

Orange Township Board of Trustees
Delaware County
Special Trustee Meeting, February 28 2019

***A full and accurate account of this meeting's audio and video can be found at www.orangetwp.org ***

Mr. Rivers called the meeting to order at 10:00 a.m.

PRESENT: Ryan Rivers, Chair – present
Lisa Knapp, Vice-Chair – present
Deborah Taranto, Trustee – present
Wesley Mayer, Fiscal Officer – present

ALSO PRESENT

Matt Noble	Fire Chief
Bill Cowen	Director of Operations
Amanda Sheterom	Human Resources/Communications Manager
Michele Boni	Planning and Zoning Director
Lee Bodnar	Township Administrator
Michael McCarthy	Township General Counsel

PLEDGE OF ALLEGIANCE

The purpose of this meeting is:

☉ Regular Session:

- Discussion and possible action pertaining to Department Goals and Planning for 2019.

REGULAR SESSION

Mr. Rivers explained the purpose of the meeting was for the department heads to share with the Board their plans and goals for 2019. He was hoping this was the beginning step towards having regular work sessions.

10:05 A.M. to 10:20 A.M. CHIEF MATT NOBLE, FIRE DEPARTMENT

Fire Chief Matt Noble, using the Smart Board, shared his succession plan with the Board.

Succession Plan Goal #1 - Organizational Positions

Strategy 1 - Hire one (1) additional Full-time Fire Inspector to place three (3) prevention personnel in the Fire Prevention Bureau.

Estimated Time to Initiate and Complete: 1 Month – 1 Year

1. Once the final 2019 Fire Department Appropriations are approved, the hiring of the Full-Time Inspector will be within one month and then serve a one year probationary period

Strategy 2 - Hire two (2) additional Full-Time Firefighter/Paramedics to place twelve (12) Full-time Firefighter/Paramedics on each shift.

Estimated Time to Initiate and Complete: 1 Month - 1 Year

1. Once the final 2019 Fire Department Appropriations are approved, the hiring of the two (2) Full-Time Firefighter/Paramedics will be within one month
2. The new Full-Time Firefighter/Paramedics will be assigned to rotating shifts for their one (1) year probationary period
3. Once the probationary period is complete, the new Full-Time Firefighter/Paramedics will be assigned to their shift

Succession Plan Goal #2 – Training and Qualifications

Strategy 1 - Ensure Fire Department Appropriations continue to support funding for various training courses and College Reimbursement to better assist personnel in acquiring the required educational requirements.

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Estimated Time to Initiate and Complete: Immediately and On-Going

1. Continue to provide opportunities for personnel to attend training courses

Strategy 2 - Establish Fire Officer and Incident Command course requirements for various Officer levels (i.e. Fire Officer I, II, III, IV; Blue Card; Buddy to Boss; etc.).

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Continue to work with Union Leadership to understand the need for higher educational requirements for different officer levels
2. Develop through policy and Position Descriptions the need for educational requirements
3. Continue to provide the educational opportunities within the department to assist personnel in meeting the requirements beyond the one year implementation period

Strategy 3 - Establish a mentoring program which provides Officers to provide training, guidance and expectations of Officer Positions.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. The department has already initiated a trial mentorship program
2. Establish through policy and action a more firm mentorship program

Strategy 4 - Establish minimum higher educational requirements (Associates Degree, Bachelors Degree, etc) for various Officer levels.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Continue to work with Union Leadership to understand the need for higher educational requirements for different officer levels
2. Develop through policy and Position Descriptions the need for higher educational requirements
3. Continue to provide tuition assistance through the Collective Bargaining Agreement to assist interested personnel in meeting the requirements

Succession Plan Goal #3 – Recruitment

Strategy 1 - Establish a mentor program for Part-Time Firefighters to better prepare them for full-time positions, so when those positions become available, Part-time Firefighters are better prepared and can better hit the ground running if hired to full-time.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. The department has already initiated a trial mentorship program for Part-Time Firefighters
2. Establish through policy and action a more firm mentorship program

Strategy 2 - Establish minimum requirements for the probationary period to include an orientation period, working on all shifts and completion of skill packets.

