

**BOARD OF TRUSTEES JOURNAL OF ACTIONS
FROM ORGANIZATIONAL MEETING HELD JANUARY 8, 2025
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

Mrs. Batten to call the meeting to order at 3:00 p.m.

PRESENT:

Erica Fouss, Trustee
Lisa Knapp, Trustee
Michael Ringle, Trustee
Donna Batten, Fiscal Officer

ALSO PRESENT:

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

Mrs. Batten to Open the Floor for Nominations for Chair and Vice Chair of the Board of Trustees

RES.25-001 CHAIR 2025

Motion by Ms. Knapp to elect Trustee Michael Ringle as Chair of the Board of Trustees for the calendar year 2025.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-002 VICE CHAIR 2025

Motion by Ms. Knapp to elect Trustee Erica Fouss as Vice Chair of the Board of Trustees for the calendar year 2025.

Seconded by Mr. Ringle

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

The Remainder of the Meeting will be Turned Over to the New Chair

RES.25-003 ENTER INTO EXECUTIVE SESSION

Motion by Mr. Ringle that the Board enter into Executive Session to

- a) Conference with the Township Attorneys Concerning a Dispute that is the Subject of Imminent Litigation Pursuant to Ohio Revised Code Section 121.22(g(3))”

Invited to Attend: Michael Ringle, Erica Fouss, Lisa Knapp, Donna Batten, Michele Boni, Robin Duffee, and Legal Counsel.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-004 RETURN TO REGULAR SESSION

Mr. Ringle made a motion to return to regular session.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-005 IN THE MATTER OF ESTABLISHING A REASONABLE METHOD WHEREBY THE PUBLIC MAY DETERMINE THE TIME AND PLACE OF ALL

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REGULARLY SCHEDULED MEETINGS OF THE BOARD AND THE TIME, PLACE, AND PURPOSE OF ALL SPECIAL AND EMERGENCY MEETINGS OF THE BOARD
The Board of Trustees of Orange Township, Delaware County, Ohio (“Board”) met in open session for the annual organizational meeting on the 8th day of January, 2025.
Mr. Ringle moved the adoption of the following Resolution.

PREAMBLE

WHEREAS, pursuant to R.C. § 121.22(F), the Board is required, by rule, to establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings of the Board and the time, place, and purpose of all special meetings of the Board; and,

WHEREAS, the Board also desires, consistent with R.C. § 121.22(F), to establish a reasonable method whereby any person may determine the time, place, and purpose of all emergency meetings of the Board.

RESOLUTION

NOW THEREFORE BE IT RESOLVED:

Pursuant to R.C. § 121.22(F), the Board establishes and provides notice of the following schedule for all regular meetings of the Board held in 2021 and sets the following rules for providing notice of all special and emergency meetings of the Board held in 2025:

1. All regularly scheduled meetings of the Board held in 2025 shall be held in accordance with the following schedule of the first and third Wednesday of each month:

Time: 3:00 p.m.

Exhibit “A”

Wednesday, January 8, 2025*
Wednesday, January 22, 2025*
Wednesday, February 5, 2025
Wednesday, February 19, 2025
Wednesday, March 5, 2025
Wednesday, March 19, 2025
Wednesday, April 2, 2025
Wednesday, April 16, 2025
Wednesday, May 7, 2025
Wednesday, May 21, 2025
Wednesday, June 4, 2025
Wednesday, June 18, 2025
Wednesday, July 2, 2025
Wednesday, July 16, 2025
Wednesday, August 6, 2025
Wednesday, August 20, 2025
Wednesday, September 3, 2025
Wednesday, September 17, 2025
Wednesday, October 1, 2025
Wednesday, October 15, 2025
Wednesday, November 5, 2025
Wednesday, November 19, 2025
Wednesday, December 3, 2025
Wednesday, December 17, 2025

The meetings with a *; those being January 8, 2025 and January 22, 2025, are being held on the second and fourth Wednesdays due to the holiday conflict.

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Place: Orange Township Hall, 1680 East Orange Road, Lewis Center, Ohio 43035.

1. The Fiscal Officer shall immediately publish the above time, days/dates, and place of all regularly scheduled meetings one (1) time in the Delaware Gazette, a newspaper of general circulation in the Township.
2. The Fiscal Officer shall also continually post the above time, days/dates, and place of all regularly scheduled meetings in at least one (1) prominent public location in the township hall, in at least one (1) prominent public location at any other location where the Board regularly holds meetings and/or conducts business (if any), and, if the Board maintains a Township website or subsequently establishes a Township website, on the Township's website.
3. Any person, upon request made to the Fiscal Officer, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Advance notification shall be provided in any reasonably requested manner to include, but not limited to, providing notice and the agenda by email sent to an email address provided by the requestor or physically mailing the notice and agenda to the requestor and/or all subscribers on a mailing list provided by the requestor. If physical mailing of the notice and agenda are requested, the requestor shall provide the Fiscal Officer a sufficient quantity of self-addressed, stamped envelopes bearing sufficient postage to mail the requested notice(s) and agenda(s). The Fiscal Officer shall maintain a list of all persons requesting such notification.
4. The Fiscal Officer shall maintain a separate list of news media requesting notification of meetings.
5. Where the purpose of a regular meeting is of a type for which a person(s) or the news media has requested notification, the Fiscal Officer shall provide advance notice to such requesting person(s) in the manner requested and to the news media in writing.
6. The Fiscal Officer shall provide notice of the time, place, and purpose of all special meetings of the Board as follows:
 - A. Provide at least twenty-four (24) hours' advance notice in writing to the news media that have requested notification; and,
 - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide advance notice to such requesting person(s) in the manner requested.
 - C. Prominently post advance notice of the meeting on the door of the township hall or other location where the meeting is to be held.
 - D. If the Board specifically requests notice be published, publish notification as directed by the Board.
 - E. If the Board maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township's website.
7. Any member or members of the Board calling an emergency meeting of the Board shall immediately provide notice of the time, place, and purpose of the emergency meeting as follows:
 - A. Provide notice in writing to the news media that have requested notification; and,
 - B. Where the purpose of the meeting is of a type for which a person(s) has requested notification, provide notice to such requesting person(s) in the manner requested.
 - C. Prominently post notice of the meeting on the door of the township hall or other location where the meeting is to be held.
 - D. If the Board maintains a Township website or subsequently establishes a Township website, post notice of the meeting on the Township's website.
8. If a meeting is cancelled, the Fiscal Officer shall provide notice of the cancellation by prominently posting a notice of the cancellation on the door of the township hall or other

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location where the meeting is to be held and, if the Board maintains a Township website or subsequently establishes a Township website, posting notice of the cancellation on the Township's website.

9. 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.

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

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

RES.25-006 APPOINT LISA KNAPP AS A MEMBER TO THE DELAWARE COUNTY GENERAL HEALTH ADVISORY COUNCIL

Motion by Mr. Ringle to appoint Lisa Knapp as a Member to the Delaware County General Health Advisory Council for 2025.

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

RES.25-007 APPOINT ROBIN DUFFEE AS DELAWARE COUNTY REGIONAL PLANNING REPRESENTATIVE

Motion by Mr. Ringle to appoint Robin Duffee as Orange Township Representative to the Delaware County Regional Planning Commission, for the calendar year 2025.

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

RES.25-008 APPOINT ERIC GAYETSKY AS DELAWARE COUNTY REGIONAL PLANNING ALTERNATE REPRESENTATIVE

Motion by Mr. Ringle to appoint Eric Gayetsky as Orange Township Alternate Representative to the Delaware County Regional Planning Commission, for the calendar year 2025.

