



Washington Township Board of Trustees

Regular Meeting Agenda

Monday, April 15th, 2024, 4:00 pm

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. FISCAL OFFICERS BUSINESS
- IV. CITIZEN CONCERNS
- V. CONSENT AGENDA

All matters under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

A. Meeting Minutes

- April 1, 2024 – Pre-Meeting and Regular Meeting

B. Finance

- Check Register and Special Check Register
- A motion to approve the resolution declaring items to be surplus property, to be sold through GovDeals.
- A motion to approve the Purchasing Policies and Procedures effective April 15, 2024.

C. General

- A motion to approve resolution R2024-013 ratifying the appointment of Gary Smiga as Public Records Designee for the Washington Township Board of Trustees pursuant to the Ohio Revised Code Section 109.43.

D. Police

- A motion to acknowledge receipt of the notice requesting a new liquor permit for Ohio Springs Inc., DBA Sheetz at 821 Miamisburg Centerville Rd. Captain Brem has no objection to this permit so therefore there is no need to request a formal hearing.
- A motion to approve the purchase of (6) six 2025 Ford Interceptor SUV's from Kings Ford for a total approximate cost of \$293,988.

E. Public Works

- A motion to approve the temporary construction easements with the Montgomery County Engineer's Office for the purpose of performing the work necessary for the improvement of the Social Row Road, Phases 1 & 2 project.

Motion Requested:

...that the Board approve all items on the Consent Agenda.

VI. TOWNSHIP ADMINISTRATOR'S REPORT

VII. ELECTED OFFICIALS COMMENTS

VIII. ADJOURNMENT

Other Information: 3:30 p.m. Pre-Meeting Workshop

WASHINGTON TOWNSHIP GOVERNMENT CENTER | BLAIR MEETING ROOM
8200 MCEWEN ROAD | WASHINGTON TOWNSHIP, OHIO 45458 | 937-433-0152



Washington Township Board of Trustees
April 1, 2024

The Washington Township Board of Trustees met in a Pre-Meeting Workshop on April 1, 2024, at 5:15 p.m.

Elected Officials: Scott Paulson, Sharon Lowry, Brian Lunne, Gary Smiga

Staff: Mike Thonnerieux, Ryan Lee

Attorney: None

Public: Lucy Ann McKosky, Joe Harmon

I. Items for Discussion

- There was a review of the agenda for today's meeting that included the Proclamation for Fair Housing Month; the swearing in of the 2 Deputy Chiefs; the Then and Now payment; the updated Pay Resolution changes, and the payment to the Shared Resource Center.
- Mr. Thonnerieux and Ryan Lee provided an update on the progress to date on the project to update the Township's Comprehensive Plan and Zoning Resolution. In May the Elected Officials will receive an overview that highlights the proposed significant changes to each document. Later, a series of public-facing events will be held to gather additional input and feedback from the Zoning Commission, stakeholders, and the public.
- Scott Paulson shared a conversation that he had with Brooks Compton, Mayor of Centerville regarding the addition of the U.S. Space Force branch of the military to the Stubbs Park Veterans Memorial.
- Mr. Thonnerieux led a discussion with the Elected Officials regarding the concept of a single trash hauler. It was agreed that the draft of a community survey would be developed for possible inclusion in an upcoming Township Quarterly.
- Mr. Lunne shared several Citizens Concerns that included a proposed development of a parcel on Paragon Road; Short Term Rentals; and trash issues at a local business. Staff will provide the necessary follow-up.
- A calendar of upcoming events was distributed.

II. Adjournment

It was moved by Mr. Lunne, seconded by Mrs. Lowry to adjourn the pre-meeting workshop at 6:28 p.m.

Vote on Motion: Lunne, aye; Lowry, aye; Paulson, aye.

M2024-029

All formal actions of the Board of Trustees of Washington Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in an open meeting, and of any of its committees resulting in such formal action, were in meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

President

Fiscal Officer



Washington Township Board of Trustees

April 1, 2024

The Washington Township Board of Trustees met in Regular Session on March 4, 2024, at 6:30 p.m. President Paulson opened the meeting and led the Pledge of Allegiance.

PROCLAMATION

The month of April is Fair Housing Month, and the Trustees prepared and will forward a proclamation to the Miami Valley Fair Housing Center.

SWEARING IN

Mr. Paulson performed the swearing in of the new Deputy Chief Troy Bonefield, and Deputy Chief Jason Hartley. Family members pinned on the deputies' service pins. The elected officials and Mr. Thonnerieux congratulated them.

FISCAL OFFICERS BUSINESS

None.

CITIZEN CONCERN

Bill Plunkett, 6057 Millbrook Drive, Washington Township, Ohio. Mr. Plunkett provided information on the recent activities of the property next door that is continuously being rented out as a short-term rental. He documented and provided videos to the Montgomery County Sheriff's Department. He advised that not only did the MCSO detectives get involved but the RANGE Task Force is watching the activity. Mr. Plunkett said there are so many details to tell but there isn't enough time. He said that the tenants renting out the house were arrested in the City of Troy and the City of Ketting for drugs and theft. The tenants must have stayed longer than they were supposed to because the cleaning lady showed up and there was an argument. The MCSO was called to the house but had left before the detectives had arrived. Mr. Plunkett has 45 pages of police reports from around the area of the suspects. He found out they were stealing credit cards from the neighborhood and stealing from cars. The suspects also went through lockers at the LA Fitness Center and Centerville Police are involved. The suspects were listing 6067 Millbrook Drive as their address. Mr. Plunkett is convinced that they were cooking meth in the house due to the odd behavior. He has no proof but with the doors stayed open 45 minutes at a time and the suspects carried out trash in gloves and masks. He has concerns that just 17 feet from his property is possibly fentanyl. He had researched them online. He advised that John Hole School is 4/10 mile from his house, and he worried about fentanyl with the kids walking down the street to get on the school bus. He said these people were there for 31 days and they fell under the rules but look what they were doing to fall into the rules. There's been 11 different tenants, involving 26 vehicles, and 67 people, it's averaging two and a half weeks or someone new coming in after at least three different agencies.

Mr. Lunne mentioned the trustees held a discussion in the pre-meeting workshop on this issue. They share the same sentiment about the short-term rentals. He noted they are doing their best to stay on top of it and the township is further ahead than other communities dealing with short-term rentals. The township is working with the Sheriff's Department and legal counsel.

Mr. Lee advised Mr. Plunkett he was aware from last time that they discussed that there were some concerns with the police. Staff did follow up with MCSO and that's how he was made aware of that. Mr. Lee, alongside Mr. Thonnerieux, had reached out to legal counsel, who subsequently reached out to Mr. Wilder's legal counsel, who

had previously represented him. They indicate there is a yearlong lease currently, and that they have extinguished short term rentals, they have yet to provide any evidence of a yearlong lease. He said that is what has been stated as of March 14, that we heard that from legal counsel. The history of this this case is the proof the actual property owner had established a short-term rental prior to the sublease with Mr. Wilder, who began renting a short-term rental prior to creating the avenue of conditional use for a short-term rental approval. When the township created those provisions, it was very clear that short term rentals can only really occur in established bed and breakfast, which require conditional use, as well as a hotel motel, which would obligate a commercial zoning designation. None of those were applicable to any properties on Millbrook Drive.

Mr. Lee said staff issued a citation to Mr. Wilder, as well as the property owner. They had appealed to the Board of Zoning Appeals. An administrative appeal to say that zoning staff had erred in their determination. The Board of Zoning Appeals had supported staff, ruling that they did not err in their determination and there was a further appeal to the Court of Common Pleas. Court of Common Pleas agreed with the townships process, they agreed that there was no grandfathering and there was no best of use of that. The position that the township continues to hold is that in order to establish a legal, short-term rental, they would need to go through a conditional use process, which Mr. Wilder has yet to do for that property. The review notice, within 500 feet, to all neighboring property owners and then the opportunity to have that discussion very similar to what has previously occurred with Mr. McManus' property on Millbrook. Mr. Lee stated it puts them in a position where they continue to advocate for our interpretation of the code. There are no pending court cases. They are in a position where they continue to monitor the property. Mr. Lee continues to work with the neighbors. He understands the frustrations but there's a tremendous number of elements that are apart from what is going on with the police. They have a process that has not been initiated to establish any land use allowance for the short-term rental. If it does continue, they are able to find evidence, such as postings on VRBO, Airbnb and Furnish Finders. Mr. Lee said if there's some clearing house of evidence, as alongside Mr. Plunkett's observations of cleaning staff coming in, and they can point to specific evidence that is not necessarily just observations of neighbors alone. Mr. Lee is inclined to reach out to legal counsel to see if they can reinstate the discussion with Mr. Wilder's legal counsel to continue that messaging despite there being an action item from the Development Services Department. He encourages Mr. Plunkett to continue reaching out to MCSO about anything suspicious and a concern for safety on Millbrook Drive.

Mr. Paulson questions how much further they can go, per the zoning resolution, in getting something done about the property in violation. Mr. Lee believes they have done that already. They have allowed the individual processes, appeals, as well as further appeals to the Court of Common Pleas, to play out. The township has been victorious in the Court of Common Pleas where they had agreed with the BZA, as well as staff and legal counsels' interpretation of the standards. He said that from an enforcement perspective they have won all those challenges. They are now to the point where Mr. Wilder's attorney and Mr. Wilder were not continuing this appeal any further, he considers that a win. Staff continue to endeavor to meet with legal counsel, alongside Captain Brem, alongside Mr. Thonnerieux and come up with the best solution that they can with the knowledge that they have.