Estimated Time to Initiate and Complete: 6 Months – 1 Year

1. Assign the current probationary period skills packet to fire department personnel to review and update
2. Take the probationary skills packet and break it down for Part-Time Firefighters and then a more detailed and broader skills packet for newly hired Full-Time Firefighters
3. Establish through policy and action the required updated orientation period requirements for probationary firefighters

Succession Plan Goal #4 – Employee Relations

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Strategy 1 - Establish a scheduled meeting rotation for LMC to meet and discuss issues. This will better allow both management and union to build stronger relations and aid in keeping small issues from becoming large.

Estimated Time to Initiate and Complete: 3 Months – 1 Year

1. Create with Union Management a schedule to have LMC Meetings

Strategy 2 - Establish a Behavioral Health Policy providing guidance and pathways for personnel when dealing with stressful situations, critical incidents or other post traumatic incident situations.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Assign to departments Behavioral Health contact the task of creating a policy on dealing with issues related to Behavioral Health

Strategy 3 - Better promote the Fire Chaplain program within the department and engage the Chaplain more.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Establish meet and greets with personnel and the department's Fire Chaplain
2. Work with Fire Chaplain on stopping in to visit with personnel periodically
3. Establish times when the Fire Chaplain could hold office hours for personnel to stop and talk
4. Integrate the Fire Chaplain into department functions so he becomes more interwoven into the department structure

Strategy 4 - Establish annual physicals within the department to ensure our personnel are keeping physically and mentally in shape.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Negotiate the need for annual physicals into the Collective Bargaining Agreement
2. Establish a vendor to complete the annual physicals
3. Schedule the annual physicals and begin rotating crews

Strategy 5 - Review and update the departments Cancer Prevention Policies to provide guidance to our personnel to better protect them.

Estimated Time to Initiate and Complete: 3 Months – 1 Year

Strategy 6 - Continue to review, update and create new departmental Policies and SOG's.

Estimated Time to Initiate and Complete: Immediately – 1 Year

Strategy 7 - Generate a complete list of department responsibilities and assign those responsibilities to personnel.

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Create a policy on how this would work
2. Provide the list of responsibilities ("Buckets") to personnel in an effort to gain volunteers
3. Those responsibilities that are remaining, find personnel to take on those responsibilities
4. The idea is, all personnel will be responsible for a "Bucket"

Succession Plan Goal #5 – Image

Strategy 1 - Establish or update the department's mission, vision and core value statements.

Estimated Time to Initiate and Complete: 6 Months – 1 Year

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Strategy 2 - Define all the responsibilities within the department (“buckets”) and begin assigning these responsibilities to personnel (voluntarily first and then assign remaining to personnel that have not taken on a responsibility). ** Goal #4 - Strategy 7 **

Estimated Time to Initiate and Complete: Immediately – 1 Year

1. Create a policy on how this would work
2. Provide the list of responsibilities (“Buckets”) to personnel in an effort to gain volunteers
3. Those responsibilities that are remaining, find personnel to take on those responsibilities
4. The idea is, all personnel will be responsible for a “Bucket”

Strategy 3 - Once the branding study is completed within the Township, implement the recommendations from that study including the addition of building signage and updating any other markings on apparatus, uniforms, other existing items and website.

Estimated Time to Initiate and Complete: 1 Year – 2 Years

Strategy 4 - Provide improved guidance and expectations to personnel including coaching and if applicable discipline, to better reduce inappropriate actions and improve department morale.

Estimated Time to Initiate and Complete: Immediately – On-Going

Succession Plan Goal #6 – Physical Infrastructure

Strategy 1 - Maintain and update the departments Capital Expenditure plan to ensure equipment and apparatus is replaced on schedule and endeavoring to meet applicable standards.