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

RES.25-009 APPOINT MICHAEL RINGLE AND MICHELE BONI AS THE TOWNSHIP'S MEMBERS OF THE DELAWARE COUNTY TAX INCENTIVE REVIEW COUNCIL

Motion by Mr. Ringle to appoint Michael Ringle and Michele Boni as the Township's members of the Delaware County Tax Incentive Review Council ("TIRC") mandated by R.C. section 5709.85.

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

RES.25-010 APPOINTING CHAIR OF THE BOARD, TOWNSHIP FISCAL OFFICER, AND TOWNSHIP ADMINISTRATOR TO SERVE AS OUR RECORDS COMMISSION

Motion by Mr. Ringle that the Chair of the Board of Trustees of Orange Township, Township Fiscal Officer, and the Township Administrator serve as our Records Commission, for the calendar year 2025.

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

RES.25-011 TOWNSHIP BUSINESS OFFICE HOURS SHALL BE OPEN MONDAY – FRIDAY, 8:00 A.M. TO 4:30 P.M., EXCEPT FOR LEGAL HOLIDAY AND OTHER UNANNOUNCED CLOSED DAYS

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Motion by Mr. Ringle that, the township offices shall be open for zoning and other business, Monday through Friday, 8:00 a.m. to 4:30 p.m., except for legal holidays and other announced closed days.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-012 INTENT TO SELL BY INTERNET AUCTION PERSONAL PROPERTY, INCLUDING MOTOR VEHICLES, ROAD MACHINERY, EQUIPMENT, TOOLS, OR SUPPLIES, THAT IS NOT NEEDED FOR PUBLIC USE, IS OBSOLETE, OR IS UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED

Mr. Ringle moved the adoption of the following resolution:

WHEREAS, the Board of Township Trustees of Orange Township, Delaware County, Ohio, routinely has personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired, which it desires to sell; and

WHEREAS, the Board desires to sell that property by Internet auction and R.C. Section 505.10(D) authorizes the Board to sell such personal property by Internet auction;

NOW, THEREFORE BE IT RESOLVED that it is the intent of the Board of Township Trustees of Orange Township (“Board”) to sell by Internet auction personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired.

BE IT FURTHER RESOLVED that the manner in which the Internet auctions (excluding the auction of Orange Township Fire Department personal property, including motor vehicles, machinery, equipment, tools or supplies) will be conducted, the number of days for bidding on the property, the identity of the representative contracted to conduct the Internet auctions, the contact information of the representative and the general terms and conditions of sale shall be as indicated in Exhibit “A” attached hereto, bearing in its footer the version identifier of 121416 and fully incorporated by reference into this Resolution as if fully repeated herein.

BE IT FURTHER RESOLVED, that the manner in which the Internet auctions for Orange Township Fire Department personal property, including motor vehicles, machinery, equipment, tools or supplies, will be conducted by Brindlee Mountain (“Vendor”). All applicable Fire Department property shall be available to the public on the Vendor’s website for a minimum of ten (10) days, including Saturdays, Sundays, and legal holidays, as required in Section 505.10(D) of the Ohio Revised Code. No items shall be transferred to a successful bidder until such a time as guaranteed payment has been received in full. The Board authorizes the Orange Township Administrator, or the Township Administrator’s designee, to contract with Vendor to conduct said auctions subject to the terms and conditions set forth in this section.

BE IT FURTHER RESOLVED that the Orange Township Administrator is hereby designated as, and for all purposes shall act as, the Board’s agent in conducting and/or administering Internet auctions held pursuant to this Resolution and that this authority includes, but is not limited to, interacting with the contracted representative that will actually conduct the Internet auctions.

BE IT FURTHER RESOLVED that, after adoption of this Resolution, notice of the Board’s intent to sell unneeded, obsolete, or unfit-for-use township personal property by Internet auction shall be published in a newspaper of general circulation in the township (Delaware Gazette). The notice shall include a summary of the information provided in this Resolution and shall be published at least twice and a notice similar to the published notice shall be posted continually throughout the calendar year in a conspicuous place in the Board's office. The notice may also be posted on the Board's Internet web site.

BE IT FURTHER RESOLVED that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and all

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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. Section 121.22.

BE IT FURTHER RESOLVED that this Resolution supersedes any Resolution of intent to sell personal property via Internet auction adopted by this Board prior to the effective date of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption and shall be effective for calendar year 2025.

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

Version 121416

Exhibit "A"

MANNER OF CONDUCT OF INTERNET AUCTIONS, NUMBER OF DAYS FOR BIDDING ON PROPERTY, IDENTITY AND CONTACT INFORMATION OF CONTRACTED REPRESENTATIVE CONDUCTING INTERNET AUCTIONS AND GENERAL TERMS AND CONDITIONS OF SALE FOR NON-FIRE DEPARTMENT PROPERTY.

Section 1. Minimum price; terms and conditions

When property is to be sold by Internet auction, the Board of Township Trustees of Orange Township ("Board") or its agent may establish a minimum price that will be accepted for specific items and may establish any other terms and conditions for the particular sale, including requirements for pick-up or delivery, method of payment, and sales tax. This type of information shall be provided on the Internet at the time of the auction and may be provided before that time upon request, after the terms and conditions have been determined by the Board or its agent.

Section 2. Auctions to be conducted by contractor

The Board, having entered into a contract with GovDeals, Inc. ("GovDeals"), a Delaware corporation, having its principal place of business at 100 Capital Commerce Blvd, Suite 110, Montgomery Alabama 36117, shall utilize such agreement to conduct the Internet auctions. The GovDeals representative assigned to the Board and his/her contact information is as follows:

Name: Joe Dembek
Title: Account Manager
Region: State of Ohio
Cell Phone: (614) 406-7820
Email: jdembek@govdeals.com

Section 3. Description of how auctions will be conducted

Township owned personal property, including motor vehicles, road machinery, equipment, tools, or supplies, that is not needed for public use, is obsolete, or is unfit for the use for which it was acquired will be posted on an Internet-based auction system for sale for potential buyers to bid upon and purchase these items. The Internet site where the items are posted is owned, managed, and operated by a contractor known as GovDeals, Inc. ("GovDeals"). The Board has contracted with GovDeals to post items and act as a representative of the Board to conduct the auction. Items will be listed for no less than the minimum number of days established by this Resolution. GovDeals will charge a fee for items that are sold through GovDeal's Internet auction. For any items that are sold, GovDeals will charge a total fee of twelve- and one-half percent (12.5%) of the sales price. Of that fee, the Board pays seven- and one-half percent (7.5%) and the winning bidder pays five percent (5%). There is a minimum fee of Five Dollars (\$5.00).

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The base fee of seven- and one-half percent (7.5%) charged to the Board is reduced as follows on sales where the sale price is greater than One Hundred Thousand Dollars (\$100,000.00):

1. Where an asset sells for more than \$100,000, and up to \$500,000 the GovDeals fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000.
2. Where an asset sells for greater than \$500,000, and up to \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the bid amount in excess of \$500,000 up to \$1,000,000.
3. Where an asset sells for greater than \$1,000,000 the GovDeals fee is seven and one-half percent (7.5%) of the first \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of the next \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the next \$500,000 of the winning bid, plus a fee of two and one-half percent (2.5%) of the bid amount in excess of \$1,000,000.

GovDeals shall collect such fees by collecting all proceeds due the Board from the winning bidder and remitting the proceeds to the Board less the GovDeals fee.

