

Violet Township Board of Trustees

April 15, 2020

Regular Meeting

Mr. Dunlap called the meeting to order at 7:30 p.m.

Mrs. Niekamp called the role: Mr. Terry Dunlap, Sr. Mr. Darrin Monhollen, and Mrs. Melissa Wilde were present. Other Township Personnel present were; Township Administrator, Edward Drobina and Fire Chief, Mike Little via Teleconference.

Mr. Dunlap asked everyone to join him in the pledge of allegiance followed by a moment of silence honoring those who have given us all our freedom here at home and abroad.

Mr. Monhollen made a motion to accept as submitted by the Fiscal Office without public reading, the minutes of the 04-01-2020 regular meeting. Seconded by Mrs. Wilde. Roll call vote: Mr. Monhollen, yes; Mrs. Wilde, yes; Mr. Dunlap, yes. Motion carries 3-0.

County Authorities

Josh Horacek was present. Mr. Horacek announced they were all working remotely and he was available via email or cell phone.

Mr. Dunlap announced there was one resolution to adopt which was Temporary Emergency Policy and Procedures related to COVID-19. **Mr. Monhollen made a motion to adopt Resolution 2020-0415-01. Seconded by Mrs. Wilde. Roll call vote: Mr. Monhollen, yes; Mrs. Wilde, yes; Mr. Dunlap, yes. Resolution carries 3-0.**

Public Comment:

Mr. Dunlap announced they received the Fire Chief and Township Administrator's report and if anyone has questions or comments they can call in tomorrow or send an email and we will respond.

Elected Officials:

Mrs. Niekamp reported she had one Resolution 2020-0415-02 – For Consideration of Purchase Orders for this Fiscal Year. **Mr. Monhollen made a motion to adopt Resolution 2020-0415-02. Seconded by Mrs. Wilde. Roll call vote: Mr. Monhollen, yes; Mrs. Wilde, yes; Mr. Dunlap, yes. Resolution carries 3-0.**

Trustee Reports:

Mr. Monhollen reported he received calls concerning the playgrounds in the subdivisions and the homeowners associations did not have the means to close them down so he called Will and the road department closed the playground areas as well as the dog park.

Mr. Dunlap reported in regards to the road signs and semi-truck issues 90% of the signs are up and they put them up as they took down the weight limit signs. They have a few to do on Ault Road and a couple on SR204 to pre-advise them not to make a left turn or a right turn and the same thing on SR256. That goes into effect on April 17, 2020.

Meetings where there may be more than one (1) Trustee present:

Mr. Dunlap reported on April 22 we would have our second Public Hearing on the License Tax Fee at 3:00 p.m. He added the law says that after the first hearing the second hearing has to be within ten days. The last time we did it, it was fourteen days so we are starting over.

On April 29, we have scheduled the Public Hearing from the Zoning Commission who passed on the Tollgate Road re-zoning.

Old Business: None

Tabled Business: None

New Business:

The next regularly scheduled meeting of the Violet Township Board of Trustees will be on Wednesday, May 6, 2020 at 7:30 p.m. at the new Violet Township Administrative offices located at 10190 Blacklick Eastern Road unless meetings are lifted. We will be doing the same type of meeting as long as the 'Stay at home' rules are in place. We will do a press release and have on our website if things change between now and then.

Pay Bills:

Mr. Dunlap asked if there were any bills to be presented for approval.

Mrs. Niekamp reported the resolution approved earlier in the meeting gave authority to pay the current items now pending payment. She explained there will still be a need to approve the payment of bills in the future, when an item is being purchased that is not covered by a purchase order, or the type of item should have additional approval by the trustees.

Mr. Dunlap said in the past they have been able to review all the bills in case they had any questions. Mrs. Niekamp said her intention is to provide the trustees a regular overview of all financial commitments, such as a dashboard type report. The report will also include the bills that have been paid since the last meeting. The trustees will still have the ability to ask any questions they have regarding the purchase. Mrs. Niekamp explained the current practice of making a purchase, then presenting the bill at a meeting and asking for approval does not allow the fiscal officer to certify the availability of appropriations prior to the Township entering into obligations. When the trustees agree to issue a purchase order, the fiscal officer if verifying (before a government official or employee places an order or buys something) that there is, in fact, appropriations still available in the appropriation code where the purchase will be charged for said items.

Mr. Dunlap mentioned an example of being at Staples and seeing a great price on paper. He asked, what would happen if he purchased the paper without having the purchase order in place? Mrs. Niekamp explained, he would be on the hook for the purchase, unless his fellow trustees agreed to approve the purchase after the fact. Mrs. Niekamp explained there is an ability to make an emergency purchase, but a purchase order called "Then and Now" must be approved within 30 days after the purchase. Mrs. Niekamp gave an example of machinery breaking down and needing a part that was not already covered in a currently approved purchase order. Mrs. Niekamp said the Township Administrator or Fire Chief would authorize the purchase of the part needed and present a request for the "Then and Now" purchase order at the next trustee meeting.

Mr. Horacek said the Ohio Revised Code directs that no contract or order involving the expenditure of funds be made unless the fiscal officer certifies the funds are available to be encumbered. Mr. Horacek confirmed Mrs. Niekamp is right regarding the scenario of purchasing the paper without an approved purchase order, because it is not permitted without prior authorization.

Mrs. Niekamp also added that Township Administrator, Ed Drobina and Fire Chief, Mike Little have been a pleasure to work with and thanked them for all their help.

Mr. Dunlap made a motion to recess the Trustees Regular meeting at 7:46 p.m. and go into the scheduled Public Hearing for License Fees. Seconded by Mr. Monhollen. Roll call vote: Mr. Dunlap, yes; Mrs. Monhollen, yes; Mrs. Wilde, yes. Motion carries 3-0.

Mr. Monhollen made a motion to close the Public Hearing and return to the regular meeting at 8:20 p.m. Mrs. Wilde seconded the motion. Roll call vote: Mr. Monhollen, yes; Mrs. Wilde, yes; Mr. Dunlap, yes. Motion carries 3-0.

Mr. Monhollen made a motion to adjourn the meeting at 8:21 p.m. Mrs. Wilde seconded the motion. Roll call vote: Mr. Monhollen, yes; Mrs. Wilde, yes; Mr. Dunlap, yes. Motion carries 3-0.

Respectfully submitted,

Vanessa Niekamp, Fiscal Officer

Approved by:

Terry J. Dunlap, Sr., Trustee

Darrin Monhollen, Trustee

Melissa Wilde., Trustee

Joniann Goldberg,
Administrative Assistant

Date: _____