Mr. Lee said he understands the frustrations. The arrests did not occur on Millbrook Drive, but these arrests occurred in Kettering. The township is aware, and while they are monitoring the situation, they're kind of hamstrung on being able to descend on the Millbrook property and enforce certain things. Mr. Plunkett shared a significant amount of observations and it's not unreasonable to imagine that the same activities are occurring in this house that led to arrests in Kettering. There is no causal direct evidence where they've been able to hold them accountable in Washington Township. This doesn't preclude the township from continuing to have these discussions and figure out what messaging they can have.

Mr. Paulson said there's a lot of frustration. The township does not have the legal capability to shut the property down. He believes that's what Mr. Lee is saying, he's trying to negotiate to the highest level he can from a zoning perspective. They're using police action where they can. He wants to speak to legal counsel again and see how much more force they can put back onto this property owner. The township must make sure it's defensible. He encourages Mr. Plunkett to continue to keep MCSO posted on the activities. Mr. Paulson mentioned the township is a little more advanced than other communities are in dealing with what's going on. He said Mr. Plunkett is very calm in frustration and things go on. He appreciates him keeping those records.

Mrs. Lowry appreciates Mr. Plunkett's comments and keeping them informed. She would like to inquire with legal counsel about the next steps. She said the person that's responsible for renting this property is not doing due

diligence and that's where we need to stop them. She feels he should not be renting to people that he doesn't ensure meet the standards of that community and that Airbnb contract, whatever that looks like.

CONSENT AGENDA

All matters under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

A. Meeting Minutes

- March 18, 2024 – Pre-Meeting and Regular Meeting

B. Finance

- Regular Check Register dated April 1, 2024, in the amount of \$936,571.61 said amount having been certified and appropriated.
- A motion to approve the Then and Now purchase for Subaru/Collision Center of Dayton, Purchase Order 20240678, in the amount of \$18,127.77.

C. General

- A motion to approve the updated Pay Resolution, R2024-012.
- A motion to approve the revised 2024 Board of Trustees Meeting Schedule.
- A motion to approve additional funds with Shared Resources Center for finance director services for a total approximate cost of \$ 30,000.

It was moved by Mr. Lunne, seconded by Mrs. Lowry, to approve all items on the Consent Agenda.

Vote on Motion: Lunne, aye; Lowry, aye; Paulson aye. M2024-030

TOWNSHIP ADMINISTRATOR'S REPORT

Mr. Thonnerieux announced Family Adventure Day is returning to the RecPlex again this year on Saturday, April 27 from 11am to 2pm, the recreation department is hosting a variety of games and activities for the entire family including an obstacle course, archery, tag, rock climbing, kayaking in the pool, and more. Tickets can be purchased on the RecPlex website.

ELECTED OFFICIAL'S COMMENTS

Mr. Smiga announced Safetyville Square is back again this summer. This program is presented by the Centerville Noon Optimists and coordinated by multiple community partners including Washington Township Fire Department, RecPlex, and Sheriff's Office, this program is a fun and entertaining way for young children to learn about various

safety topics. More information and registration can be found on the Centerville Noon Optimists' website. The township is proud to partner and be part of such an important program in the community.

Mr. Lunne welcomed the two new Deputy Chiefs. The township is glad to have them as part of the team and community. Deputy Bonfield has been with the department for a few years already. He welcomed Deputy Hartley to the Township. He said this is also a good time to mention that the township is currently recruiting 8 full-time firefighters.

Mrs. Lowry announced that recently, MCSO deputies partnered with RTA and the Heart of Centerville & Washington Township to deliver a busload of pretzels to Centerville City Schools. The pretzels were donated by local businesses and help fill a need in our classrooms. She said that every day, elementary school students with no snacks come to the school office with a note and they receive a bag of pretzels from the staff, paid for out of their own pockets. The township's Community Oriented Policing Officer, Deputy Bill Jones, saw the need and rallied the community to donate snacks. They packed the RTA bus full of enough pretzels to last the remainder of the school year and are grateful to our generous community for partnering with the township.

Mr. Paulson also congratulated the two new Deputy Fire Chiefs. He announced that the trustees have revised the meeting schedule. The second meeting each month will now have a starting time of 4:00 p.m. The website will be updated with the revised schedule.

ADJOURNMENT

It was moved by Mrs. Lowry, seconded by Mr. Lunne to adjourn the regular meeting at 7:35 p.m.

Vote on Motion: Lunne, aye; Lowry, aye; Paulson, aye. M2024-031

All formal actions of the Board of Trustees of Washington Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in an open meeting; and of any of its committees resulting in such formal action, were in meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

President

Fiscal Officer



RESOLUTION R2024-014

DECLARING PROPERTY TO BE UNNEEDED, OBSOLETE OR UNFIT PERSONAL PROPERTY OF WASHINGTON TOWNSHIP AND NOTIFICATION OF INTENT TO CONDUCT AN INTERNET AUCTION

WHEREAS: Section 505.10 of the Ohio Revised Code permits a board of township trustees to sell personal property, including motor vehicles, road machinery, equipment, tools, or supplies which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; and,

WHEREAS: the Board of Township Trustees of Washington Township has determined that an Internet auction is a cost-effective method of disposing of such property; and,

WHEREAS: Section 505.10(D) of the Ohio Revised Code permits a board of township trustees to sell such property by Internet auction;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Washington Township:

Section 1: That pursuant to Section 505.10(D), the Board of Trustees of Washington Township hereby declares the following items are not needed for public use, are obsolete, or are unfit for the use for which they were acquired and expresses its intent to sell these items by Internet auction:

- 2 Filing Cabinets
- 1 Conference Table with 4 Chairs
- 1 Cabinet with Countertop & Overhang Cabinet
- 5 Laptop Carrying Bags
- 2 Computer Printers
- 1 Copier
- 3 Adaptive Security Devices
- 1 Laptop Computer
- 5 Computers
- 9 Computer Monitors
- 1 Group of Computer Monitor Bases
- 14 Network Router Switches

- 2 UPS (Power Supplies)
- 4 Network Wall Mount Racks
- 2 DVR's
- 1 Group of Keyboards
- 1 Group of Computer Mice
- 1 Group of HDMI Splitters
- 1 Group of Network Wi-Fi Equipment
- 1 Group of Transceivers
- 4 Injectors
- 1 Group of Power Cords
- 1 Group of Monitor Cable
- 1 Group of Network Cable
- 1 Group of Rubber Mat Flooring
- 3 Doorknobs
- 6 Steel Access Doors
- 1 Remote Access Appliance
- 1 Web Filter
- 1 Message Archiver
- 1 Video Conferencing Control Unit
- 1 Rotating File Cabinet
- 1 Upright Storage Cabinet
- 1 Group of File Folders

- Section 2: That the Township expressly disclaims any and all warranties of any kind, "whether express or implied including, but not limited to, the implied warranties of merchantability and fitness for a particular use";
- Section 3: That all property will be available to the public on the GOVDEALS' website for a minimum of fifteen (15) days, including Saturdays, Sundays and legal holidays as required in Section 505.10(D) of the Ohio Revised Code;
- Section 4: That this Resolution takes effect at the earliest time as may be permitted by law.
- Section 5: It has been determined that all formal actions of the Board of Trustees of Washington Township concerning the adoption of this Resolution were adopted in an open meeting of the Board of Trustees of Washington Township and that all deliberations of the Board of Trustees of Washington Township which resulted in formal action were in meetings open to the public and in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Motion made by _____; motion seconded by _____.

Vote was as follows:

Lowry, _____; Lunne, _____; Paulson, _____;

PASSED AND ADOPTED by the Board of Trustees of Washington Township on this 15th day of April 2024.

Gary P. Smiga, Fiscal Officer



**BOARD OF TRUSTEES
AGENDA ITEM REPORT**

Meeting Date: April 15, 2024	Reference: Purchasing Policies and Procedures Update
Agenda Reference No.: V.B.	

ACTION REQUESTED		
<input checked="" type="checkbox"/> Motion to Approve	<input type="checkbox"/> Resolution	<input type="checkbox"/> Review and Comment
<input type="checkbox"/> No Action Requested	<input type="checkbox"/> Acknowledge Liquor Permit	<input type="checkbox"/> Other Motion _____

DEPARTMENT		
<input type="checkbox"/> Development Services	<input type="checkbox"/> General	<input type="checkbox"/>
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Police	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works	<input type="checkbox"/>
<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> Recreation	<input type="checkbox"/> Other _____

Summary of Information:

Washington Township is required to competitively bid contracts before awarding a public contract in instances in which the Ohio Revised Code requires. On October 3, 2023, the Ohio Revised Code 9.17 Competitive bidding threshold amount was increased and enacted by House Bill 33-135th General Assembly. Staff is requesting these thresholds be updated for each required Ohio Revised Code for competitive bidding.

The approval for seminars and travel requests requires the approval from the Township Administrator if expenses are \$250.00 or greater. Staff recommend seminars and travel requests \$2,000.00 or greater require the approval of the Township Administrator and \$5,000.00 or greater require the approval of the Board of Trustees.

The following is a list of substantive changes:

- Update of Competitive Bidding Thresholds
- Seminars and Travel requests increased to \$2,000 requiring Township Administrator approval
- Seminars and Travel requests increased to \$5,000 requiring Board of Trustees approval

Department Recommendation:

- A motion to approve the Purchasing Policies and Procedures effective April 15, 2024.

Attachments:

- Purchasing Policies and Procedures-Redline



PURCHASING POLICIES AND PROCEDURES

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WASHINGTON TOWNSHIP PURCHASING POLICIES AND PROCEDURES

I. INTRODUCTION

Washington Township has established the following purchasing policies and procedures. It is important to establish written guidelines so that all participants are clearly informed regarding purchasing procedures, as well as to ensure that the Township complies with the Ohio Revised Code.