Estimated Time to Initiate and Complete: 1 Month – 1 1/2 Years

1. The current Boat the Fire Department uses is unsafe and needs to be replaced
2. The current Boat is single dimensional as it does not provide a pump for fire protection. This is an important component as the Fire Department protects not only swimmers and boaters on Alum Creek Reservoir, but also millions of dollars of vessels kept at the marina.
3. Once the final 2019 Fire Department Appropriations are approved, the final specifications for a new Boat similar in size as to what ODNR Watercraft utilizes will be finalized and the order placed.
4. After delivery of the new Boat, the existing Boat will be sold on GovDeals.

Strategy 2 - Establish appropriations to maintain the existing facilities (i.e. carpet, painting, maintaining concrete pads, HVAC, etc).

Estimated Time to Initiate and Complete: 1 Month – 1 Year

1. Station 361 needs some painting done, carpet needs replaced in several office areas and the training room.
2. Concrete needs repaired on some curbs and sidewalks at Station 361 along with an addition of sidewalk on the Northwest side of the station (Administration Entrance).
3. Once the final 2019 Fire Department Appropriations are approved, these projects will be scheduled and completed.

10:25 A.M. to 10:40 A.M. AMANDA SHETEROM, HUMAN RESOURCES/COMMUNICATIONS MANAGER

Human Resources/Communications Manager, Ms. Amanda Sheterom came forward and reviewed her following Plan.

Human Resources Policy Development

1. Revise Township handbook to include new policies adopted since last revision May 2014. Review vacation policy to increase accrual amount for longer years of service. Review family members

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considered for funeral/sick leave usage. Update miscellaneous clean up language for a variety of policies.

- a. Implementation: 9-12 months
2. Work with Working Partners to update Substance Free Workplace Policy, specifically address medical and recreational use of marijuana. Train all supervisors and staff on policy for implementation. Meet with Fire and Maintenance unions to adopt in collective bargaining agreements.
 - a. Implementation: 9-12 months
 - b. Appropriated: \$5,000.00 for 2019
3. Implement performance review procedure for non-bargaining employees, both full and part time staff; this may include partnering with an outside vendor to develop and provide appropriate training to supervisor conducting the reviews.
 - a. Implementation: 9-12 months
 - b. Appropriations: Need to appropriate \$5,000.00
4. Continue High Performing Team Training with top management, as needed, including individual coaching, workshops and additional 360 re-measure and feedback.
 - a. Appropriated: \$15,000 for 2019
5. Finalize position descriptions for Fire Chief, Administrative Assistants, Fire Lieutenant and FF/PM Firefighter/Paramedic/EMT. Meet with Fire union to assist developing LT and FF/PM/EMS descriptions. Review current position descriptions for updates.
 - a. Implementation: throughout calendar year 2019

Communications

6. Increase communication with elected officials. Meet monthly outside of Township Hall to discuss their involvement with Township's communication to residents and/or participation in communication projects.
7. Assist with implementing new branding initiative with Township operations. Work with Trustee Rivers on rollout of project: when, how, where and individuals involved. Continue working with Trustee Rivers and Lee Bodnar.
 - a. Implementation: 2-3 years
8. Assist with website redesign with new branding initiative. Develop rollout and communication to residents. Continue working with Lee Bodnar.
9. Purchase employee clothing with new logo/badge to be worn at conferences and meetings showcasing new logo and becoming a brand ambassador of the Township.
 - a. Implementation: 3-6 months
 - b. Appropriations: Need to appropriate \$5,000.00
10. Create Orange Township You Tube channel to live stream Trustee meetings and showcase Township videos.
 - a. Implementation: Upon purchase and installation of recording equipment from Delaware County Data Center

10:45 A.M. to 11:00 A.M. MR. WILLIAM COWAN, DIRECTOR OF OPERATIONS

Director of Operations, Mr. Cowan reviewed his strategic plan for 2019.

