me with the Resolution on the record and is a true and accurate copy. Further, I certify that the adoption of such Resolution occurred in an open meeting held in compliance with R.C. § 121.22.

Date: _____

Wesley Mayer
Township Fiscal Officer
Orange Township, Delaware County, Ohio

**BOARD OF TRUSTEES JOURNAL OF ACTIONS
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ORANGE TOWNSHIP – DELAWARE COUNTY**

RES.20-071 TO ADJOURN MEETING

Motion by Mr. Rivers to adjourn meeting

Seconded by Mr. Grumbles

VOTE: Rivers – Yes Grumbles – Yes Taranto - Yes

Ryan Rivers, Chairman

Ben Grumbles, Vice-Chairman

Deborah Taranto, Trustee

Attest: _____
Wesley Mayer, Fiscal Officer

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