The aim of all Township purchases shall be to obtain maximum value for each taxpayer's dollar spent in the process of supplying Township departments with all necessary services and supplies. This purchasing function must be met while maintaining fairness and integrity.

Washington Township does not have a centralized purchasing division; therefore, the supervision of the purchasing process lies within each department, under the direction of the Fiscal Officer and the Township Administrator. Formal purchasing procedures can come into conflict with a department's "flexibility" in obtaining necessary goods and services; however, the Township is legally required to follow specific purchasing procedures. Control of expenditures is also necessary to properly manage public funds. This policy recognizes both needs. A proper balance of the two needs will require a great deal of teamwork between Township employees, department heads, Fiscal Officer, Administrator, and Board of Trustees.

II. PURCHASING POLICIES

The purpose of this section is to establish a set of policies designed to guide the decision process as it relates to the procurement of supplies and services for use by the Township.

- A. **Sources of Supply:** The department head seeking the procurement shall select the suppliers for goods and services. This shall be accomplished with a view towards creating good vendor relations and promoting the best interests of the Township. Purchasers shall take price, availability, delivery, quality and the reputation and performance capability of the supplier into consideration. The Finance Department will review the overall purchasing system and recommend to the Township Administrator any centralized purchasing situation that will benefit the Township. The Township Administrator may act to establish joint purchasing arrangements when a cost reduction can be obtained.

- B. **Competitive Bidding:** In certain instances, Washington Township is required to competitively bid contracts. Those instances in which the Ohio Revised Code requires Washington Township to seek competitive bids before awarding a public contract are as follows:

The sale or trade-in of property and equipment. (R.C. 505.10)

The purchase of firefighting equipment and buildings if contract exceeds \$75,000.00~~50,000.~~ (R.C. 505.37 to 505.44)

The construction and erection of memorial buildings, monuments, ~~statues~~statues, and memorials if contract exceeds \$75,000.00 ~~50,000.~~ (R.C. 511.12)

Lighting of unincorporated areas if contract exceeds \$75,000.00~~50,000.~~ (R.C. 515.01 and 515.07)

The purchase of road machinery, ~~materials~~materials, and supplies if contract exceeds \$75,000.00~~50,000.~~ (R.C. 5549.21)

Road maintenance and repairs if contract exceeds \$105,000.00~~45,000.~~ (R.C. 5575.01 ET. Seq.)

Contracts for energy conservation resources if contract exceeds \$75,000.00~~50,000.~~ (R.C. 505.264)

There are certain exceptions to the requirements of soliciting bids, as follows:

Contracting with other public entities in Ohio. (R.C. 505.101)

Contracting for services, equipment, materials or supplies to meet an emergency when the estimated costs of the contract are less than \$75,000.00~~50,000.~~ (R.C. 505.08)

- C. **Prevailing Wage:** On certain projects, Washington Township will be required to pay prevailing wages. In those instances, Washington Township should follow the guidelines in the Ohio Revised Code, Section 4115.

- D. **Board of Trustee Approval:** Any purchase order request in excess of \$10,000 needs Trustee approval before a purchase order is created. Prior Trustee approval needs to be obtained for any purchase order requests that exceed a combined total of \$10,000 for like purchases/services/projects within the same fund and for the same vendor.

When a purchase order under \$10,000 will exceed \$10,000, Trustee approval needs to be obtained for the total estimated amount to be paid (Example 1). When a previously approved purchase order exceeds an additional \$10,000, Trustee approval needs to be obtained for the total amount over the original purchase order expected to be paid (Example 2).

Example	Original Purchase Order	Amount Trustees Approved	Actual Expense	Trustee Approval Amount	Total Trustee Approved	Maximum Expense Allowable	Additional Payments Allowed
1	8,000	-0-	12,000	12,000	12,000	22,000	10,000
2	20,000	20,000	34,000	14,000	34,000	44,000	10,000

Sample Motions (for example 1 above):

A motion approving the payment or purchase of Items or services from Vendor for a total approximate cost of \$12,000.

Motion requesting that the Board approve contracting with or purchasing from Vendor for Items or services for the total approximate cost of \$12,000.

Sample Motions (for example 2 above):

Motion requesting that the Board approve an additional purchase/payment to Vendor for Items or services for the approximate amount of \$14,000.

A motion to approve purchasing additional Items or services from Vendor for the approximate amount of \$14,000.

- E. **Request for Quotation:** If the item or service is not purchased through state bid, at least two price quotations should be obtained for all purchase order requests in excess of \$5,000 and three price quotations for all purchase order requests in excess of \$10,000, with quotations submitted with the requisition. If a written quote cannot be obtained from a vendor, the Washington Township Quotation Sheet (Exhibit I) may be used. If unable to obtain the required number of quotes, the department requesting the purchase should document why quotes are unattainable and submit with the requisition. Every effort will be made to pay invoices within the terms of the quotation received. The Finance Department will not make payments in excess of the quoted amount without a thorough written explanation from the department head.
- F. **Vendor Relations:** Township staff shall promote a program of fairness with all vendors. ~~Sales people~~ Salespeople shall be seen as promptly and courteously as time permits; however, no Township employee is required to be at the disposal or discretion of sales personnel.

- G. **Gift and Gratuities:** Each employee is required to comply with the Ohio Ethics Law. Township employees or authorized agents are expressly prohibited from soliciting or accepting any rebate, money, or any entertainment gift or gratuity, except mementos and novelties of nominal value from any person, company, ~~firm~~ firm, or corporation to which any purchase order or contract is or might be awarded. The Township will not tolerate circumstances that produce or reasonably appear to produce conflicts between the personal interests of an employee and the interests of the Township. Accordingly, the Township may terminate, at no charge to the Township, any purchase order or contract if it is found that substantial gifts or gratuities were offered to a Township employee or authorized agent. The Township may also take disciplinary action, including dismissal, against those who solicit or accept gifts or gratuities other than mementos or novelties of nominal value.
- H. **Expediting:** Expediting or follow up on the delivery of materials, goods or services on order shall be accomplished by the department head or designee where the purchase order request originated. In addition, any follow up on invoice discrepancies from quotes, sales tax charges, etc. shall be the responsibility of the ordering department.
- I. **Tax Exemption:** Washington Township, as a governmental entity, is exempt from state and federal sales and excise taxes, which includes hotel reservations in Ohio for Township business. When hotel reservations are being made, employees should check with the hotel to determine the procedure they require for exemptions to be applied. An exemption form may be e-mailed or faxed to the hotel in advance of the reservation date. If not, an exemption form must be obtained by the attendee to submit to the hotel at check-in.
- J. **State Use Law:** The State Use Law relates to making purchases of products and services of persons with severe disabilities. The Township will take advantage of the State Use Law (O.R.C. 4115.31 - 4115.35) whenever it is beneficial to the Township.
- K. **Grants:** The Finance Department will work with all township departments to complete and submit grant applications and to ~~insure~~ensure compliance with all grant regulations, from acquisition to disposal. (See separate Township Grant Policy)

III. **PURCHASING PROCEDURE**

Depending on the activity, one of the following purchase procedures will apply: Requisition Purchase, Yearly Purchase, Project Purchase, Monthly Vendor Purchase, Store Credit Card Purchase, Gas Credit Card Purchases, Bank Credit Card Purchase, Utility Purchase, Seminar or Travel Purchase, or Emergency Purchase.

Requisition purchases are the most common. In most cases, a purchase order must be created before goods/services are ordered. Exceptions are noted.

A. Requisition Purchase:

1. Requisition and Purchase Order Creation:

The originator creates an electronic requisition and submits it via the department path for approval by the department head. The approved purchase requisition is then electronically forwarded to the Finance Department. The following information is required for processing all purchase requisitions:

Vendor name
Date of requisition/account number
Quantity/purchase description/price per unit/extension price and/or sum
Copies of quotes, if required

Two quotes are needed for purchases over \$5,000 and three quotes for purchases over \$10,000. Trustee approval shall be obtained for all purchases over \$10,000 prior to the submittal of the requisition.

All purchase requisitions for independent contractors will need to have the original contract signed by the Township Administrator and all required forms completed by the independent contractor before the Finance Department will approve the electronic requisition.

Any purchase requisitions with a new vendor shall include the following information, forwarded to the Finance Department, so that the new vendor can be set up in the software system. This must be done before the requisition can be submitted via the departmental path:

W-9
Certificate of Insurance listing the Township as additional insured (if applicable)
Bureau of Worker's Comp Certificate (if applicable)
Vendor name/remittance address
Name of contact person, if known
Phone number/fax number/e-mail and/or website address

Once this information is entered into the software system, the Finance Department will notify the requesting department that the new vendor has been

set up. The department will then enter an electronic requisition and submit it via the department path for approval by the department head.

Once approved by the Finance Department, the requisition is electronically forwarded to the Fiscal Officer and then to the Township Administrator for approval.

Upon approval by the Township Administrator, the requisition is forwarded to the Finance Department for final approval, conversion to a purchase order and assignment of a purchase order number. Upon conversion, the departments will receive electronic notification that the purchase order has been created (if they have elected to receive such notification). The departments also have the capability of printing purchases orders as needed.

2. Invoice Payment:

Once an item has been delivered or the service received by the Township, all invoices, billing statements, packing slips, fixed asset forms, etc. should be scanned into the software system by the department receiving said goods or services, and electronically submitted via the department path for approval by the department head. The invoices and any corresponding paperwork (hard copies) are forwarded to the Finance Department for filing. Once approved by the department head or designee the payment request is then submitted electronically with all attachments to the Finance Department for payment. Payments of invoices from copies, fax copies and/or statements will be made only if an original invoice cannot be obtained from the vendor.