2019 Maintenance and Parks Strategic Plan

**GOAL 1. Existing park facilities annual maintenance cost.
(2nd and 3rd quarter)**

- Assess man-hours required for park and trail maintenance, plowing and brooming trails.
- **See if Chris can verify miles of trails and number of bridges/structures that need maintained.
- Mowing (contracted or in house)
- Weed control and fertilization

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- 4 - Soccer Fields:
- 2 - Baseball Fields:
- 7 – Shelters: (locations, size, capacity, etc. for each)
- 6 – Playgrounds
- 7 – Parks
- Swimming Pool
- 15.8 Miles of Paved Trails
- X – No. Trail Bridges
- Landscaping (locations?)
- Identify short term (0 – 18 months) maintenance needs.
- Identify long term (19 months and beyond) maintenance needs.

**GOAL 2. Maintenance and Parks Department Fleet Maintenance Schedule.
(2nd and 3rd quarter)**

- IWorQs for this?
- Coordinate with Zoning Department for use of program.
- Coordinate with Fire Department for mechanics availability for Maintenance and Parks Depts. Vehicle care.
- Equipment list for Maintenance and Parks Depts. vehicles and equipment (mowers, etc.)

**GOAL 3. Look at other options for swimming pool agreements, concession stand etc.
(3rd and 4th quarter)**

- Pool management contract
- Investigate separate concession stand contract
- Investigate separate swimming lesson contract

**GOAL 4. Establish man-hour based fee schedule for soccer field, baseball field, and shelter rentals.
(3rd and 4th quarter)**

- Employee interviews.
- Equipment used (2017 FEMA Rental Rates or newer)
- Recommendation to Board of Trustees Parks Liaison.
- Board of Trustees consideration.

GOAL 5. Trails

- Identify and learn more about trails that have not been connected.
- In township trail system connections
- Trail connections with neighboring communities
- Continue work with Delaware County Preservation Parks group

11:05 A.M. to 11:20 A.M. MS. MICHELE BONI, PLANNING AND ZONING DIRECTOR

Planning and Zoning Director, Michele Boni, came forward to present her strategic plan.

2019 Planning & Zoning Department – Strategic Planning

Identified Top 5 Goals:

1. Submit a request for proposal (RFP) for planning & zoning consultants to update our Zoning Resolution. This will include but not limiting to, major updates with signage, general standards and our residential districts. In addition, a new mixed-use zoning district will be created. The goal for 2019, is to hire the consultant and create a timeline and/or framework to ultimately have the new code adopted by early 2020.
2. To bridge the gap with the Roads & Maintenance department in developing a positive and accountable relationship amongst Zoning staff and boards.
3. To take action in the inefficiencies identified with the Zoning Commission during our LEAN Training sessions and understanding past practices. Examples include but are not limited to,

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providing staff reports, reducing time used on legal counsel and creating cheat sheets for applicants in hopes of eliminating the amount of hearings per application.

4. To begin using our new permitting and code enforcement software, iWorQs. This includes encouraging applicants and residents to use the online component in which one can apply for a permit or submit a compliant to our office. In the long run, this will provide better organization in our department and potentially a paper-free environment. By the end of 2019, we hope to have staff and the community be fully comfortable with the program.
5. To create a task force including the Planning & Zoning Director, members from the Board of Zoning Appeals and Zoning Commission and other important stakeholders to evaluate existing zoning codes, application processes and our comprehensive land use plan. This group is to be small yet important in identify inefficiencies and provide recommendations for improvement.