The Board may utilize other disposal approaches including, but not limited to, traditional auctioneer services or sealed bids in addition to GovDeal's services. However, the Board may not simultaneously utilize other disposal approaches for an asset at the same time the asset is listed on the GovDeals online auction site.

Section 4. Minimum number of days that property will be offered

Personal property sold via Internet auction shall be offered for a minimum of ten (10) days including Saturdays, Sundays, and legal holidays.

Section 5. General terms and conditions of sales

The following terms and conditions shall apply to all sales via Internet auction:

1. Guaranty Waiver. All assets are offered for sale "AS IS, WHERE IS." Neither the Board nor Orange Township, Delaware County, Ohio (collectively "Seller") make any warranty, guaranty or representation of any kind, express or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.
2. Description Warranty. Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim for mis-description must be made prior to removal of the property. If Seller confirms the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of the Seller shall not exceed the actual purchase price of the property. Please note upon removal of the property, all sales are final.
3. Personal and Property Risk. Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the Seller and GovDeals from liability therefor.
4. Inspection. Most assets offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the asset description. See special instructions on each asset page for inspection details.
5. Consideration of Bid. Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed.
6. Buyer's Certificate. Successful bidders will receive a Buyer's Certificate by email from GovDeals.

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7. Buyers Premium. If a Buyer's Premium is shown on the auction page bidder box, then that amount (expressed as a percentage of the final selling price) will be added to the final selling price of all items in addition to any taxes imposed.
8. Payment. Payment in full is due not later than 5 business days from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website. Acceptable forms of payment are:
 - PayPal
 - Wire Transfer
 - Visa
 - MasterCard
 - American Express
 - DiscoverPayPal and Credit Card purchases are limited to below \$5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than \$4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.
9. Removal. All assets must be removed within ten (10) business days from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will Seller assume responsibility for packing, loading or shipping. See special instructions on each asset page for removal details. A daily storage fee of \$10.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.
10. Vehicle Titles. Seller will issue a title or certificate upon receipt of payment. Titles may be subject to restrictions as indicated in the asset description on the website.
11. Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, Seller may exercise such rights and may pursue such remedies as are provided by law. Seller reserves the right to reclaim and resell all items not removed by the specified removal date.
12. Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each asset listed on GovDeals. Special Instructions appearing on the asset page will override certain sections of the terms and conditions.
13. State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting seller or the appropriate tax office, completing any forms and paying any taxes that may be imposed.
14. Sales to Employees. Except as permitted in R.C. Section 511.13, employees of the Seller may not bid on the property listed for auction.

RES.25-013 2025 MILEAGE RATE

Mr. Ringle motioned to reimburse employees the IRS Standard Mileage Rate, which is \$0.70/mile effective January 1, 2025, for all employees and elected officials for business use of a personal vehicle; must be approved by appropriate Department Head.

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Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-014 2025 PAY PERIOD SCHEDULE

Mr. Ringle moved to approve the 2025 Pay Period Schedule on file in the fiscal office.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-015 EMPLOYEE PAID HOLIDAYS - 2025

Mr. Ringle moved the adoption of the following Resolution:

The following twelve (12) days shall be observed as holidays by full-time employees of Orange Township: New Year's Day, Martin Luther King Day, Washington-Lincoln Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Township offices are closed on legal holidays as appointed by the Board of Trustees. Holidays are treated as time “actually worked” for purposes of overtime calculations.

Working on a Holiday

When a non-exempt employee is required to work on any of the above holidays, he or she shall receive time and a half their regular rate of pay in addition to the paid holiday. Administrative Employees may receive permission from the Administrator to utilize Holiday leave on other days; such use or “switch” shall be compensated at normal straight time rates.

Holiday While an Employee is on Approved Leave

Employees will not be paid for holidays which occur during an unpaid leave of absence or disciplinary action.

Exhibit “A”

New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Washington-Lincoln Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-016 TO ACCEPT ORANGE TOWNSHIP 2025 MASTER FEE SCHEDULE

Motion by Mr. Ringle to accept the fee schedule shown in Exhibit A:

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

EXHIBIT A

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Orange Township Fire Department
Fire Prevention Bureau

Fee Schedule
2025

Orange Township Fire Department
Delaware County, Ohio

Mandatory Permits (OAC § 1301:7-7 et seq. / OFC §§ 105.1.1.1 et seq. and 105.8)

No.	Type	Sec. of OFC	Fee	+OT	Permit Issued
1	Explosive Storage	105.1.1.1.1	\$75.00	N	Permit
2	Flammable and Combustible Storage Tanks	105.1.1.1.2	\$75.00	N	Permit
3	L.P. Gas Systems	105.1.1.1.3	\$75.00	N	Permit
4	Standpipe Systems	105.1.1.1.4	\$75.00	N	Permit
5	Temporary Membrane Structures, Tents and Canopies	105.1.1.1.5	\$75.00	N	Permit
6	Exhibition of Fireworks (fee + min. \$305.72 overtime (4 hrs. @ \$76.43/hr.))	105.1.1.1.3	\$75.00+	Y	Permit
71	Ammonium Nitrate	105.1.1.1.4	\$75.00	N	Permit

Discretionary Permits (OAC § 1301:7-7 et seq. / OFC §§ 105.1.1.2 et seq. and 105.8)

No.	Type	Sec. of OFC	Fee	+OT	Permit Issued
7	Aerosol Products	105.6.1	\$75.00	N	Permit
8	After Hours Inspection (fee + \$76.43 hr. overtime)	N/A	\$72.00+	Y	Construction
9	Amusement Buildings	105.6.2	\$100.00	N	Permit
10	Inspection (Initial Annual)	105.8	\$0.00	N	Permit
11	First Re-Inspection	105.8	\$75.00	N	Permit
12	Second Re-Inspection	105.8	\$75.00	N	Permit
13	Any Subsequent Re-Inspection After Second (Further additional inspections increase in increments of \$50.00 per inspection)	105.8	\$125.00+	N	Permit
14	Aviation Facilities	105.6.3	\$100.00	N	Permit
15	Battery Systems	105.7.2	\$75.00	N	Permit
16	Carnivals and Fairs (fee + \$76.43/hr. overtime)	105.6.5	\$100.00+	Y	Permit
17	Cellulose Nitrate Film (use or storage)	105.6.6	\$100.00	N	Permit
18	Facility caring for eleven (11) or fewer children	105.8	\$0.00	N	Permit
No.	Type	Sec. of OFC	Fee	+OT	Permit Issued
19	Combustible Fibers/ Combustible Dust-Producing Operations	105.6.8	\$75.00	N	Permit
20	Construction Inspection (per each system)	105.8	\$200.00	N	Construction
21	Construction Re-Inspection (per each system)	105.8	\$75.00	N	Construction
22	Construction First Follow-up Inspection (per each system)	105.8	\$100.00	N	Construction