A completed Fixed Asset Form (Exhibit II) must accompany all purchases of fixed assets for \$3,000 or greater. Upon completion, the department head or designee from the department making the purchase shall sign the form. The Finance Department will not make any payments without a completed Fixed Asset Form.

It is imperative that invoices for payment are submitted to the Finance Department as soon as possible so that discounts may be applied, if applicable. —Invoices must be electronically received by the Finance Department prior to 4:00 p.m. on the Thursday before each Trustee's meeting to be processed for payment. Hard copies of the invoices and all corresponding paperwork must be received in the Finance Department —prior to 4:00 p.m. on the Friday before each Trustee's meeting to be processed for payment.

Once the invoice has been processed for payment, the Accounts Payable Technician will print a Detailed Invoice List (check register), create a file packet, date the packet and put all invoices paid along with departments invoice list and all corresponding paperwork in said packet. Packet is then filed, by date, in the Finance Department.

B. Yearly Purchase Orders:

Yearly, the Board of Trustees will approve the Annual Contract List (Exhibit III) for purchases to be made throughout the year by the various departments. This list includes the name of the requesting department, the vendor, amount requested, account code and the item or service to be purchased. Upon approval by the Trustees, the department head or designee must then submit an electronic requisition as outlined in III, A, 1, as needed, for their departmental purchases.

The yearly purchase orders shall be handled in one of the following ways:

1. A regular purchase order will be created if the quantity for the year and unit price are known or can be estimated.
2. A blanket purchase order will be created if the number of units and amount per unit cannot be determined. Blanket purchase orders will be entered as super blankets with an expiration date of December 31st of the current year. If purchases are made in December, the blanket purchase order may remain open until the December invoices are paid in January of the following year. If no purchases are anticipated in December, the blanket purchase order must be closed by December 31st.

As purchases are made throughout the year, the payment of invoices will be made as outlined in III, A, 2 above.

C. Project Purchase Orders:

Occasionally, the Township will go out to bid for projects, e.g. building construction, road projects, etc... that may span more than one fiscal year. Creation will follow the requisition process as outlined in III, A, 1. These purchase orders will not be closed until completion of the project.

As purchases are made or service incurred throughout the year on the project, the payment of invoices will be made as outlined in III, A, 2 above.

D. Monthly Accounts/Vendors:

Only Township employees or authorized agents are permitted to charge with approved monthly vendors. Many of these vendors have an approved list of those eligible to charge. This list is maintained by the Finance Department and will be updated based on changes provided by the various departments. Department heads will be notified of all changes made.

After a purchase is made, each invoice must be assigned the appropriate account number and be initialed/signed by the department head or designee. Invoices are to be submitted to the Finance Department in a timely manner to ensure payment is made within the vendor's payment terms.

Upon receipt of the invoice, the Accounts Payable Technician will group invoices or match invoices to statements for payments. The Accounts Payable Technician will then enter an electronic requisition and submit it via the monthly path for approval by the Finance Director or designee. Upon approval by the Township Administrator, the requisition is forwarded to the Finance Department where it is given final approval, converted to a purchase order and assigned a purchase order number. The Accounts Payable Technician will then process the invoice(s) for payment based on the vendor terms as outlined in III, A, 2.

Once payment is processed, each payment packet made under monthly vendors will be stamped with the "Then and Now" stamp and marked "Monthly".

E. Store Credit Card Accounts:

Store credit card accounts have been set up with specified vendors (Exhibit IV). The Ohio Revised Code allows for the purchase of necessary goods/services by the use of credit cards without a previously created purchase order. Store credit card purchases do not follow the Departments normal requisition/purchase order/invoice process as outlined in III, A, 1 & 2. Only Township employees or authorized agents designated by each department are authorized to use store credit cards.

The store credit cards noted in Exhibit IV are the existing Township store credit cards. Store credit cards are subject to change and may be added or deleted by the Finance Department if beneficial to the Township. The Finance Department will monitor the store credit cards and notify department heads of any changes.

Various store credit cards are available at the departmental level. Those store credit cards not available at the department level, must be obtained from the Finance Department. A member of the Finance Department will issue the store credit card and record the name of the user, card issued, vendor and the date the card was issued on the sign-out log. The user, who requested and received the credit card, is responsible for the card until it is returned to the Finance Department. At the time of return, a member of the Finance Department will note the date returned and if a purchase was made on the sign-out log. It is required that each department also maintain a sign-out sheet for those store credit cards retained in their department.

Sign-out sheets maintained by departments will be audited by the Finance Department for proper compliance.

All store credit card receipts for Township purchases will be forwarded to the department head or designee for approval. The department head will then record the account number to be charged, sign/initial, and forward to the Finance Department in a timely manner to ensure payment is made within the terms and conditions of the vendor's credit cards.

Each vendor, on a monthly basis, will issue a statement. Upon receipt of the statement, the Accounts Payable Technician will verify purchases by the receipts submitted from each department. Any discrepancies between the receipts and the statements will be brought to the purchasing department's attention. The Finance Department will then work with the purchasing department to resolve any discrepancies.

Once all discrepancies have been resolved, the Accounts Payable Technician will then enter an electronic requisition and submit it via the Finance Department path for approval by the Finance Director or designee. Upon approval by the Township Administrator, the requisition is then forwarded on to the Finance Department where it is given final approval, converted to a purchase order and assigned a purchase order number. The Accounts Payable Technician will then process the invoice(s) for payment based on the vendor terms, as outlined in III, A, 2.

F. Gas Credit Card Accounts:

Gas charge cards (coded for fuel only) are available for all Township vehicles. Gas receipts must be turned into the department head for confirmation against charges, on the monthly statement. The statement (receipts attached, if required by department) is then forwarded to the Finance Department for filing with the payment packet. If the department is keeping receipts, said department must follow the Townships record retention policy for receipts. The creation of the requisition/purchase order will follow the ~~departments~~ department's normal process as outlined in III, A, 1. The monthly payment of gas charge cards will follow the ~~departments~~ department's invoice payment process as outlined in III, A, 2.

G. Bank Credit Card Accounts:

The Ohio Revised Code allows for the purchase of necessary goods/services by the use of credit cards without prior creation of a purchase order. Bank credit card purchases do not follow the Departments normal requisition/purchase order/invoice process as outlined in III, A, 1 & 2.

Only designated Township employees or authorized agents are authorized to use Township credit cards. The employee limit for a bank credit card shall be \$3,000 except as follows: Department Head - \$10,000; Deputy Chief, Manager and Senior Supervisor - \$5,000, and one credit card for the full amount of the credit limit in the name of the Fiscal Officer or Finance Director.

Bank credit cards have been issued to designated personnel for the purchase of goods and supplies as well as for payment of expenses incurred while traveling on Township business. Those who are issued a bank credit card shall maintain a sign-out log for usage of their card. The logs will be audited by the Finance Department. The Finance Department maintains an extra bank credit card in the name of the Fiscal Officer or Finance Director, which is kept in the Finance Department safe. This card is mainly used for larger credit card purchases that may exceed the credit limit on the smaller balance credit cards. Those using this specific credit card must have approval of the Finance Department and must sign the card out, as outlined in III, E, above.

No charges are to be made on the credit card account without prior authorized approval from the department head or supervisor. Credit card receipts and/or a Charge Card Confirmation Form (Exhibit V) shall be submitted to the Finance Department along with billing statements, packing slips, etc. as soon as possible. Receipts must contain the account number and be signed/initialed by the department head or designee. The confirmation form is used for orders placed by phone, fax, or internet if the vendor does not supply a charge card receipt. The confirmation form must contain the vendor's name, date of purchase, the last four digits of the credit card charged, the account number, the amount charged and a description of the purchase. The confirmation form must be signed by the person making the purchase and approved by the department head or designee.

A statement will be issued by the bank on a monthly basis. Upon receipt of the statement, the Accounts Payable Technician will verify purchases by the credit card receipts submitted by each department. Any discrepancies between the receipts and the statements will be brought to the purchasing department's attention. The Finance Department will then work with the purchasing department to resolve any discrepancies

Once all discrepancies have been resolved, the Accounts Payable Technician will then enter an electronic requisition and submit it via the Finance Department path for approval by the Finance Director or designee. Upon approval by the Township Administrator, the requisition is then forwarded to the Finance Department where it is given final approval, converted to a purchase order and assigned a purchase order number. The Accounts Payable Technician will then process the invoice(s) for payment based on the vendor terms as outlined in III, A, 2.

It is imperative that receipts are submitted to the Finance Department in a timely manner in order to avoid interest charges. If interest charges are incurred due to a delay in receipt submission, interest payments will be the responsibility of the person whose name appears on the bank charge card. The Township may ask for reimbursement of interest charges.

H. Utility Accounts:

The Auditor of State's office allows monthly utilities such as electric, natural gas, water, telephone, etc. to be paid without a formal requisition/purchase order procedure. The Accounts Payable Technician will create the purchase order as outlined in III, A, 1. Upon receipt of the gas, electric & water invoices, the Accounts Payable Technician will forward them on to the Accounting Supervisor for review. Upon review, the Accounting Supervisor will initial invoices and submit them back to the Accounts Payable Technician for payment. Any discrepancies in billing will be handled by the Finance Department. Any unexplainable high usage will be brought to the attention of the Public Works Director. The Public Works Director will then contact the utility company in reference to this type of discrepancy.

Once all discrepancies have been resolved, the Accounts Payable Technician will process the invoice(s) for payment based, on the vendor terms, as outlined in III, A, 2.

I. Seminars/Travel:

Employees are able to attend seminars/conferences with the approval of their department head, Township Administrator and Township Trustees, if needed.

