

**RICHFIELD TOWNSHIP
LUCAS COUNTY, OHIO
BOARD OF RICHFIELD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES**

February 4, 2019

The regular meeting of the Richfield Township Trustees was called to order by Steve Bettinger at 7:00 p.m. at the Maintenance Building, 3951 Washburn Rd., Berkey, Ohio. All present were asked to rise for the Pledge of Allegiance.

ROLL CALL: Chairman: Steve Bettinger – present
Co-Chairman: John Hassen – present
Andrew Bick: present

ADMINISTRATIVE REPORTS:

The clerk provided copies of the minutes from the January 22, 2019, meeting, current Cash Summary Report, and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Steve Bettinger made a motion to approve the January 22, 2019, minutes as presented. Andrew Bick seconded the motion. Roll call: Bettinger- yes, Bick –yes, Hassen- yes. Motion approved.

PRESENTATION OF THE BILLS:

The attached listings of warrants (11334- 11349) presented for approval:

John Hassen made a motion to approve payment of the attached listing of invoices and the corresponding pending warrants. Andrew Bick seconded the motion. Roll call: Hassen-yes, Bick-yes, Bettinger-yes. Motion approved.

PUBLIC COMMENTS:

Lucas County Engineer, Joe Shultz presented five signed easements for the Kilburn Rd. project; there are seventeen total that need to be completed.

See attached resolution 020419-01 approving the five easements for the Kilburn Rd. Project.

Steve Bettinger made a motion to accept the resolution for the five signed easements. Andrew Bick seconded the resolution. Roll Call: Hassen-no, Bick-yes, Bettinger-yes. Resolution approved.

FIRE:

January fuel usage was turned in.

Discussion was held on day time crew hours.

Chief Tate reported the chevy medic is in for repairs.

ZONING:

Zoning inspector Smith gave an update on zoning issues.

OLD BUSINESS:

The Lucas County Auditor notified Fiscal Officer that new language is needed for the Fire Operating Renewal Levy Resolution.

020419-02 RESOLUTION OF NECESSITY OF A RENEWAL TAX FIRE LEVY TO BE PLACED ON THE NOVEMBER 5, 2019 BALLOT.

WHEREAS, a resolution declaring the necessity of levying a renewal tax under R.C. 5705.19(G) outside the ten-mill limitation must be passed and certified to the Lucas County Auditor in order to permit the Board of Trustees to consider the levy of such a tax and must request that the County Auditor certify to the Board of Trustees the total current tax valuation of Richfield Township and the dollar amount of revenue that would be generated by the renewal tax;

NOW THEREFORE BE IT RESOLVED: by the Board of Trustees, 3 of all members elected thereto concurring, that it is necessary to levy a renewal tax in excess of the ten-mill limitation for the benefit of Richfield Township for the purpose of maintaining and providing fire apparatus, appliances, buildings, or sites therefore, operating expenses, sources of water supply, or the payment of permanent, part-time or volunteer fire-fighters, part-time or volunteer emergency medical personnel, for the purchase of ambulance equipment, or other EMS services operated by the fire department; at a rate of 2.5 mills for each one dollar of valuation which amounts to no dollars and twenty five cents (\$.25) for each one hundred dollars of valuation, for a period of *five* years.

BE IT FURTHER RESOLVED: that the renewal tax levy be placed upon the tax lists of the current tax year, commencing in 2019, first due in calendar year 2020, in compliance with Ohio Revised Code Section 5705.19(G), if a majority of the electors voting thereon vote in favor thereof.

BE IT FURTHER RESOLVED: that the question of such a renewal tax levy shall be submitted to the electors of Richfield Township, the election to be held therein on Tuesday, November 5, 2019 and;

BE IT FURTHER RESOLVED: that the Fiscal Officer is hereby directed to certify a copy of the resolution to the County Auditor, Lucas County, Ohio. The Board of Trustees hereby requests that the County Auditor certify to this Board of Trustees the total current tax valuation of Richfield Township and the dollar amount of revenue that would be generated by the renewal tax of 2.5 mills if approved by the electors.

Trustee Bick moved to pass the resolution; Trustee Hassen seconded the resolution and the roll being called upon its adoption the vote resulted as follows:

Steve Bettinger	yes	
Andrew Bick	yes	
John Hassen		yes

NEW BUSINESS:

Discussion was held on a credit card policy for any township employee that has been issued a credit card for township business.