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23	Construction Second Follow-up Inspection (per each system)	105.8	\$150.00	N	Construction
24	Construction Third Follow-up Inspection (per each system)	105.8	\$200.00	N	Construction
25	Construction Fourth Follow-up Inspection (per each system)	105.8	\$300.00	N	Construction
25	Any Subsequent Construction Re-Inspection After Fourth (further additional inspections increase in increments of \$50.00 per inspection)	105.8	\$350.00+	N	Construction
26	Covered Mall Buildings	105.6.10	\$200.00	N	Permit
27	Compressed Gases	105.6.9	\$75.00	N	Permit
28	Cryogenic Fluids	105.6.11	\$75.00	N	Permit
29	Cutting and Welding	105.6.12	\$75.00	N	Permit
30	Facility caring for eleven (11) or more children	105.8	\$0.00	N	Permit
31	Dry Cleaning	105.6.13	\$75.00	N	Permit
32	Floor Finishing (flammable material)	105.6.18	\$75.00	N	Construction
33	Fruit and Crop Ripening	105.6.19	\$75.00	N	Permit
34	High Piled Storage	105.6.23	\$75.00	N	Permit
35	Hot Work Operations	105.6.24	\$75.00	N	Permit
36	Hazardous Production Materials (HPM Facilities)	105.6.22	\$75.00	N	Permit
37	Hazardous Materials	105.6.21	\$225.00	N	Permit
38	Industrial Ovens	105.6.25	\$75.00	N	Permit
39	Lumber Yards and Woodworking Plants (outside storage)	105.6.26	\$75.00	N	Permit
40	Magnesium (use or storage)	105.6.29	\$75.00	N	Permit
41	Open Flames and Candles	105.6.34	\$0.00	N	Permit
42	Organic Coatings	105.6.35	\$75.00	N	Permit
43	Private Water Line Systems Inspection, Flush, Hydro, and Flow (plus \$10.00 per hydrant)	105.8	\$200.00	N	Construction
45	Plan Review	104.2.1	\$100.00	N	Permit
46	Plan Review - Multiple Systems (including Automatic Fire Extinguishing, Fire Alarm and Detection, and Fire Protection Systems)	104.2.1	\$150.00	N	Permit
47	Plan Re-Review	104.2.1	\$125.00	N	Permit
47	Plan Re-Review - Multiple Systems	104.2.1	\$175.00	N	Permit
No.	Type	Sec. of OFC	Fee	+OT	Permit Issued
48	Pyroxylin Plastics	105.6.39	\$75.00	N	Permit
49	Refrigeration Equipment (commercial)	105.6.40	\$75.00	N	Permit
50	RoofTop Heliports	105.6.42	\$300.00	N	Permit
51	Spraying and Dipping	105.6.43	\$75.00	N	Permit
52	Storage of Scrap Tires and Tire Byproducts	105.6.44	\$300.00	N	Permit
53	Tire Rebuilding Plants	105.6.46	\$300.00	N	Permit
54	Waste Handling	105.6.47	\$225.00	N	Permit
55	Wood Products	105.6.48	\$150.00	N	Permit
56	Carbon Dioxide Systems used for beverage dispensing applications	105.6.4	\$75.00	N	Permit
57	Exhibits and Trade Shows	105.6.14	\$75.00	N	Permit
58	Explosives	105.6.15	\$75.00	N	Permit
59	Fire Hydrants and Valves	105.5.16	\$75.00	N	Permit
60	Flammable and Combustible Liquids	105.6.17	\$75.00	N	Permit
61	Fumigation and Insecticide Fogging	105.6.20	\$75.00	N	Permit
62	Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings	105.6.27	\$75.00	N	Permit

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63	Miscellaneous Combustible Storage	105.6.30	\$75.00	N	Permit
64	Motor Fuel Dispensing Facilities	105.6.31	\$75.00	N	Permit
65	Open Burning (except recreational fires)	105.6.32	\$75.00	N	Permit
66	Open Flames and Torches	105.6.33	\$75.00	N	Permit
67	Places of Assembly	105.6.36	\$75.00	N	Permit
68	Private Fire Hydrants	105.6.37	\$75.00	N	Permit
69	Repair Garages	105.6.41	\$75.00	N	Permit
	Tests (included in cost of construction inspection or absent a construction inspection per scheduled visit for tests)	105.8	\$200.00	N	Construction
	Miscellaneous Fire Department Fees				
72	On-Site CPR or First Aid Class (Fee Per Person) In township	N/A	\$20.00		Department
73	Off-Site or out of the township CPR or First Aid Class (Fee Per Person)	N/A	\$40.00		Department
74	Special Duty Medic (Fee Per Hour)	N/A	\$183.97		Department
	Green Address Sign	N/A	\$11.00		Department
	Mechanic Fees				
75	Vehicle Mechanic Service (Fee Per Hour)	N/A	\$125.00		Department
76	Small Shop Fee (Brake Clean, Sprays, Zip Ties, ect)	N/A	\$15.00		Department
77	Large Shop Fee	N/A	\$30.00		Department
78	Small Hardware Fee (Bolts, Nuts, Rivets, ect)	N/A	\$15.00		Department
79	Large Hardware Fee	N/A	\$30.00		Department
80	Small Electrical Fee (Wire Ends, Wire, ect)	N/A	\$15.00		Department
81	Large Electrical Fee	N/A	\$30.00		Department
82	Small Welding Fee (Torches, Welding Supplies, ect)	N/A	\$15.00		Department
83	Large Welding Fee	N/A	\$30.00		Department

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Orange Township Zoning Department Fee Schedule
1680 E. Orange Rd., Lewis Center, Ohio 43035 | (740) 548-5430
ZONING FEES EFFECTIVE: FEBRUARY 6, 2024

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 \$500 review made payable to DCRPC)	\$600 plus \$175 per acre
Rezoning Application - Less than 17 acres (Plus \$500 review fee made payable to DCRPC)	\$3,500 (covers 3 hearings)
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
ROUTE 23 CORRIDOR OVERLAY DISTRICT (RCOD)	
Development Plan	\$2500 + \$100 per acre
Sign Package Review	\$500
Minor Amendment	\$500
Major Amendment	\$2,500
Extension	\$500
Table Request	\$850
MISCELLANEOUS	
Administrative Review or Subdivisions, Major	\$600
Administrative Review or Subdivisions/ Lot Splits/ Minor if Five Lots or Less	\$300
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

Cemetery

Single grave (resident) \$350.00
Single grave (non-resident) \$1,500.00
Opening/Closing (regular hours) \$800.00
Opening/Closing (overtime hours) \$1,000.00
Cremains (regular hours) \$300.00
Cremains (overtime hours) \$375.00
Lot Fee Changes \$50.00
Foundations \$.80/sq. inch, \$100.00 minimum
Veteran's Plaque Fee waived
Exhumation Contractor must be approved/plus opening/closing fee

Shelter & Community Room

Glen Oak Park Shelter East \$10.00 an hour

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Glen Oak Park Shelter South \$10.00 an hour
Ro Park Shelter \$10.00 an hour
Township Hall Park \$10.00 an hour
North Orange Park Shelter \$20.00 an hour
Community Room \$50.00 an hour
Township Hall Board Room (Moffett) \$100.00 an hour plus if determined by the Director of Operations, or their designee, an hourly fee of \$36 per employee may be assessed for the assignment of township staff for an event. This fee will be due prior to event.

Services

Spilled Load Clean-up \$150/ an hour plus costs
Damaged Property Repair \$150.00 an hour plus costs
Event Permit \$75 limit per year 2
Event Material Rental \$75.00 each event plus if determined by the Director of Operations, or their designee, an hourly fee of \$36 per employee may be assessed for the assignment of township staff for an event. This fee will be due prior to event.

North Orange Aquatic Center

Resident daily \$10.00
Resident twilight \$5.00
Resident night swim/special event \$12.00
Youth \$115.00
Adult \$115.00
Senior \$85.00
Family of 2 \$185.00
Family of 3 \$205.00
Family of 4 \$230.00
Family of 5 \$250.00
Family of 6 \$270.00
Add'l dependent child (>family of 6) \$ 30.00
Child 2 or younger \$0.00
Babysitter \$85.00

Veterans Memorial

Name on plaque with a minimum donation of \$5,000 to the Orange Township Veterans Memorial.