Prior to registering for and attending the conference, the employee must complete Part 1 of the Travel Request and Expense Report Form (Exhibit VI) and submit the form to the department head for approval if expenses are less than \$2,000, and Township Administrator, if expenses are \$2,000.00~~50.00~~ or greater. Trustee approval is needed for expenses of \$5,000.00~~1,000.00~~ or greater. Upon approval, a requisition will be created for the employee for reimbursement of meals, baggage fees, tolls, etc. by the requesting department, per the requisition process as outlined in III, A, 1. An itinerary of the seminar/conference must be attached to the electronic requisition and must include classes attending, registration cost and whether or not meals are provided.

Upon their return, the employee shall complete Part II of the Travel Request and Expense Report Form; attach all expense receipts, except those for meals and forward to the department head for approval. Upon department head approval, the requesting department will submit expenses for payment, as outlined in section III, A, 2. The Accounts Payable Technician will check the expense forms for conformance to the

Township's Employee Personnel Policies and Procedures Manual, Section VI: Personnel Policies, Travel Reimbursement Policy. Upon approval by the Accounts Payable Technician, payment will be scheduled for all out-of-pocket expenses incurred by the employee.

Occasionally, expenses are incurred by an employee attending Township business that total less than \$50, in which case, a Travel Request and Expense Report Form is not required. An employee may also incur miscellaneous expenses in the course of conducting Township business. These expenses will be reimbursed to the employee through the purchase order process. The department head may choose to reimburse the employee from the department's petty cash fund, or fund or may submit the receipt to the Finance Department for reimbursement from the Finance Department's petty cash fund.

A meal tip should not exceed 20% of the original charge when charging meals on a Township credit card. If the employee feels that the service warrants and leaves more than a 20% tip, the employee will be financially responsible for the additional amount. If a tip/gratuity is automatically included by the restaurant due to a large number of Township employees in attendance, this rule will not apply.

J. Emergency Purchase:

In case of an actual emergency, department heads may purchase supplies and/or services whose immediate procurement is essential to prevent delays in work or to avoid the potential affect on the health, safety, and welfare of the citizens of Washington Township. Following the purchase, all procedures under III, A, of this policy must be followed, with a notation included in the electronic requisition that the purchase was for an emergency and the emergency must be described.

IV. MISCELLANEOUS

A. "Then-And-Now" Stamp:

When an invoice or date of service precedes the date of the purchase order, the invoice will be stamped with the "Then-and-Now" stamp. This stamp is used to verify that the funds were available "then" (when the goods or services were first received or purchased) and funds are available "now" (when the purchase order was created and funds encumbered). The use of the "Then-and-Now" stamp legally allows the Township to pay the invoice received (ORC 5705.41). For all "Then-and-Now's" greater than or equal to \$3,000 trustee approval must be obtained within 30 days of receipt of the invoice. Each department should take all steps necessary to limit "Then-and-Now" purchases.

The "Then-and-Now" stamp will contain the purchase order number, invoice date and date purchase order was approved. The "Then-and-Now" purchase is then submitted to the Fiscal Officer for his or her signature/initials.

Exceptions to the use of the "Then-and-Now" stamp include emergency purchases, credit card purchases and utility billings. Monthly vendors in which the purchase order is created after the invoice is received will be stamped with the "Then-and-Now" stamp and marked "Monthly" on the statement or the top invoice of the payment packet.

B. Payments / Check Requests:

The regular check register is prepared on the same day as the Board of Trustees meetings and is approved by the Trustees at their regular meetings.

Once the check register is approved for payment, the Finance Department will print the checks and post to the financial system. The Finance Department will then upload the check register to the positive pay file and send the file to the Townships' bank. Next, the Finance Department will then load the check register into Laserfische to post onto the Township's website. The printed checks are then mailed to the Townships' vendors.

If a special check register is needed, the above steps are performed and Trustee approval is obtained at the next trustee meeting.

The Trustees have given the Finance Department the authority to process special check registers between meetings so the Township can take advantage of discounts or avoid interest and/or finance charges. The dollar limit for a special check register is set at \$50~~20~~,000 for non-super vendors. The Trustees have also approved a list of super vendors (Exhibit VII) that have no set dollar limit for payments on special check registers. Special check registers should be limited in their usage.

In some cases, a payment in advance may be necessary. Such instances may include payments to performers, specialty instructors or seminar registration. When a payment is required in advance, the department must submit an electronic requisition, through the normal requisition/purchase order/invoice process as outlined in III, A, 1, stating that the payment is required in advance, and the date the check is needed. The employee must then obtain a receipt of payment from the vendor. The receipt must then be forwarded to the Finance Department to be included in the payment packet that is filed.

C. Project Codes:

Project codes can be created by the Finance Department that will allow for ease in tracking expenses; e.g., Town Hall productions, Fire maintenance costs, etc.... The

Finance Department will create project codes at the request of the department head, as needed.

D. Purchase Order Encumbrance Adjustment:

Occasionally, an encumbered purchase order will need to be increased or decreased. This may happen when more materials or supplies are needed than originally thought (an increase) or when the purchase is to be made from a different vendor than originally thought (a decrease). In such instances, an electronic purchase order change order is submitted via the department path for approval by the department head or designee. Once approved by the submitting department, the electronic purchase order change order is forwarded to the Fiscal Officer and then the Township Administrator for their approvals. Once approvals are obtained, the electronic purchase order change order is sent to the Finance Department. The Finance Department will then post the adjustment to the original purchase order.

V. SYNOPSIS OF OHIO ETHICS LAW THAT PERTAINS TO PURCHASING

Public officials and employees may not take any action to purchase or acquire services or property for the government entity they serve if they, their family, or their business associates have a financial interest in the purchase or acquisition.

Public officials and employees may not have an interest in a purchase or acquisition made by the public agency they serve, even if they do not take part in the purchase or acquisition.

Public officials and employees may not take any official action on matters that will result in a benefit to themselves, their family members, or their business associates.

Public officials and employees may not solicit, accept, or use their public position to secure anything of value including travel, meals, lodging or gifts that would impair their ability to perform their duties objectively and impartially.

Public officials and employees shall not make personal purchases using Township vendor accounts or township credit cards to take advantages of Township discounts or to avoid paying sales tax.

VI. OBLIGATION AND RESPONSIBILITY

All Township employees have the obligation and responsibility to act within the terms of these policies and procedures. Failure to conform to these terms could be cause for disciplinary action.

A financial audit will be conducted annually. The audit staff may review the Township records to verify that correct procedures are being followed. In the event that procedures are not being followed, a citation may be filed against the person who is not following the procedures.

The Finance Department will be responsible for keeping all accounts payable forms updated.

Trustee President

Fiscal Officer



EXHIBIT I

QUOTATION SHEET

From: _____

Date: _____

Company Name: _____

Address (line 1): _____ Contact: _____

Address (line 2): _____ Phone: _____

City, State, Zip: _____ Fax: _____

ITEM#	QUANTITY	DESCRIPTION	UNIT	UNIT PRICE	TOTAL
				TOTAL	

Prices Good Through: _____

EXHIBIT II

**WASHINGTON TOWNSHIP
ASSET INFORMATION FORM**

Fixed Asset Tag # _____ FAMS Fund # _____ FAMS Dept. # _____
(if applicable)

Site # _____ Building # _____ Room # _____

Description _____

Manufacturer _____ Date Received _____

Model # _____

Serial # _____

P.O. # _____

Vendor _____

Date Paid _____

Cost \$ _____

Class Code _____

- ACQUISITION**
- Purchased
 - Donation
 - Constructed
 - Other (please explain below)

- DISPOSAL**
- Traded
 - Destroyed
 - Theft
 - Lost

TO BE SOLD

TRANSFERRED TO

Gross Sale \$ _____ Site # _____

Less Fee \$ _____ Building # _____

Net Sale \$ _____ Room # _____

COMMENTS: _____

Prepared by: _____ Date: _____

Department Head Approval: _____ Date: _____

Entered in FAMS by: _____ Date: _____

2024 ANNUAL CONTRACT LIST

Exhibit III

Admin	A-1 Sprinkler	\$ 15,000.00	01200010-5419	Other Building & Equipment Repairs
Admin	Americana Festival	\$ 15,000.00	01200000-5623	Contributions-Regional Agencies
Admin	Centerville, City of	\$ 14,000.00	01230000-5272	Maintenance Contracts (C.C. & TH Parking Lots)
Admin	Centerville-Washington History	\$ 48,000.00	01200000-5622	Contributions-Other Organizations
Admin	Champion Apparel	\$ 10,000.00	01200000-5359	Misc Operating Supplies
Admin	Concentra	\$ 34,000.00	Various accounts	Pre Employment & Medical Testing
Admin	Concentra	\$ 10,000.00	Various accounts	Firefighter Physicals & HazMat Physicals
Admin	Employee Care, EAP	\$ 10,000.00	Various accounts	Employee Assistance Program
Admin	FastSigns	\$ 10,000.00	01200019-5411	Repair & Maintenance-Building
Admin	Frost Brown Todd	\$ 60,000.00	01200000-5201	Law Director Services
Admin	Jackson Lewis P.C.	\$ 50,000.00	01150000-5202	Personnel Attorney Services
Admin	Kettering, City Of	\$ 12,000.00	01200000-5274	Prosecution Services
Admin	MV Regional Planning Commission	\$ 15,000.00	01200000-5623	Payment to Regional Agency
Admin	Ohio BC&I	\$ 20,000.00	01200000-5699	Miscellaneous Other Expense (Fingerprinting)
Admin	Premier Occupational Health	\$ 25,000.00	Various accounts	Pre-Employment & Medical Testing
Admin	Premier Occupational Health	\$ 10,000.00	10320000-5642	Pre-Employment Physicals (Fire)
Admin	Premier Occupational Health	\$ 70,000.00	10320000-5643	Firefighter Physicals & HazMat Physicals
Admin	Rieck Services	\$ 15,000.00	01200010-5412	Repairs & Maintenance-Equipment
Admin	Shared Resources	\$ 45,000.00	01110000-5216	Finance Director Services
Admin	Sign Connection	\$ 10,000.00	01200019-5411	Repair & Maintenance-Building
Admin	Washington Trails	\$ 15,000.00	01200000-5699	Misc Other Expense
Admin	Wright State University	\$ 10,000.00	01200000-5219	Other Prof & Tech Services (Public Opinion Survey)
Development Services	5-Point Lawn and Landscaping	\$ 20,000.00	01140000-5695	Nuisance Abatement
Development Services	Dayton Daily News	\$ 10,000.00	01140000-5245	Advertising
Development Services	EMH&T	\$ 10,000.00	01140000-5212	Planning Consultants
Development Services	Frost Brown Todd	\$ 140,000.00	01140000-5201	Law Director Services
Development Services	McBride Dale Clarion	\$ 10,000.00	01140000-5212	Planning Consultants
Development Services	OpenGov	\$ 50,000.00	01140000-5602	Subscriptions