020419-03 Resolution for Richfield Township Credit Card Policy:

WHEREAS, it is in the best interest of Richfield Township to establish a Township credit card policy; now therefore,

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Board of Trustees of Richfield Township, who voted as certified below, to establish the following as the policy of the Township regarding credit card use:

RICHFIELD TOWNSHIP CREDIT CARD POLICY:

1. SCOPE:

This policy applies to every person authorized to possess and/or use a credit card issued by the Township.

2. PUPOSE:

To provide a consistent understanding for the use of Township credit cards by authorized persons.

3. POLICY:

- A. Only the Board of Trustees may authorize a person to use a Township credit card.
- B. Use of Township credit cards shall be solely for those purposes authorized by the Trustees. Generally, authorized purposes are for the purchase of goods or services for Township use and the previously authorized expenses of persons engaged in Township official business.
- C. No person may use a Township credit card for any use prohibited by any Township policy or practice; or for any personal purpose, expense or purchase. It is not possible to create a list of all prohibited uses for a Township credit card. Use of a Township credit card is the same as using any Township funds. Users should exercise the same procedures, common sense and caution required for any use of Township funds.
- D. The debt incurred as a result of the use of a Township credit card pursuant to this policy shall be paid from moneys appropriated by the Board of Township Trustees for such expenses.

- E. In the event of unauthorized use of a Township credit card, the individual responsible shall be liable in person and upon any official bond any official or employee has given to the Township. The Township county prosecuting attorney shall recover the amount of any unauthorized expenses incurred by such person and all costs and fees of recovery.
- F. A person who is issued a Township credit card, who suspects the loss, theft or possible unauthorized use of the credit card, shall immediately notify the Township Fiscal Officer of the suspected loss, theft or possible unauthorized use by verbal notice, with a written incident report as soon as practical following the verbal notice. The person reporting the loss, theft or possible unauthorized use will take all appropriate legal action requested or required; including, but not limited to: filing police reports, giving sworn statements, etc.
- G. The person to whom such card was issued may, at the discretion of the Trustees, be held liable in person and upon any official bond given to the Township, for any amount of actual loss incurred by the Township as a result of the loss, theft or unauthorized use of the card.
- H. Unauthorized use of a Township credit card may constitute an offense under the criminal laws of the State of Ohio and will be prosecuted accordingly.

4. RESPONSIBILITY:

- A. Any person using a credit card held by the Township is responsible for adhering to this Township Credit Card Policy.
- B. All department heads are responsible to ensure that personnel under their supervision are adequately trained, fully understand and comply with the is Policy.
- C. All Township issued credit cards remain the property of the Township. Any person having possession of a Township issued credit card shall immediately deliver such card to the Township Fiscal Officer upon the direction of the Trustees or upon leaving Township employment.

5. PROCEDURE:

- A. Only the Board of Township Trustees may adopt policies to authorize the use of Township credit cards. Authorization for the use of a Township Credit card is based on the sole discretion of the Board of Trustees.
- B. This Policy supersedes any previously issued policy or writing regarding Township credit cards.

BE IT FURTHER RESOLVED that it is hereby found and determined that all formal actions of the Board concerning and relating to the passage of this Resolution were adopted in an open meeting go 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.

WHEREUPON Trustee Bick moved and Trustee Hassen seconded the adoption of the Resolution; and the roll was called on the question of adoption thereof; resulting as follows:

Trustee Steve Bettinger yes Trustee Andy Bick yes Trustee John Hassen yes

Trustees and Fiscal Officer provided information obtained at the Ohio Township winter convention. Updates provided on cemeteries, roads, levies, zoning issues, policies, and economic development.

Discussion was held on putting a crisis policy in place for emergencies. The Trustees were in agreement to meet at the Fire Dept. in emergence situations.

Trustee Bick and Trustee Bettinger attended the TMACOG (Toledo Metropolitan Council of Government) meeting in January. Discussion was held on regional water.

PUBLIC NOTICE:

Residents may call Norma Drennan at 419-829-6029 or 419-283-3424 to rent the town hall.

The following information can be viewed on the Richfield Township website at: www.richfieldtwp.com.

1. Trustee minutes
2. Zoning minutes
3. Zoning including: fees, applications, complaint forms, and the zoning book.
4. Meeting dates and times
5. Contact information for Trustees, Zoning Board and Board of Zoning Appeals.
6. Wolfinger Cemetery information including cemetery fees, rules & regulations.
7. Fire and Rescue
8. Town hall rental rules and fees
9. Roads and Maintenance
10. Rubbish Contractor information for garbage pickup
11. Community Links.

There being no further business Steve Bettinger made a motion to adjourn at 8:15 p.m., which was seconded by John Hassen: Roll call: Hassen -yes, Bettinger-yes, Bick-yes. Motion approved.

Richfield Township Fiscal Officer