Fourth of July Parade

Parade Entry Fee - \$100.00

Founders Festival

Vendor Fee - \$35.00

RES.25-017 REALLOCATIONS

Motion by Mr. Ringle to authorize the Township Fiscal Officer to make reallocations within a fund, when necessary, in order to prepare warrants.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-018 SUPPLEMENTAL APPROPRIATIONS

Mr. Ringle moved to allow the Fiscal Office, as needed, to make supplemental appropriations within a fund at the legal level of control on the UAN accounting program. All other transfer require approval by the Board of Trustees.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

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RES.25-019 FISCAL OFFICER AUTHORIZED REQUEST FOR ADVANCE OF REAL ESTATE TAX COLLECTIONS

Mr. Ringle moved the Fiscal Officer of Orange Township is hereby authorized and directed to request the Delaware County Auditor to draw a warrant for an advance of tax monies collected on behalf of said township, but not yet disbursed pursuant to Ohio Revised Code Section 321.34.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

1) IN THE MATTER OF APPROVING THE CONSENT AGENDA FOR THE ORGANIZATIONAL REGULAR MEETING HELD ON JANUARY 8, 2025:

It was moved by Mr. Ringle to approve the consent agenda for the Organizational Regular Meeting held on January 8, 2025.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

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

A) RES.25-020 APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM THE REGULAR MEETING HELD ON DECEMBER 18, 2024

Motion by Mr. Ringle

WHEREAS, the Board of Trustees for Orange Township, Delaware County, Ohio (the “Board”) met in regular session on December 18, 2024.

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 December 18, 2024.

B) RES.25-021 APPROVING PURCHASE ORDERS, THEN AND NOW PURCHASE ORDERS, AND BLANKET PURCHASE ORDERS AS LISTED:

Vendor	Description	Account	Amount
Aqua Doc	2025 Twp. Pond Maintenance	Parks	\$14,495.00
Boren’s Grass Groomers	2025 Mowing Contract	Parks	\$104,768.00
Buckeye Power Sales	2025 Generator Maintenance	Building	\$2,760.00
Buckeye Power Sales	2025 Generator Maintenance	Fire	\$2,825.00
Columbus Pool Management	2025 Pool Contract	Parks	\$392,501.00
Trugreen Limited Partnership	2025 Lawn Treatments	Parks	\$31,522.29
Germain Ford	Truck	Parks	\$50,000.00

RES.25-022 SCHEDULE HEARING DATE FOR ZON-24-08, EPCON EVANS FARM

Motion by Mr. Ringle to set hearing date for ZON-24-08, Epcon Evans Farm, on February 5, 2025 at 5:00 p.m. at Township Hall.

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

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**RES.25-023 ACCEPTING THE RECREATIONAL TRAIL GRANT AGREEMENT
BETWEEN THE DELAWARE COUNTY BOARD OF COMMISSIONERS AND THE
ORANGE TOWNSHIP BOARD OF TRUSTEES**

Mr. Ringle moved for the adoption of the following Resolution:

On or about Jan 8, 2025, the Delaware County Board of Commissioners (the “Board”) and the Orange Township Board of Trustees (“Grantee”) (collectively referred to herein as the “Parties”) entered into a Recreational Trail Grant Agreement (the “Agreement”). This Agreement is entered into by and between the Parties on the 8th day of January, 2025.

Pursuant to Article I of the Agreement, the completion date for all work under the Agreement may be extended upon written agreement of the Parties. The Parties hereby agree to the completion date by December 31, 2026. The maximum amount of grant assistance hereby offered is \$87,500.00.

All other terms and conditions of the Agreement not specifically amended herein shall remain in full force and effect.

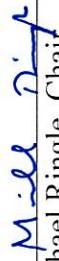
Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement.

ORANGE TOWNSHIP TRUSTEES

Date: _____



Michael Ringle, Chair



Erica Fouss, Vice Chair



Lisa Knapp, Trustee

DELAWARE COUNTY BOARD OF COMMISSIONERS

Date: _____

Tracie Davies, County Administrator

Approved as to form:

General Counsel, Board of Commissioners
Delaware County, Ohio

**RES.25-024 AUTHORIZING THE CONSTRUCTION, RECONSTRUCTION,
RESURFACING, OR IMPROVEMENT OF ROADS WITHIN ORANGE TOWNSHIP**

Motion by Mr. Ringle

RESOLUTION

WHEREAS, the Board of Trustees (the “Board”) of Orange Township, Delaware County, Ohio (the “Township”) is charged with maintaining and improving public roads within the township to ensure safe and efficient travel for residents and the general public; and

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WHEREAS, Ohio Revised Code (ORC) 5573.06 provides for the authority to construct, reconstruct, resurface, or improve township roads upon the adoption of a resolution by the Board; and

WHEREAS, the Board has determined the necessity for such road improvements to enhance safety, facilitate traffic flow, and ensure the longevity of township infrastructure; and

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

RESOLVED, that the Board hereby recognizes Ohio Revised Code 5573.06 which states the public convenience and welfare require that such improvement be made, and that the costs of such improvement will not be excessive, such shall order by resolution, that such improvements be proceeded with, and shall adopt the surveys, plans, profiles, cross sections, estimates, and specifications therefor, as reported by the Delaware County Engineer, or such modifications as the Board and Engineer agree upon. If in view of the amount of compensation and damages allowed, the Board is of the opinion that such improvement should not be made, it shall so order.

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

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect on this day January 8, 2025.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

Adopted: January 8, 2025

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

ATTEST:



Donna Batten, Fiscal Officer



Michael Ringle
Chair



Erica Fouss
Vice Chair



Lisa Knapp
Trustee

RES.25-025 PROVIDING A NOTICE OF PUBLIC IMPROVEMENT FOR BAILE KENYON ROAD WIDENING PROJECT WITHIN ORANGE TOWNSHIP

Mr. Ringle moved for the adoption of the following Resolution:

A RESOLUTION AUTHORIZING that the Board of Township Trustees of Orange Township, Delaware County, Ohio ("Board"), authorize The Director of Operations to post the notice of public improvement for the Baile Kenyon Road Widening project in pursuant to section 5573.06 and section 5573.02 of the Ohio Revised Code.

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NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Orange Township (Delaware County): hereby authorized The Director of Operations to announce the notice of public improvement for the Bale Kenyon Road Widening project.

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

RES.25-026 REGRETFULLY ACCEPT RESIGNATION OF FULL-TIME

FIREFIGHTER/PARAMEDIC BRAD BELVILLE

Motion by Mr. Ringle to regretfully accept the resignation of firefighter/paramedic Brad Belville effective January 5, 2025.

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

ACCEPT RETIREMENT

RES.25-027 REGRETFULLY ACCEPT THE RETIREMENT OF LIEUTENANT DAVID MARTIN

Motion by Mr. Ringle to regretfully accept the retirement of Lieutenant David Martin, after 25 years of service, effective January 9, 2025.

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

RES.25-028 APPOINTMENT TO POSITION OF FULL-TIME FIRE FIGHTER/PARAMEDIC JOSHUA HAGAN

Mr. Ringle moved the adoption of the following resolution:

BE IT RESOLVED that Joshua Hagan is appointed to the non-exempt, full-time, bargaining unit position of Fire Fighter/Paramedic effective February 8, 2025.

BE IT FURTHER RESOLVED that the compensation for this position shall be as provided for a probationary Fire Fighter/Paramedic in the current collective bargaining agreement between the Township and the Orange Township Professional Firefighters, IAFF Local-3816, 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 provided for all full-time union personnel in resolutions of the Board of Township Trustees and/or the current collective bargaining agreement between Orange Township and the Orange Township Professional Firefighters, IAFF Local-3816.