2024 MONTHLY VENDORS

Require no requisition – Finance Department creates purchase order

230	Dorothy Lane Market – Receipts to match with statement
327	Handyman - Receipts to match with statement
478	Menards-Store receipt to match with statement
1882	O'Reilly Auto Parts- Receipts to match with statement

STORE CREDIT CARD ACCOUNTS

Require no requisition - Finance Department creates purchase order

342	Home Depot – Store receipt to match with statement
448	Lowe's – Store receipt to match with statement
1290-1292	Sam's-Gen-Rec / Sam's-Fire- Store receipt to match with statement
1309	Tractor Supply – Receipts to match with statement

GAS CARD ACCOUNTS

2041	WEX Inc, Sourcewell- Receipts to match with statement
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EXHIBIT V
**VISA CHARGE CARD
CONFIRMATION FORM**

(Complete only if confirmation is not received in some other form; e.g. e-mail confirmation)

MC purchase via: Phone Fax Internet

Date of Purchase: _____
Cardholder Name: _____
Credit Card Acct. Number _____
Vendor/Service Provider Name _____
Phone # or Fax # or Web Site _____
Description of Purchase: _____
Confirmation No. *(if applicable)*: _____

Account Code #	Project Code <i>(If applicable)</i>	Amount
_____-_____-_____	_____	\$ _____
_____-_____-_____	_____	\$ _____
_____-_____-_____	_____	\$ _____

TOTAL CHARGE AMOUNT: \$ _____

Employee User Signature: _____ Date _____

Department Head Signature: _____ Date _____

Accounts Payable Signature: _____ Date _____

WASHINGTON TOWNSHIP Travel Request And Expense Report

- 1) Complete all shaded areas of Part I of this form and submit to your Department Head for approval
- 2) Department Head will forward to the Township Administrator for funding approval
- 3) Upon approval by the Administrator, a requisition must be submitted to the Finance Department for per diem reimbursement(s)
- 4) Upon return from travel complete Part II of this form, print, attach all receipts, and forward to your Department Head for final approval

PART I - ESTIMATED TRAVEL EXPENSES AND ADVANCE REQUEST			
In accordance with the Township Personnel Policies and Procedures, travel authorization is requested for the following:			
Employee:	<input style="width: 95%;" type="text"/>	Department:	<input style="width: 95%;" type="text"/>
Conference:	<input style="width: 95%;" type="text"/>	Dates:	<input style="width: 95%;" type="text"/>
Location:	<input style="width: 95%;" type="text"/>	Requested by:	<input style="width: 95%;" type="text"/>
Transportation:	Air <input type="checkbox"/> Twp Car <input type="checkbox"/> Taxi <input type="checkbox"/> Other <input type="checkbox"/>	\$0.00 =	<input style="width: 50px;" type="text" value="\$0.00"/>
If by private car, # of estimate miles: (IRS rate = \$0.67 pr/mile)		<input style="width: 50px;" type="text"/>	= <input style="width: 50px;" type="text" value="\$0.00"/>
Registration Fees:		\$0.00 =	<input style="width: 50px;" type="text" value="\$0.00"/>
Lodging Expense:		\$0.00 =	<input style="width: 50px;" type="text" value="\$0.00"/>
# of Breakfast Per Diems @ \$20.00:		0 =	<input style="width: 50px;" type="text" value="\$0.00"/>
# of Lunch Per Diems @ \$25.00:		0 =	<input style="width: 50px;" type="text" value="\$0.00"/>
# of Dinner Per Diems @ \$35.00:		0 =	<input style="width: 50px;" type="text" value="\$0.00"/>
Sundry: (specify)	<input style="width: 250px;" type="text"/>	\$0.00 =	<input style="width: 50px;" type="text" value="\$0.00"/>
TOTAL ESTIMATED EXPENSES			\$0.00

Department Head Approval

Date

Administrator Approval

Date

PART II - FINAL EXPENSES								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	TOTALS
Dates of travel								
Transportation								
Lodging								
Breakfast								
Lunch								
Dinner								
Registration Fees								
Tip & Gratuities								
Sundry								
TOTAL								

By signing below, I certify that the foregoing expenses were incurred in the conduct of Township business.

Employee Signature

Date

Department Head

Date

TOTAL EXPENSES	
Amount prepaid by Twp check	<input style="width: 95%;" type="text"/>
Amount placed on Twp credit card	<input style="width: 95%;" type="text"/>
Due Township	<input style="width: 95%;" type="text"/>
DUE EMPLOYEE	<input style="width: 95%;" type="text"/>

2024 SUPER VENDORS

The Trustees approved on April 17, 2023 the following special high-volume vendors for special check registers outside of the \$50,000.00 limit.

Vendor Number Vendor Name

214	AES Ohio
1814	AltaFiber
2240	AltaFiber Cincinnati Bell
2086	AT&T (Internet Services)
2164	AT&T Business Services
36	AT&T Global Services
1600	AT&T Mobility
2223	CBTS-Cincinnati Bell
1344	CenterPoint Energy
189	Chase MasterCard
342	Home Depot
1844	IGS Energy
448	Lowe's
496	Miami Valley Lighting
523	Montgomery County Water & Sewer
1213	Rumpke
1291-1292	Sam's Club-Gen/Rec & Sam's Club Fire
1820	Spectrum
2041	WEX Inc./Sourcewell
1325	William Uhl Agency



**BOARD OF TRUSTEES
AGENDA ITEM REPORT**

Meeting Date: April 15, 2024	Reference: Public Records Designee
Agenda Reference No.: V.C.	

ACTION REQUESTED		
<input checked="" type="checkbox"/> Motion to Approve	<input type="checkbox"/> Resolution	<input type="checkbox"/> Review and Comment
<input type="checkbox"/> No Action Requested	<input type="checkbox"/> Acknowledge Liquor Permit	<input type="checkbox"/> Other Motion _____

DEPARTMENT		
<input type="checkbox"/> Development Services	<input checked="" type="checkbox"/> General	<input type="checkbox"/>
<input type="checkbox"/> Finance	<input type="checkbox"/> Police	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works	<input type="checkbox"/>
<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> Recreation	<input type="checkbox"/> Other _____

Summary of Information:

The Ohio Revised Code Section 109.43 requires the elected officials to attend public records training during their term of office either in person or via a designee. Gary Smiga desires to attend the public records training on behalf of the board of trustees. This requires a resolution to comply with the ORC 109.43 and will be in effective for calendars years of Mr. Smiga’s current term.

Department Recommendation:

- A motion to approve resolution R2024-013 ratifying the appointment of Gary Smiga as Public Records Designee for the Washington Township Board of Trustees pursuant to the Ohio Revised Code Section 109.43.

Attachments:

- Ohio Revised Code 109.43



RESOLUTION-R2024-013

A RESOLUTION RATIFYING THE APPOINTMENT OF GARY SMIGA AS PUBLIC RECORDS DESIGNEE FOR THE WASHINGTON TOWNSHIP BOARD OF TRUSTEES PURSUANT TO THE OHIO REVISED CODE SECTION 109.43

WHEREAS, Section 109.43 of the Ohio Revised Code requires elected officials to attend public records training during their term in office, either in person or via a designee; and

WHEREAS, Gary Smiga will attend said public records training on behalf of the Washington Township Board of Trustees; and

WHEREAS, Washington Township Board of Trustees now wishes to ratify Gary Smiga as their designee for purposes of Ohio Revised Code Section 109.43.

NOW THEREFORE, BE IT RESOLVED by the Washington Township Board of Trustees, Montgomery County, Ohio this resolution is to comply with Ohio Revised Code 109.43 and be in full force and effect for calendars years of the fiscal officer's current term.

Motion made by _____; Motion seconded by _____.

Vote was as follows:

Lunne, _____; Lowry, _____; Paulson_____.

PASSED AND ADOPTED by the Board of Trustees of Washington Township on this 15th day of April, 2024.

Scott Paulson, President

Sharon Lowry, Vice President

Brian Lunne, Trustee

CERTIFICATION

This is to certify that this Resolution was duly passed and filed with the Washington Township Fiscal Officer, this 15th day of April, 2024.

Gary P. Smiga, Fiscal Officer



Ohio Revised Code

Section 109.43 Public records training programs - model public records policy.

