

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

The electronic recordings of this meeting serve as the official meeting minutes.  
A full and accurate account of this meeting’s audio and video can be found at [www.orangetwp.org](http://www.orangetwp.org)

Mr. Grumbles called the meeting to order at 6:00 p.m.

**PRESENT:** Ben Grumbles, Chair  
Deborah Taranto, Vice-Chair  
Ryan Rivers, Trustee  
Lisa Kraft, Fiscal Officer

**ALSO PRESENT:** Michele Boni, Township Administrator  
Silas Bowers, Director of Operations  
Nathan McNeil, Fire Chief  
Valerie Bunting, Office Manager

**APPROVAL OF CONSENT AGENDA**

**1) IN THE MATTER OF APPROVING THE CONSENT AGENDA FOR THE REGULAR MEETING HELD ON OCTOBER 4, 2021:**

It was moved by Mr. Grumbles, seconded by Ms. Taranto to approve the consent agenda for Regular Meeting held on October 4, 2021

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Yes

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

**A) RES.21-328 APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM THE REGULAR MEETING HELD ON SEPTEMBER 20, 2021**

WHEREAS, the Board of Trustees for Orange Township, Delaware County, Ohio (the “Board”) met in regular session on September 20, 2021

WHEREAS, the Fiscal Officer has certified, pursuant to section 305.11 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the Regular Meeting held on September 20, 2021.

**B) RES.21-329 APPROVING PURCHASE ORDERS, THEN AND NOW PURCHASE ORDERS, AND BLANKET PURCHASE ORDERS AS LISTED:**

<b>Vendor</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>
---------------	--------------------	----------------	---------------

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

Edge Technology Consulting, LLC	Moffett Room Technology Improvements	CARES	\$17,124.70
Lazelle Rd	Lazelle Rd culvert repair (DCEO project)	2231-330-323-0000	\$35,000.00
Cyrus Concrete Construction	NOAC Concrete Repairs	ARP	\$36,000.00
J&A Construction	Mastic & Crack Sealing	2141-760-730-0000	\$100,000.00
Byers	Fire Prevention Vehicle	2191-760-750-0000	\$30,820.00

**RES 21-330 SCHEDULE HEARING FOR ZON-21-05, EVANS FARM PCD AMENDMENTS**

Motion by Mr. Grumbles to set hearing date for ZON-21-05, Evans Farm PCD amendments on October 18, 2021 at 6:00 p.m. at Township Hall.

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Yes

**RES 21-331 SCHEDULE HEARING FOR ZON-21-06, EVANS FARM SFPRD AMENDMENTS**

Motion by Mr. Grumbles to set hearing date for ZON-21-06, Evans Farm SFPRD amendments on October 18, 2021 at 6:00 p.m. Township Hall.

Seconded by Ms. Taranto

VOTE: Grumbles – Yes Taranto – Yes Rivers – Yes

**RES.21-332 APPOINT KIM MAHANEY TO FULL-TIME POSITION OF ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF OPERATIONS AND ESTABLISHMENT OF COMPENSATION**

Mr. Grumbles moved the adoption of the following resolution:

BE IT RESOLVED that Kim Mahaney is appointed to the non-exempt, full-time, non-bargaining unit employment position of Administrative Assistant to the Director of Operations, effective October 6, 2021.

BE IT FURTHER RESOLVED that the compensation for this position shall be at the rate of \$24.00 per hour, with paychecks to be issued based on a 14-day pay period.

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

- 1) Notwithstanding any other resolution of the Board, the employee shall be entitled to three (3) weeks of vacation time during the first year of her employment, which may be taken once she has completed 6 months of service after her date of hire.

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

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

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

Seconded by Ms. Taranto

VOTE:           Grumbles – Yes                           Taranto – Yes                           Rivers – Yes

**CON.21-10.04.01 CONSENSUS TO MOVE FORWARD WITH IAP GOVERNMENT SERVICES GROUP, INC FOR THOMPSON ROOM RENOVATIONS**

The board agreed to move forward with IAP Government Services Group, Inc. for Thompson Room renovations which includes 4 additional offices, storage space and a conference room.

**RES.21-333 ACKNOWLEDGE AND ACCEPT DONATION**

Motion by Mr. Grumbles to accept a donation of a \$30.00 Scramblers gift card for the Fire Department.