BE IT FURTHER RESOLVED that, unless otherwise provided by the Board, all future appointments to this position shall be subject to the probationary period provided in the collective bargaining agreement between the Township and the Orange Township Professional Firefighters and contingent upon the applicant's satisfactory completion of a physical, drug screen and background investigation.

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

CON.25-01.08.1: THE BOARD GAVE CONSENSUS TO NOT HOLD A HEARING FOR A LIQUOR LICENSE FOR BENTOS LUNCH LLC

RES.25-029 ACCEPTING INVENTORY REPORTS AS ANNUAL INVENTORY AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO FILE COPIES WITH THE TOWNSHIP FISCAL OFFICER

Motion by Mr. Ringle for adoption of the following Resolution:

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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 a copy of this annual inventory with the Fiscal Officer of the Township.

Seconded by Ms. Knapp

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

RES.25-030 RESOLUTION TO AMEND AND ADOPT A PURCHASING POLICY

Mr. Ringle moved the adoption of the following Resolution:

WHEREAS, the Board hereby adopts and approves of the Purchasing Policy ("Exhibit A") on file with the Township.

BE IT FURTHER RESOLVED that all resolutions, or parts thereof, previously passed by the Board and inconsistent with this resolution are hereby repealed and of no further force or effect.

Seconded by Mrs. Fouss

VOTE: Ringle - Yes Fouss - Yes Knapp - Yes

Exhibit A

ORANGE TOWNSHIP PURCHASING POLICY

PURPOSE

In the course of general business and operations, Orange Township will be required to make various purchases of goods and services. This policy outlines the rules and requirements that all Township employees and elected officials must follow in order to make a purchase. This policy is intended to conform with State of Ohio law and best practices for government procurement.

GENERAL PURCHASING PROCESS

The process of making a purchase shall generally be as follows:

1. Obtain a price for the purchase consistent with Township procurement section of this policy;
2. Identify whether the funds have been appropriated and appropriation remains for the purchase. Ask Assistant Fiscal Officer if you are unsure;
3. Use existing Blanket Certificate (with funds remaining) or have a PO created specifically for the purchase;
 - a. Proposal or contract for the purchase is signed by Township Administrator
4. Purchase is made as delegated by the Board of Trustees;
 - a. The Township Administrator, Fire Chief, and Director of Operations have purchase authority of up to \$10,000.00.
 - b. The Township Administrative Manager, Senior Human Resources Manager, Communications and Special Events Manager, and Director of Zoning have purchase authority of up to \$2,500.00.
 - c. If against a Blanket Certificate, purchase is authorized up to the purchaser's

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- maximum purchase authority.
- d. Board approval required on purchases against blanket certificates of \$10,000 or more.
- e. If not against a Blanket Certificate, all purchases of \$10,000.00 or more need Board of Trustee approval via resolution prior to purchase.

GENERAL PRACTICES: PROCUREMENT

Employees will use the following standards when securing pricing for purchases.

- There are no special procurement practices for purchases that are \$10,000.00 or less.
- Unless exempted below, a demonstrable attempt must be made to gather three price quotes for purchases between \$10,000.01 and \$75,000.00.
- Any purchase over \$75,000.00 must go out for competitive bid, consistent with the provisions of the competitive bidding section of this policy.

There are several exemptions to the procurement rules stated above. The below list demonstrates items that are exempted from general procurement practices. In general, Orange Township will, as a matter of best practice, use reasonable efforts, but is not required, to obtain a minimum of three quotes on these items, even if they are exempt from competitive bidding.

1. Any State of Ohio Department of Administrative Services contract
2. Any State of Ohio Department of Transportation contract
3. Accounting Services
4. Architectural Services
5. Attorney Services
6. Physician Services
7. Appraisal Services
8. Professional Consulting Services
9. Sole source vendors or items (with proper documentation)
10. Land purchases and sales
11. Any jointly purchased item per [Ohio Revised Code section 9.48](#)

GENERAL PRACTICES: PURCHASE ORDERS

As part of the purchasing process, the [Ohio Revised Code \(ORC 5705.41 \(D\)\)](#) requires that a Purchase Order (PO) with a certificate from the Fiscal Officer stating that funds are available must be created prior to the incurrence of an expense. In short, before a purchase is made or a contract is signed, a PO must be processed by the Fiscal Officer. When the Trustees’ purchasing policy is followed (i.e., the appropriate level of authorization has been received), the purchase order will be deemed to be approved once the Fiscal Officer has signed as certifying the availability of funds.

There are three types of purchase orders, which all contain the Fiscal Officer’s certificate of available funds and can be applied toward purchases:

Regular Purchase Order (PO)

A PO is issued when the purchase of specific items or services are planned from one vendor. It can be used for any amount and can be over multiple appropriation account codes. It is valid until the contract is fulfilled or canceled. To cancel the remaining balance on a PO, one should indicate that the PO should be closed on the final invoice.

Blanket Certificates (BC)

A BC can be opened for any amount and can be used on multiple vendors. They are valid until the end of the fiscal year and are restricted to one appropriation line. The following are acceptable BC purchases:

• Architectural Services	• Attorney/Legal Services
• Consultant Services	• Professional Engineering Services
• Fuel oil and gasoline	• Food items

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• Roadway materials	• Utilities
• Any other specific expenditure that is a recurring and reasonably predictable operation expense and is exempt from competitive bidding	

Then and Now PO

To the extent possible, these should be used only in emergency situations. This means that the situation must be unforeseen, unplanned, and requiring immediate action, such as the towing of a broken-down vehicle, not routine vehicle maintenance. A Then and Now PO is used for purchases where prior certification of funds was not able to be obtained before the contract or order involving the expenditure of money was made.

Opening a Regular Purchase Order, Then and Now Purchase Order, or Blanket Certificate

To open a purchase order, departments must send a requisition request to the Fiscal Office. This request should include the vendor's name, dollar amount, line-item code, and include the authorized purchaser's signature. Prior to requesting a PO, the authorized purchaser should ensure that there are sufficient appropriations available to support the PO. It is prudent to have at all times open POs or BCs with a sufficient balance to cover your regular monthly expenses (electric, telephone, etc.) and to open a new PO or increase an existing PO when your balances are getting low.

The Township Administrator, Fire Chief, and Director of Operations can approve any PO that is \$10,000.00 or less, and The Township Administrative Manager, Senior Human Resources Manager, Communications and Special Events Manager, and Director of Zoning can approve any PO that is \$2,500.00 or less per [ORC 507.11 \(A\)](#) and Resolution 23-048. Any PO that exceeds \$10,000.00 must first be approved by the Township Administrator and by resolution by the Township Trustees.

GENERAL PRACTICES: CONTRACTS

Only the Township Administrator has been given the authority to execute contracts on behalf of the Township. This authority may be delegated by the Board per resolution. Pursuant to motion adopted on February 1, 2023, the Township Administrator may execute contracts in the amount of \$10,000.00 or less without the prior approval of the Township Trustees. Any contract over \$10,000.00 must be approved by the Township Trustees before they are executed by the Township Administrator.

GENERAL PRACTICES: INVOICES

All invoices must be promptly processed and sent to the Fiscal Office for payment, as soon as they are received, unless invoice is being questioned. The following steps represent the process each department should follow to ensure that all invoices are properly and promptly paid.

1. The invoice will then be routed to the authorized purchaser for review and approval by signature.
2. The authorized purchaser will verify that the goods and services received are correct. If the goods or services are not correct, then the authorized purchaser shall dispute the charges and no invoices shall be paid until the dispute is resolved.
3. If the invoice is correct, the authorized purchaser will code with appropriate Purchase Order or Blanket Certificate number if known, then forward the signed invoice to the Fiscal Office as soon as possible.