Effective: November 2, 2018

Legislation: House Bill 34 - 132nd General Assembly

(A) As used in this section:

(1) "Designee" means a designee of the elected official in the public office if that elected official is the only elected official in the public office involved or a designee of all of the elected officials in the public office if the public office involved includes more than one elected official.

(2) "Elected official" means an official elected to a local or statewide office. "Elected official" does not include the chief justice or a justice of the supreme court, a judge of a court of appeals, court of common pleas, municipal court, or county court, or a clerk of any of those courts.

(3) "Future official" means a person who has received a certificate of election to a local or statewide office under section 3505.38 of the Revised Code but has not yet taken office. As used in this division, "local or statewide office" does not include the office of the chief justice or a justice of the supreme court, a judge of a court of appeals, court of common pleas, municipal court, or county court, or a clerk of any of those courts.

(4) "Public office" has the same meaning as in section 149.011 of the Revised Code.

(5) "Public record" has the same meaning as in section 149.43 of the Revised Code.

(B) The attorney general shall develop, provide, and certify training programs and seminars for all elected officials or their appropriate designees, and for all future officials who choose to satisfy the training requirement before taking office, in order to enhance the officials' knowledge of the duty to provide access to public records as required by section 149.43 of the Revised Code and to enhance their knowledge of the open meetings laws set forth in section 121.22 of the Revised Code. The training shall be three hours for every term of office for which the elected official or future official was appointed or elected to the public office involved. The training shall provide elected officials or their appropriate designees and future officials with guidance in developing and updating their



offices' policies as required under section 149.43 of the Revised Code. The successful completion by an elected official, by an elected official's appropriate designee, or by a future official of the training requirements established by the attorney general under this section shall satisfy the education requirements imposed under division (E) of section 149.43 of the Revised Code.

(C) The attorney general shall not charge any elected official, the appropriate designee of any elected official, or any future official any fee for attending the training programs and seminars that the attorney general conducts under this section. The attorney general may allow the attendance of any other interested persons at any of the training programs or seminars that the attorney general conducts under this section and shall not charge the person any fee for attending the training program or seminar.

(D) In addition to developing, providing, and certifying training programs and seminars as required under division (B) of this section, the attorney general may contract with one or more other state agencies, political subdivisions, or other public or private entities to conduct the training programs and seminars for elected officials, their appropriate designees, and future officials under this section. The contract may provide for the attendance of any other interested persons at any of the training programs or seminars conducted by the contracting state agency, political subdivision, or other public or private entity. The contracting state agency, political subdivision, or other public or private entity may charge an elected official, an elected official's appropriate designee, a future official, or an interested person a registration fee for attending the training program or seminar conducted by that contracting agency, political subdivision, or entity pursuant to a contract entered into under this division. The attorney general shall determine a reasonable amount for the registration fee based on the actual and necessary expenses associated with the training programs and seminars. If the contracting state agency, political subdivision, or other public or private entity charges an elected official, an elected official's appropriate designee, or a future official a registration fee for attending the training program or seminar conducted pursuant to a contract entered into under this division by that contracting agency, political subdivision, or entity, the public office for which the elected official or future official was appointed or elected to represent may use the public office's own funds to pay for the cost of the registration fee.

(E) The attorney general shall develop and provide to all public offices a model public records policy for responding to public records requests in compliance with section 149.43 of the Revised Code in



order to provide guidance to public offices in developing their own public record policies for responding to public records requests in compliance with that section.

(F) The attorney general may provide any other appropriate training or educational programs about Ohio's "Sunshine Laws," sections 121.22, 149.38, 149.381, and 149.43 of the Revised Code, as may be developed and offered by the attorney general or by the attorney general in collaboration with one or more other state agencies, political subdivisions, or other public or private entities.

(G) The auditor of state, in the course of an annual or biennial audit of a public office pursuant to Chapter 117. of the Revised Code, shall audit the public office for compliance with this section and division (E) of section 149.43 of the Revised Code.



**BOARD OF TRUSTEES
AGENDA ITEM REPORT**

Meeting Date: April 15, 2024	Reference: Liquor Permit
Agenda Reference No.:	

ACTION REQUESTED		
<input checked="" type="checkbox"/> Motion to Approve	<input type="checkbox"/> Resolution	<input type="checkbox"/> Review and Comment
<input type="checkbox"/> No Action Requested	<input checked="" type="checkbox"/> Acknowledge Liquor Permit	<input type="checkbox"/> Other Motion _____

DEPARTMENT		
<input type="checkbox"/> Development Services	<input type="checkbox"/> General	<input type="checkbox"/>
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Police	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input type="checkbox"/> Public Works	<input type="checkbox"/>
<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> Recreation	<input type="checkbox"/> Other _____

Summary of Information:

The Montgomery County Sheriff’s Office has received the Notice to Legislative Authority regarding a new liquor permit for Ohio Springs Inc., DBA Sheetz; 821 Miamisburg Centerville Rd., Washington Twp., Ohio 45459 Permit #65215090835

Department Recommendation:

Ohio Springs Inc., DBA Sheetz; 821 Miamisburg Centerville Rd., Washington Twp., Ohio 45459, Permit #39519760015, holds a C1, C2, and a D1 license.

- C-1 permit allows for carryout only beer sales until 1am.
- C-2 permit allows for carryout only sales of wine and pre-packaged, low proof mixed beverages until 1am.
- D-1 permit is beer sales on/off premises until 1am.

Based on the above information, I recommend the Trustees do not object to the new license. Please place this request on the agenda for the April 15, 2024, Washington Township Trustee meeting.

Attachments:

Please see attached documents from the Ohio Division of Liquor Control.

POLICE NOTIFICATION

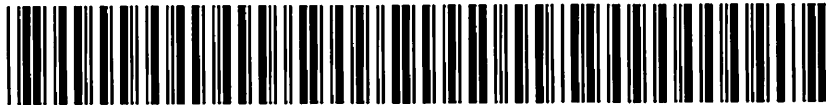
OHIO DIVISION OF LIQUOR CONTROL
 6606 TUSSING ROAD
 P.O. BOX 4005
 REYNOLDSBURG, OHIO 43068-9005

TO

65215090835 PERMIT NUMBER		NEW TYPE	OHIO SPRINGS INC DBA SHEETZ 842 821 MIAMISBURG CENTERVILLE RD WASHINGTON TWP CENTERVILLE OH 45459
ISSUE DATE			
02 29 2024 FILING DATE			
C1 C2 D1 PERMIT CLASSES			
57 TAX DISTRICT	952 A	E11242 RECEIPT NO.	

FROM **03/27/2024**

PERMIT NUMBER		TYPE
ISSUE DATE		
FILING DATE		
PERMIT CLASSES		
TAX DISTRICT		RECEIPT NO.



This notice is sent to you in compliance with Section 4303.26 of the Ohio Revised Code and will serve as official notification of the filing of a permit application.

Depending on the applicant's business entity, enclosed please find a copy of the pending applicant's ownership disclosure form 4029 (Non Profit Entity Disclosure), Form 4030 (Stockholder Disclosure), For 4031 (Partnership Disclosure), or Form 4032 (Limited Liability Company Disclosure) which lists those individuals who will have an interest in the above captioned permit.

In some instances, the Division will require a background check to be completed by your agency. If enclosed, please complete the Personal History Police Check(s), and return it/them in the enclosed postage paid envelope. If needed, we will submit the forms once received from the applicant at a later date for completion.

The chief police officer of each political subdivision may appear and testify in person or through a representative at any hearing held on the advisability of the issuance or transfer of a permit. However Section 4303.26 O.R.C. DOES NOT give the police officer the right to request a hearing. If a hearing is desired, the chief police officer should contact the legislative authority (City or Village Council, or Board of County Commissioners, or Board of Township Trustees) and have that entity request a hearing.

The police department may submit any information to the Division relevant to the issuance or transfer of the permit, even if a formal hearing is not requested and conducted. This should be done by a separate letter with supporting documentation. The Division appreciates your statements and concerns regarding the pending application.

Licensing Section

MONTGOMERY COUNTY SHERIFF
345 W SECOND ST
P O BOX 972
DAYTON OHIO 45422-2427

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

**NOTICE TO LEGISLATIVE
AUTHORITY**

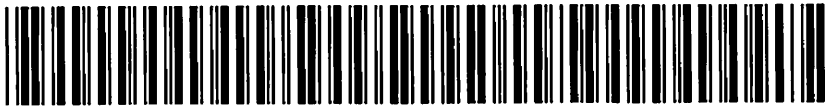
OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

65215090835 <small>PERMIT NUMBER</small>		NEW <small>TYPE</small>	OHIO SPRINGS INC DBA SHEETZ 842 821 MIAMISBURG CENTERVILLE RD WASHINGTON TWP CENTERVILLE OH 45459
<small>ISSUE DATE</small>			
02 29 2024 <small>FILING DATE</small>			
C1 C2 D1 <small>PERMIT CLASSES</small>			
57 <small>TAX DISTRICT</small>	952 <small>TAX DISTRICT</small>	A <small>TAX DISTRICT</small>	

FROM **03/27/2024**

<small>PERMIT NUMBER</small>		<small>TYPE</small>
<small>ISSUE DATE</small>		
<small>FILING DATE</small>		
<small>PERMIT CLASSES</small>		
<small>TAX DISTRICT</small>	<small>TAX DISTRICT</small>	<small>RECEIPT NO.</small>



MAILED **03/27/2024**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **04/29/2024**

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES **A NEW 6521509-0835**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

WASHINGTON TOWNSHIP TRUSTEES
ATTN TOWNSHIP FISCAL OFFICER
8200 MCEWEN RD
DAYTON OHIO 45458



**BOARD OF TRUSTEES
AGENDA ITEM REPORT**

Meeting Date: April 15, 2024	Reference: Request to order 2025 Ford Interceptor SUVs
Agenda Reference No: V.D.	