Strategic Plan/Steps for Goal #1

Update and rewrite our Zoning Resolution

- **Strategies**

Estimated Budget= \$60,000

Estimated Time to initiate/complete: 12-18 months

- Write Request for Proposal (RFP) for Zoning Resolution Rewrite
 - Referring to examples from other Township/City RFPs and use APA resources for template
 - Submit to Lee and legal counsel for Review
 - Revised based on comments received
 - Request Trustees to approve RFP and to begin the bidding process
 - *Anticipated deadline for submittals is Friday, March 15*
 - *Choose consultant by end of March*
- Key Highlights
 - Create new Zoning Districts
 - Mixed Use Planned District
 - A new residential district to assist with empty-nester/condo proposals
 - Amend Existing Zoning Districts
 - Definitions
 - For clarity purposes
 - Farm Residential District
 - Specifically for standards in Old Lewis Center
 - Signage
 - General Standards
 - Lighting, parking, landscaping, architectural, etc
 - Remove Zoning Districts that no longer apply
- Implementation
 - Conduct meetings with consultant, staff and other key stakeholders to discuss deliverables and the goals & objectives of this rewrite
 - Present first draft of code to Zoning Commission
 - Anticipate approx. 4-5 hearings with several revised submittals
 - Receive recommendation from Zoning Commission
 - Prepare final draft for Board of Trustees
 - *Anticipate approve 1-2 hearings*
 - Request Board of Trustees to adopt the new code

Strategic Plan/Steps for Goal #2

Developing positive and accountable relationship with Roads & Maintenance Department.

- **Strategies**

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Estimated Time to Initiate/Complete: 3-6 months

- Scheduling monthly technical meetings with Director of Operations, Fire Inspector to review pending applications
- Encourage the Zoning Commission to have a positive perspective of the Roads & Maintenance Department
 - At time application is submitted (4-5 weeks in advance of first hearing), provide copy to Director of Operations
 - Request response letter from Director of Operations within 10 business days upon review of application
 - Invite the Director of Operations to attend the initial hearings for Rezoning/Zoning Amendment Applications
 - Intent is to be available for questions and comments to assist with the board's recommendations

Estimated Time to Initiate/Complete: 6-18 months

- Collaborate on both short-term and long-term projects
 - Complete Street Policy
 - Review draft of Complete Street Policy written by OSU Student
 - Meet with County Engineer's to determine feasibility
 - Modify/Amend changes
 - Request recommendation of policy with Zoning Commission
 - Seek adoption of policy with the Board of Trustees
 - Parks & Trail Master Plan Update
 - Encourage involvement with OSU Students
 - Offering a studio course or independent study to solely focus on the plan update
 - Participate in meetings with Delaware County and community members
 - Review plan along the way to determine if any proposals can impact zoning
 - If so, provide recommendations

Strategic Plan/Steps for Goal #3

Improve practices and processes with the Zoning Commission and Board of Zoning Appeals

- **Strategies**

Estimated Time to initiate/complete: 1-3 months

- Improve Public Outreach & Communication
 - Locate Zoning Hearing signs on subject location
 - At least two (2) weeks in advance of hearing
 - Upload Zoning Applications on website for public review
 - Determine on current website capacity
 - Personally connect with neighboring HOA (when applicable) to better streamline communication and address any concerns upfront
 - Email HOA president and/or send personalized letter
- Track and Organize Pending Minutes
 - Coordinate with Cindy Davis on a weekly basis to check status of pending minutes
 - Prioritize minutes based on level of controversy
 - Once minutes are drafted, email out to Zoning Commission and Legal Counsel to review
 - At least a week in advance prior to the next hearing
 - Staff (Michele & Jeff) will review minutes as well

Estimated Time to initiate/complete: 3-9 months

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- Reduce time taken from application submittal to Zoning Commission recommendation
 - Request legal counsel comments on applications in advance of hearings
 - Provide ample time for staff and board members to review
 - Prepare Staff Reports for all ZC Applications
 - Including but not limited to, the findings of facts, area description, Comprehensive Land Use Plan recommendations and list of divergences.
 - Provided at least one (1) week in advance of initial hearing
 - Create cheat sheets or how-to guidelines for applicants
 - Finalized the master response list derived from LEAN Training Session
 - Request comments/revisions from board members and legal counsel
 - Intent is to have a Commercial, Industrial, Single-Family and Multi-Family guide for applicants