CONFLICTS OF INTEREST

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All Township officials, employees, or any appointee of the Township shall comply with all applicable ethics law including, but not limited to, ORC 5102, 52921.42, 52921.421, and 52921.43. No Township official, employee, or any appointee of the Township shall participate in any purchase or selection, award, or administration of a contract by the Township and/or supported by the Township or public funds where there is or may be a conflict of interest, real or apparent, involved.

COMPETITIVE BIDDING

Competitive bidding rules and regulations are in place to ensure that goods and/or services are purchased at the best possible price by opening purchasing practices to a broader, more competitive marketplace. The ORC dictates many requirements of competitive bidding and authorized purchasers are encouraged to consult with the Township Legal Counsel on the need for a competitive bid and the exact requirements of the bid, prior to issuance of a competitive bid.

Purchases of \$75,000 or more must be competitively bid, unless the item to be purchased is subject to one of the exceptions listed earlier in the policy or [ORC 9.48](#). Any provision of recycling and solid waste disposal contracts must also be competitively bid.

The minimum process for issuing a competitive bid is as follows:

1. The bid must be publicly noticed in a newspaper of general circulation within the Township once per week for two consecutive weeks prior to the opening of the bid.
2. The bid must be posted on the bulletin in the Township Administration building for at least two weeks.

The posting should include:

- a. General description of the proposed contract
- b. Time and place where documents related to the purchase can be obtained
- c. Deadline for submission of bids
- d. Time and place where bids will be opened
- e. Terms of the proposed purchase
- f. Conditions under which the bids will be received

While the ORC outlines several types of purchases that require competitive bids, the Township Administrator or Board of Trustees may elect to competitively bid a purchase that is not required to be competitively bid by ORC. The Township also reserves the right to reject all bids at any time.

[View Public Contracts: Ohio Buys](#)

RES.25-031 RESOLUTION TO APPROVE CERTAIN EXPENDITURES OF PUBLIC FUNDS FOR PURCHASING FOOD AND NON-ALCOHOLIC BEVERAGES FOR OFFICIALS, STAFF AND VOLUNTEERS AT ORANGE TOWNSHIP COMMUNITY EVENTS

Mr. Ringle moved the adoption of the following resolution:

WHEREAS, pursuant to Ohio State Auditor’s Bulletin 2004-002, the expenditures of public funds for coffee, meals, refreshments, or other amenities for a public purpose must have prior authorization by the appropriate legislative authority; and

WHEREAS, Orange Township (the “Township”) values the dedication and hard work of its staff and volunteers during Township community events; and

WHEREAS, providing coffee, meals, and non-alcoholic refreshments (the “Refreshments”) and private space (“Hospitality Room”) for officials, staff, and volunteers promotes efficient operations, attendance, and staffing at Township community events, as well as contributing to positive morale; and

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WHEREAS, providing a Hospitality Room can enhance the experience of those individuals, offering them a space to relax, recharge, and connect with one another; and

WHEREAS, a designated Hospitality Room can serve as a supportive environment where Refreshments, and necessary amenities are available; and

WHEREAS, while an incidental private end is advanced with the provision of simple Refreshments and a Hospitality Room to officials, staff, and volunteers at Township community events, the primary objective is to further a public purpose and for the good of all inhabitants of the Township.

NOW, THEREFORE, BE IT RESOLVED by the Orange Township Board of Trustees that the following Resolutions be and hereby are adopted:

RESOLVED, that the provision of Refreshments and Hospitality Room for officials, staff, and volunteers at the Township community events identified herein is a proper public purpose for the expenditure of public funds, for the reasons set forth in this Resolution, in an amount not to exceed \$500.00 per event, and will contribute to efficient and enhanced operations of those Township community events:

- Business Appreciation Breakfast
- Independence Day Parade
- Founders Festival
- Holiday Event

BE IT FURTHER RESOLVED, Township Administrator, Michele Boni shall approve the expenditure prior to the purchase.

BE IT FURTHER RESOLVED that the Communications and Special Events Manager is responsible for the management and oversight of the hospitality room, ensuring it meets the needs of all officials, staff and volunteers during these events.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon adoption.

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

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

M. Ringle
Michael Ringle
Chair

E. Fousss
Eric Fousss
Vice Chair

L. Knapp
Lisa Knapp
Trustee

Attest:

D. Batten
Donna Batten
Orange Township Fiscal Officer

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CERTIFICATE

State of Ohio, Delaware County

I, the undersigned Township Fiscal Officer of Orange Township, Delaware County, Ohio, certify that the foregoing Resolution No. RES.25-031 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: January 8, 2025



Donna Batten
Orange Township Fiscal Officer

RES.25-032 RESOLUTION AMENDING TOWNSHIP RECORD RETENTION POLICY
Mr. Ringle moved for the adoption of the following Resolution:

PREAMBLE

WHEREAS, R.C. §149.34 requires that Orange Township to establish, maintain, and direct an active continuing program for the effective management of the records of the township; and

WHEREAS, R.C. §149.42 establishes a township records commission for each township, whose members include the chairperson of the board of township trustees and the township fiscal officer, whose function is to review applications for disposal of obsolete records; and

WHEREAS, the Board of Township Trustees desires to amend its records retention policy.

RESOLUTION

NOW THEREFORE, be it **RESOLVED**, by the Board of Trustees (the “Board”) of Orange Township, Delaware County, Ohio (the “Township”), that:

Section 1. The Records Retention Schedule, attached hereto, is hereby adopted by the Board for use as the schedule for the maintenance and storage of Township records.

Section 2. Each office of the Township is hereby instructed to commence a review of its records and to begin the process of disposal of any records that are not required to be maintained under the Township’s record retention policy and to prepare any necessary forms required by the Ohio History Connection.

Section 3. The Township Records Commission is hereby instructed, as required under R.C. §149.42, to hold its annual open meeting to review and approve all forms necessary to complete the process of records disposal with the Ohio Historical Society.

Section 4. Personnel files shall be maintained for staff and employees as described within the Records Retention Schedule. The foregoing notwithstanding, elected officials are not staff or employees, and personnel files are not maintained for said elected officials. Any public records related to or involving an elected official shall not be maintained as a personnel file

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but, rather, shall be retained consistent with like documents and disposed of consistent with the Records Retention Schedule.

Section 5.

It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action took place in meetings open to the public, in compliance with all legal requirements, including R.C. §121.22 of the Ohio Revised Code.

Section 6.

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

Seconded by Mrs. Fous

VOTE: Ringle - Yes

Fous - Yes

Knapp - Yes

Adopted: January 8, 2025

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

ATTEST:


Donna Batten, Fiscal Officer


Michael Ringle, Chair


Erica Fous, Vice Chair


Lisa Knapp, Trustee

RES.25-033 APPROVE AND ADOPT THE SUBSTANCE ABUSE POLICY

Motion by Mr. Ringle to Approve and Adopt the Substance Abuse Policy ("Exhibit A"). This Resolution shall take effect immediately upon the adoption.

Seconded by Ms. Knapp

VOTE: Ringle - Yes

Fous - Yes

Knapp - Yes

EXHIBIT A

SUBSTANCE ABUSE POLICY

Drug/alcohol testing may be conducted on employees (hire, post-incident, or reasonable suspicion). In addition, any probationary employee may be required as a condition of employment to participate in any unannounced mandatory drug test scheduled during the probationary period. Reasonable suspicion drug testing shall mean there is a suspicion based on personal observation by the Employer involving the employee's appearance, behavior, speech, or breath. Reasonable suspicion will be documented in writing by the Employer.