Seconded by Ms. Taranto

VOTE:           Grumbles – Yes                           Taranto – Yes                           Rivers – Yes

**RES.21-334 ADOPTION OF A MILITARY LEAVE POLICY**

The Board of Trustees of Orange Township, Delaware County, Ohio (“Board”) met in Regular session on October 4, 2021 with the following members present:

Ben Grumbles

Deborah Taranto

Ryan Rivers

Mr. Grumbles Moved the adoption of the following Resolution:

**PREAMBLE**

**WHEREAS**, the Board desires to approve and adopt a/an:

Military Leave Policy (“Policy”).

*(Name of Policy)*

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED:**

A. The Board hereby approves and adopts the Policy. A copy of the Policy is attached to this resolution as Exhibit A and by this reference incorporated herein.

B. The Policy shall take effect immediately.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

C. 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.

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

Ms. Taranto seconded the motion.

VOTE:            Grumbles – Yes                            Taranto – Yes                            Rivers – Yes

Voted on and signed this 4<sup>th</sup> day of October, 2021 in Orange Township, Delaware County, Ohio.

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

---

Ben Grumbles  
Chair

---

Deborah Taranto  
Vice-Chair

---

Ryan Rivers  
Trustee

Attest:

---

Lisa Kraft  
Orange Township Fiscal Officer

**CERTIFICATE**

State of Ohio, Delaware County

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. 21-334 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.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

Date: \_\_\_\_\_

\_\_\_\_\_  
Lisa Kraft  
Orange Township Fiscal Officer

**EXHIBIT A**



**ORANGE TOWNSHIP  
MILITARY LEAVE POLICY  
(R.C. § 5923.05)**

Military leave is governed by R.C. Chapters 5903, 5906 and 5923 and the Uniformed Services Employment and Reemployment Rights Act (USERRA).

**A. Definitions.** As used in this Policy:

1. “Employee” means a Township employee holding a position that requires working a regular schedule of 26 consecutive biweekly pay periods, or any other regular schedule of comparable consecutive pay periods, which is not limited to a specific season or duration. “Employee” does not include student help; intermittent, seasonal, or external interim employees; or individuals covered by personal services contracts.
2. “Federal Fiscal Year” means the year beginning on October 1 and ending on September 30.
3. “Month” means 22 8-hour work days or 176 hours, or for a Public Safety Employee, 17 24-hour days or 408 hours, within one Federal Fiscal Year.
4. “Policy” means this Orange Township Military Leave Policy.
5. “Public Safety Employee” means an Employee who is employed as a fire fighter or emergency medical technician.
6. “Service in the Uniformed Services” means the performance of duty, on a voluntary or involuntary basis, in a Uniformed Service, under competent authority, and includes active duty, active duty for training, initial active duty for training, inactive duty for training, full-time national guard duty, and performance of duty or training by a member of the Ohio organized militia pursuant to Chapter 5923. of the Revised Code. “Service in the Uniformed Services” includes also the period of time for which a person is absent from a position of public or private employment for the purpose of an examination to determine the fitness of the person to perform any duty described in this definition.
7. “Township” means Orange Township, Delaware County, Ohio.
8. “Uniformed Services” means the armed forces, the Ohio organized militia when engaged in active duty for training, inactive duty training, or full-time national guard duty, the commissioned corps of the public health service, and any other category of persons designated by the president of the United States in time of war or emergency.

**B. Month 1 Military Leave.** Employees who are members of the Ohio organized militia or members of other reserve components of the armed forces of the United States, including the Ohio national guard,

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

are entitled to and shall be given a leave of absence from their respective positions without loss of pay for the time they are performing Service in the Uniformed Services, for periods of up to 1 Month, for each Federal Fiscal Year in which they are performing Service in the Uniformed Services.