Strategic Plan/Steps for Goal #4

To be fully acclimated to our new permitting & code enforcement software, iWorQs

- **Strategies**

Estimated Time to initiate/complete: 6-12 months

- Log all permits and complaints through web-based system
 - Closes all cases from excel spreadsheets
 - Following up with final & temporary compliances
- Encourage applicants to apply for applications and submit complaints online
 - Enhance social media/ outreach
 - Post on Facebook Page
 - Post announcement in Newsletter
 - Send out via listservs
 - Email blast to common builders/contractors
 - Create a how-to sheet
- Utilize Inspection/Activity Dashboard
 - Track when inspections are due based on issuance of permit
 - Track each site visit for code violations
 - From initial investigation to closing violation case
 - Use smartphone app to log inspections
- Participate in trainings for Public Works Component
 - Assist Director of Operations in implementation process
 - Identifies areas to collaborate
 - I.e. Plan Review
- Utilize Plan Review Portal
 - Train other departments to use portal
 - Fire Department
 - Roads & Maintenance Department
 - Departments can log and/or upload response letters to applications that require multiple departmental reviews
- Utilize Report Portal
 - Run weekly, monthly and annual reports indicating how many, what type and the fees associated with approved permits
- Rely on GIS Assistant to update parcel data for system
 - Collaborate with staff to ensure correct zoning data is integrated with parcel information
 - Have consistent communication with iWorQs to ensure data is uploaded correctly
 - This shall be on a quarterly basis

Strategic Plan/Steps for Goal #4

Create a task force for long-range planning & zoning projects.

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- **Strategies**

Estimated Time to initiate/complete: 6-18 months

- Select members for the task force (10 max.)
 - One member from BOT
 - 1-2 members from ZC
 - 1-2 members from BZA
 - 1-2 Business Owners
 - 1-2 Residents
 - Planning & Zoning Director
 - Zoning Enforcement Officer
- Once group is established, create meetings calendar
 - Meet on a quarterly basis
- Items to discuss during these meetings includes but is not limited to:
 - Evaluating current Comprehensive Land Use Plan
 - Intent to update every 5 years
 - Evaluating current Zoning Resolution
 - Intent to update every 5 years
 - General processes and department structure
 - Board Meetings
 - Application reviews
 - Miscellaneous projects
 - Complete Street Policy
 - Wayfinding/Signage Plans

11:25 A.M. to 11:40 A.M. MR. LEE BODNAR, ADMINISTRATOR

Mr. Lee Bodnar, Township Administrator, gave his goals.

Administration

1. Education/Growth

- Staff
 - Training/Education
 - 2019 Team Training for Department Supervisors (Amanda)
 - RecDesk Software Training (Bill, Mary Ann & Nancy).
 - iWorks Fleet Maintenance Software (Bill).

2. Reorganization and Construction

- Director of Operations
 - Continue Mr. Cowan's organizational integration.
- Office Renovations - late 2nd / early 3rd quarter.
 - Garage Area & Front Office Area (\$40,000)
 - Start with Garage area – when completed, move Mary Ann & Nancy to Garage while Front Office area is under construction.
 - Post Construction: Mary Ann to move to back area, Nancy to remain in front area and hire new Receptionist (\$15 to \$18/hr).
- Security System Plan Development for 2020 (Bill)
 - Exterior Cameras
 - Interior Alarm System
 - Hot Button

3. Special Projects

- Branding Initiative (Pd \$13,425) – 2nd / 3rd quarter (Amanda)