Bargaining unit employees may of their own volition, even if not ordered to do so, undergo a drug and/or alcohol screening test if they are involved in an on-duty incident or accident involving bodily injury, extensive property damage or death. Testing done under these circumstances will be treated in the same manner as if the employee had been ordered to undergo screening.

All drug screening tests shall be conducted by laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA) or certified by a SAMHSA-recognized certification program. No test shall be considered positive until it has been confirmed by a gas chromatography/mass spectrometry full scan test or equivalent. The procedures utilized by the Employer and testing laboratory shall include an evidentiary chain of custody control. All

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samples collected shall be contained in two (2) separate containers for use in the prescribed testing procedures. All procedures shall be outlined in writing and this outline shall be followed in all situations arising under this Article.

Cut-off levels accepted* by SAMHSA are as follows:

Drug	Screening Test (ng/ml)	GC/MS Confirmatory (ng/ml)
6 – AM	10	10
AMP/MAMP	500	250
Cocaine Metabolite	150	100
COD/MOR	2000	2000
OXYC/OXYM	100	100
MDMA/MDA	500	250
HYC/HYM	300	100
Barbiturates	300	300
Benzodiazepines	300	300
Marijuana Metabolites	50	15
Methadone MTB	300	300
Propoxyphene MTB	300	300
Phencyclidine	25	25

*Cut-off levels may vary slightly depending upon the SAMHSA-approved GC/MS which is applied.

Note – Orange Township reserves the right to require testing for another drug that is not on this list if there is reason to believe that the employee may be under its influence and therefore safety and productivity may be compromised or if the Township needs to comply with a contract or regulatory authority.

Alcohol testing shall be done to detect employees reporting for duty or on duty while under the influence. A positive result of blood alcohol concentration of .08% or above shall entitle the Employer to proceed with sanctions as set forth in this Article.

- A. The results of the testing shall be delivered to the Employer and the employee tested. An employee whose confirmatory test result is positive shall have the right to request a certified copy of the testing results in which the vendor shall affirm that the test results were obtained using the approved protocol methods. The employee shall provide a signed release for disclosure of the testing results. Refusal, for any reason, to submit to the testing provided for under this Agreement shall be grounds for discipline.
- B. The Employer may suspend the employee without loss of pay before the time the confirmatory test results are complete. If the screening test and confirmatory test are positive, the Employer may discipline the employee. The illegal use of drugs, on or off duty, will ordinarily result in termination. The improper use of prescription drugs and/or alcohol may result in a lesser discipline, depending upon the relevant circumstances. The term “drug”, includes any controlled substances as defined in the Ohio Revised Code or Federal law, including marijuana, “medical marijuana” or any THC from CBD Oil, or like product. The term, “illegal use of drugs”, includes the use of any controlled substance that has not been legally prescribed and/or dispensed; is not legally obtainable’ prescribed but not used for an intended purpose; or medical marijuana. Such discipline must be uniform in its application.

The Medical Review Officer (MRO) shall notify each employee who has a confirmed positive test that the employee has seventy-two (72) hours in which to request a test of the split specimen. If the employee requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another SAMHSA – certified laboratory for analysis.

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If the employee does not request a test of the split specimen within the authorized time limit or if the analysis of the split specimen confirms the positive results of the original test, the Employer may proceed with the sanctions as set forth in this Article.

If the analysis of the split specimen fails to reconfirm the positive results of the original test or if the split specimen is unavailable, inadequate for testing or untestable, the MRO shall cancel the test and report the cancellation and reasons for it to the Employer and the employee. The laboratory shall report as negative all specimens that are negative on the initial test or negative on the confirmatory test. Only the specimens confirmed positive shall be reported positive for a specific drug.

If the testing required above has produced a positive result, the Employer may take disciplinary action and/or require the employee to participate in any rehabilitation or detoxification program that is covered by the employee's health insurance. Employees testing positive the first time may be given an opportunity to sign a last chance agreement and participate in a rehabilitation/detoxification program. An employee required to participate in rehabilitation or detoxification program shall be allowed to use any available leave time for the period of the rehabilitation or detoxification program. If no such leave credits are available, the employee shall be placed on medical leave of absence without pay for the period of the rehabilitation or detoxification program. Upon completion of such program, and upon receiving results from a retest demonstrating that the employee is no longer abusing a controlled substance, the employee will be returned to the employee's former position. Such employee may be subject to periodic retesting upon return to work for a period of one (1) year. Any employee in a rehabilitation or detoxification program in accordance with this Article will not lose any seniority or benefits, should it be necessary for the employee to be placed on medical leave of absence without pay for a period not to exceed ninety (90) days.

Cost of all drug screening tests, and confirmatory tests shall be borne by the Employer except that any test initiated at the request of the employee, other than post-incident testing, shall be at the employee's expense.

All test results and actions taken under or pursuant to this Article shall be kept confidential in accordance with and subject to state and federal law.

The employer agrees to provide employees with an Employee Assistance Program.

**RES.25-034 AMENDING AND APPROVING THE COMMUNITY VOLUNTEER BOARD
("CVB") BYLAWS**

Mr. Ringle moved for the adoption of the following Resolution:

WHEREAS, the Board of Trustees (the "Board") of Orange Township (the "Township") adopted the Community Volunteer Bylaws (the "CVB Bylaws"), which established and organized various committees to serve and advise the Township; and

WHEREAS, the CVB Bylaws may be amended by the Board by Resolution; and

WHEREAS, to promote the efficiency and streamlined operations of the committees established by the CVB Bylaws, the Board believes that it is in the best interest of the Township to amend the CVB Bylaws.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Orange Township, Delaware County, Ohio that the following Resolutions be and hereby are adopted: **RESOLVED**, that the Board hereby amends and adopts the updated CVB Bylaws dated January 8, 2025 currently on file with the Township.

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

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

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

**RES.25-035 NAME VALERIE BUNTING, ADMINISTRATIVE MANAGER AS
DESIGNEE BY BOARD OF TOWNSHIP TRUSTEES FOR PUBLIC RECORDS
TRAINING**

Motion by Mr. Ringle

WHEREAS, elected officials are required by R.C. Section 149.43 to undergo public records training as provided in R.C. Section 109.43 and compliance with that requirement is to be verified by the Auditor of State in that office's audits; and

WHEREAS, such provisions permit public officials to name a designee for all those elected to the public office;

NOW THEREFORE BE IT RESOLVED that Valerie Bunting, Administrative Manager is named the designee of all members of the Board of Township Trustees and the Township Fiscal Officer for purposes of the training requirements established by the Ohio Attorney General and R.C. Sections 149.43 and 109.43.

BE IT FURTHER RESOLVED that the Board's designee shall attend training programs and seminars provided by the Ohio Attorney General under that office's authority and take all action necessary to satisfy, on behalf of the members of the Board and the Township Fiscal Officer, the mandated training requirements established by the Ohio Attorney General and required by such sections of the Revised Code.

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

RES.25-036 MEETING ADJOURNMENT

Motion by Mr. Ringle to adjourn.

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

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



Michael Ringle
Chair



Erica Fouss
Vice Chair

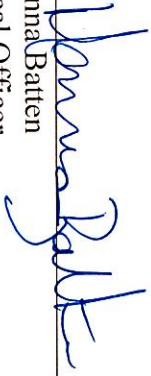


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Lisa Knapp
Trustee

Attest: _____

Donna Batten
Fiscal Officer

A handwritten signature in blue ink, appearing to read "Donna Batten", is written over a horizontal line.