- C. Months 2-12 Military Leave.** Except as otherwise provided in Section D of this Policy, any Employee who is entitled to the leave provided under Section B of this Policy, and who is called or ordered to the Uniformed Services for longer than a Month, for each Federal Fiscal Year in which the employee performed Service in the Uniformed Services, because of an executive order issued by the president of the United States, because of an act of congress, or because of an order to perform duty issued by the governor pursuant to R.C. § 5919.29 is entitled, during the period designated in the order or act, to and shall be given a leave of absence and shall be paid, during each monthly pay period of that leave of absence, the lesser of the following:
1. The difference between the Employee's gross monthly wage or salary as an Employee and the sum of the Employee's gross uniformed pay and allowances received that month;
  2. Five hundred dollars (\$500).
- D. Limit on Months 2-12 Military Leave Pay.** No Employee shall receive payments under Section C of this Policy if the sum of the Employee's gross uniformed pay and allowances received in a pay period exceeds the Employee's gross wage or salary as a Township Employee for that period or if the Employee is receiving pay under Section B of this Policy.
- E. Request for Leave and Production of Call or Order.** Each Employee who is entitled to leave under this Policy shall submit the following to the Township:
1. A written request for military leave as soon as the Employee becomes aware of the call or order to the Uniformed Services; and,
  2. The published order authorizing the call or order to the Uniformed Services or a written statement from the appropriate military commander authorizing that service, prior to being credited with that leave.
- F. Use of Paid Leave.** Employees, who are on military leave in excess of 1 Month in a Federal Fiscal Year, may use their own accrued paid leave (i.e. vacation leave, personal leave or compensatory time) while on military leave. Employees who elect this option shall accrue vacation leave and sick leave while on such paid leave.
- G. Health Insurance Benefits.** For military leave up to 1 Month in a Federal Fiscal Year, Employees shall continue to be entitled to health insurance benefits as if they are working. These benefits shall continue beyond this period if the Employee is on military leave and elects to utilize their own accrued paid leave. Employees who's military leave exceeds 1 Month in a Federal Fiscal Year and who do not elect to utilize paid leave are not entitled to the health insurance benefits on the same basis as if they are working. In these circumstances, Employees will be provided notice of their rights to continue health insurance benefits at their cost in accordance with applicable law.
- H. Collective Bargaining Agreement (CBA).** Any Employee whose employment is governed by a collective bargaining agreement with provision for the performance of Service in the Uniformed Services shall abide by the terms of that collective bargaining agreement with respect to the performance of that service.
- I. Severability.** The provisions of this Policy are severable and independent, and if any such provision shall be unenforceable in whole or in part, the remaining provisions and any partially enforceable provisions, to the extent enforceable, shall nevertheless be binding and enforceable.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

Also See the Township Family and Medical Leave Act (FMLA) Policy.



**RECEIPT FOR ORANGE TOWNSHIP  
MILITARY LEAVE POLICY  
(R.C. § 5923.05)**

I have received my copy of the Orange Township Military Leave Policy (“Policy”).

INITIAL

- I agree that I am responsible for knowing its contents. \_\_\_\_\_
- I understand if I have any further questions, I will contact my supervisor. \_\_\_\_\_
- I understand that this Policy is not all inclusive of the policies that I must follow as an Orange Township employee. \_\_\_\_\_
- I acknowledge and understand that this Policy does not create a contract of employment with Orange Township for any purpose. \_\_\_\_\_
- I agree and understand that any and all provisions of this Policy may be modified or eliminated, without advance notice to me, at any time. \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Please sign and return to:

Orange Township Human Resources Department  
1680 E. Orange Rd.  
Lewis Center, OH 43035

**RES.21-335 TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO WORK WITH PROFILE DISCOVERY TO RECOVER DELETED RECORDS AND OBTAIN A SUMMARY OF WHAT WAS DELETED**

Mr. Grumbles moved to authorize the township administrator to work with Profile Discovery to recover deleted records and obtain a summary of what was deleted.

Ms. Taranto seconded the motion.

**BOARD OF TRUSTEES JOURNAL OF ACTIONS  
FROM REGULAR MEETING HELD OCTOBER 4, 2021  
ORANGE TOWNSHIP - DELAWARE COUNTY**

VOTE:            Grumbles – Yes                            Taranto – Yes                            Rivers – No

**RES.21-336 MEETING ADJOURNMENT**

Motion by Mr. Grumbles to adjourn.

Seconded by Ms. Taranto

VOTE:            Grumbles – Yes                            Taranto – Yes                            Rivers – Yes

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

\_\_\_\_\_  
Ben Grumbles, Chair

\_\_\_\_\_  
Deborah Taranto, Vice-Chair

\_\_\_\_\_  
Ryan Rivers, Trustee

Attest: \_\_\_\_\_  
Lisa Kraft, Fiscal Officer