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- Letterhead, Business Cards, Envelopes, Forms, Brand Badge, Wayfinding Analysis, Newsletter Template, etc. (Budget Plan)
- Website (Pd \$7,004.61) – 3rd / 4th quarter (w/Amanda)
 - Redesign Process (6-8 months)
 - New User-Friendly Updated and Appearance.
- Document Management (Budget \$40,000) – 3rd quarter
 - Fiscal Office & County IT Department Cooperative Effort.
 - Equipment Analysis.
- Audio/Visual Equipment (w/Amanda)
 - Trustee YouTube (\$6,745) – March 18th
 - Smart Board Purchase (\$8,000) upon approval
 - New Equipment for Front Reception (\$5,000) upon approval

4. Economic Development

- JEDD
 - 6-8 Month Path (\$170,000/yr.) – Unrestricted
 - TIF (3)
 - Orange Road (Dec 2018)
 - Estimated \$7,000/yr. - ten years – Restricted
 - Evan’s Farm (Dec 2018)
 - Estimated \$27,000/yr. – ten years – Restricted
 - Kerbler (Dec 2018)
 - Estimated \$25,000/yr. – twenty years – Restricted
- Annual TIF Total: \$59,000
- Other
 - Creekside Funds TIF (County) - up to \$40,000/year – twenty years

Annual Total All: \$269,000

5. Marketing

- Branding Plan (Amanda)
 - Integration & Implementation Plan

6. Other Item of Note

- 1.0-Mill Parks & Recreation (exp. 12/31/2019)
- 0.5-Mill Road & Bridge (exp. 12/31/2019)
- Outreach and Communication Committee
- Z-Gate Project – TBD
- Document Shredding for 2019
- Develop 2019 Events Plan (Movies, Bands, etc.)
- Develop Capital Improvement Plan (Buildings, Structures, Pool, etc.)
- Township Hall Plan

Goals are Objectives AND Strategies are Action Plans

Mr. Bodnar also spoke briefly about the Veterans’ Memorial.

MR. WES MAYER FISCAL OFFICER GAVE AN UPDATE & STRATEGIC PLAN FOR 2019

Mr. Mayer gave the following presentation.

1) Audit

- Target finishing date of April 15, 2019

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2) Processes and Procedures

- Improve effectiveness and efficiency to assure adherence to AOS regulation and the ORC

3) Document Management

- Work with Mr. Bodnar, department heads, and the County IT to develop
- Involving all departments

4) Communications

- Externally – restore trust and confidence in the Fiscal Office
 - Transparency in township finances
 - Financial information just not data
 - Education - regular communications
 - Input – Financial Advisory Committee
 - Rely more heavily on our website
- Internally – department head meetings
 - Transparency in township finances
 - Financial information just not data
 - Budgeting – work with department heads
 - Developing a budget
 - Simplifying the appropriation status report
 - Eliminating unused and unnecessary line items and renaming other items
 - Managing the department cost center
 - Two way with the department heads
 - Fiscal Office need to know about and possibly be involved with anything that could have an impact on finances or potential risk to township

11:45 A.M. TO 12:00 P.M. OPEN DISCUSSION

Mr. Rivers opened up the meeting to questions from the Board.

Ms. Knapp thanked Mr. Bodnar and everyone for the completely different atmosphere at the township and the moving forward.

Ms. Taranto wanted to point out how far Ms. Boni had taken the zoning department. Ms. Knapp agreed. She mentioned Ms. Sheterom and the full time + work it has taken with human resources. She is looking forward to helping and working with Mr. Cowan. Mr. Cowan and Ms. Taranto briefly discussed the levy money.

Mr. Rivers commented on the parks master plan, including facilities and financial analysis. The Board was in agreement.

Ms. Knapp is looking forward to document management it has been discussed for a long time.

There was no further business, meeting adjourned at 11:30 a. m.

Ryan Rivers, Chairman

Lisa Knapp, Vice Chairman

Deborah Taranto, Trustee

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Attest: _____
Wesley Mayer, Fiscal Officer