ACTION REQUESTED		
<input checked="" type="checkbox"/> Motion to Approve	<input type="checkbox"/> Resolution	<input type="checkbox"/> Review and Comment
<input type="checkbox"/> No Action Requested	<input type="checkbox"/> Acknowledge Liquor Permit	<input type="checkbox"/> Other Motion _____

DEPARTMENT		
<input type="checkbox"/> Development Services	<input type="checkbox"/> General	<input type="checkbox"/>
<input type="checkbox"/> Finance	<input checked="" type="checkbox"/> Police	<input type="checkbox"/>
<input checked="" type="checkbox"/> Fire	<input type="checkbox"/> Public Works	<input type="checkbox"/>
<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> Recreation	<input type="checkbox"/> Other _____

Summary of Information: The window for ordering 2025 Ford Interceptor SUVs is open. As you are aware the current issues of availability and volatility of pricing have impacted on the ability to find replacement vehicles and equipment, and purchasing vehicles via the State Bid Contracts and otherwise has been unpredictable. We have continued to solicit quotes from numerous sources while also trying to determine who can provide and deliver vehicles.

The Fire Department requests approval to place an order with Kings Ford for the purchase of one (1) 2025 Ford Interceptor SUV with government concession, for the total approximate cost of \$48,998 under account code 103-2-0000-5731.

The MCSO requests to place an order with Kings Ford for the purchase of five (5) 2025 Ford Interceptor SUVs with government concession, for the total approximate cost of \$244,990 under account code 09310000-5731. This order will include three (3) vehicles from the 2025 budget and no vehicles will be purchased in the 2025 calendar year. This will also include the replacement of two (2) totaled vehicles from 2023, that were insurance claims due to crashes.

Department Recommendation:

- A motion to approve the purchase of six (6) 2025 Ford Interceptor SUVs from Kings Ford for the total approximate cost of \$293,988 under account code 09310000-5731 and account code 103-2-0000-5731.

Attachments: Quote. Please note that there is a possibility of a slight increase in the Police purchase due to manufacturing specs when ordered.

CNGP530

VEHICLE ORDER CONFIRMATION

04/05/24 10:20:32

==>

Dealer: F47016

2025 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 0000 Priority: F1 Ord FIN: KM120 Order Type: 5B Price Level: 515

Ord Code: 500A Cust/Flt Name: WASHINGTONTWP PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
K8A	4DR AWD POLICE	\$49515	\$48029.00	67V	CONNECTOR KIT	\$200 \$188.00
	.119" WHEELBASE				.WIRING KIT-RR	
YZ	OXFORD WHITE				.WIRING KIT-FRT	
9	CLTH BKTS/VNL R				SP FLT ACCT CR	(1449.00)
W	ONYX INTERIOR				FUEL CHARGE	5.94
500A	EQUIP GRP				DEST AND DELIV	1595 1595.00
	.FM STEREO				TOTAL BASE AND OPTIONS	54230 51114.94
99C	3.0L ECOBOOST	950	893.00		TOTAL	54230 51114.94
44U	10SPD AUTO TRAN	NC	NC		*THIS IS NOT AN INVOICE*	
67U	ULTIMATE WR KIT	640	602.00			
	.RR MOUNT PLATE					
16D	BADGE DELETE	NC	NC			
425	50 STATE EMISS	NC	NC			
66A	FRONT HDLMP PKG	900	846.00			
66B	TAIL LAMP PKG	430	405.00			

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC01970

2025 Ford Explorer Interceptor AWD
3.0L Ecoboost V6 Engine
Oxford White Paint

Interceptor Price:	50,763
Gov. Concession:	(1,800)
Temp/Title:	<u>35</u>
	48,998



**BOARD OF TRUSTEES
AGENDA ITEM REPORT**

Meeting Date: April 15, 2024	Reference: Social Row Road Improvement, Phase 1 & 2 Temporary Construction Easements
Agenda Reference No.: V.E.	

ACTION REQUESTED		
<input checked="" type="checkbox"/> Motion to Approve	<input type="checkbox"/> Resolution	<input type="checkbox"/> Review and Comment
<input type="checkbox"/> No Action Requested	<input type="checkbox"/> Acknowledge Liquor Permit	<input type="checkbox"/> Other Motion _____

DEPARTMENT		
<input type="checkbox"/> Development Services	<input type="checkbox"/> General	<input type="checkbox"/>
<input type="checkbox"/> Finance	<input type="checkbox"/> Police	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input checked="" type="checkbox"/> Public Works	<input type="checkbox"/>
<input type="checkbox"/> Fiscal Officer	<input type="checkbox"/> Recreation	<input type="checkbox"/> Other _____

Summary of Information:

The Montgomery County Engineer has submitted temporary construction easements for the purpose of performing the work necessary to improve grading for the Social Row Road Improvement, Phase 1 & 2 project. These documents require approval by the board of trustees

Department Recommendation:

- A motion to approve the temporary construction easements with the Montgomery County Engineer’s Office for the purpose of performing the work necessary for the improvement of the Social Row Road, Phase 1 & 2 project.

Attachments:

- Donation Letter
- Temporary Easements



Paul W. Gruner, P.E., P.S.
**MONTGOMERY
COUNTY ENGINEER**

451 West Third St
P.O. Box 972 (937) 225-4904 phone
Dayton, OH 45422-1260 (937) 496-7441 fax

LPA
Rev. 01/2010

DONATION LETTER

April 3, 2024

Board of Township Trustees of Washington Township, Montgomery County, Ohio
8200 McEwen Road
Centerville, OH 45458

Re: **MOT-Social Row Road, Phase 2**
JOB #2020-17, PID 115191, Washington Township
Temporary Construction Easements: Parcels 25-T1, 25-T2, 25-T3

Dear Trustees of Washington Township:

Your real property is needed by the Board of County Commissioners of Montgomery County, Ohio for a transportation improvement project. As such, you are hereby advised that you have the right to have your property appraised by a competent appraiser and you have the right to accompany the appraiser on the inspection of your property. You have the right to be provided a written offer for the full amount of the fair market value as determined by the agency based upon the appraisal. You have the right to negotiate with the agency and if an acceptable agreement cannot be reached, the right to have the value determined by a court of law. You also have the right to be paid the full amount of the fair market value before being required to surrender possession of your property. Notwithstanding these rights, we understand you are willing to waive all, or any part of your rights noted and willingly agree to donate the property needed for the transportation project. The property is described in the attached Exhibit A which is incorporated herein.

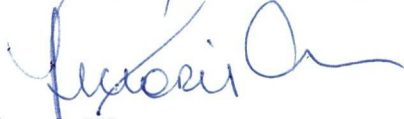
Please be advised that if you desire to use the donation for a tax deduction, you should seek advice from the Internal Revenue Service or a tax expert regarding the current rules for appraisal valuation

The undersigned, on behalf of the Board of Township Trustees of Washington Township, Montgomery County, Ohio, and duly authorized herein, hereby acknowledges that said Board of Trustees has been fully advised by a Board of County Commissioner representative of said Board of Trustees' rights reflected above and agrees to:

- (1) Waive the right to receive just compensation for the property,
- (2) Release ODOT and the Board of County Commissioners of Montgomery County, Ohio from obtaining an appraisal of the acquired property and
- (3) Execute the necessary conveyance instrument to transfer said property to the Board of County Commissioners of Montgomery County, Ohio.

Respectfully,

PAUL W. GRUNER, P.E., P.S.
MONTGOMERY COUNTY ENGINEER'S OFFICE



Victoria Watson
Real Estate Administrator

Board of Trustees of Washington Township
Montgomery County, Ohio

Date

Print name

TEMPORARY EASEMENT

The Board of Township Trustees of Washington Township, Montgomery County, Ohio, an Ohio political subdivision, the Grantor, as a GIFT/DONATION to the Grantee, the **Board of County Commissioners of Montgomery County, Ohio**, does grant to Grantee the temporary easement to exclusively occupy and use for the purposes mentioned in Exhibit A the following described real estate:

PARCELS: 25-T1, 25-T2, 25-T3

**MOT-Social Row Road, Phase 2
Washington Township, PID 115191, JOB# 2020-17**

SEE EXHIBIT A ATTACHED

Montgomery County Current Tax Parcel No. O67 03813 0018
Prior Instrument Reference: 01 00115 A06, Montgomery County Recorder's Office.

To have and to hold the temporary easement(s), for the aforesaid purposes and for the anticipated period of time described below, unto the Grantee, its successors and assigns.

The duration of the temporary easement granted to the Grantee is eighteen (18) months immediately following the date on which the work described above is first commenced by the Grantee, or its duly authorized employees, agents, and contractors.

The temporary easement interest granted is being acquired by the Grantee for a public purpose, namely the establishment, construction, reconstruction, widening, repair or maintenance of a public road.

IN WITNESS WHEREOF, the Board of Township Trustees of Washington Township, Montgomery County, Ohio, an Ohio political subdivision, the Grantor, has set its hand this ____ day of _____, 2024.

**BOARD OF TOWNSHIP TRUSTEES OF
WASHINGTON TOWNSHIP, MONTGOMERY
COUNTY, OHIO**

By: _____

By: _____

By: _____

OR

By: _____

Washington Township Administrator

STATE OF OHIO, COUNTY OF MONTGOMERY ss:

BE IT REMEMBERED, that on the _____ day of _____, 2024, before me the subscriber, a Notary Public in and for said state and county, personally came the above, who acknowledged being the duly elected/appointed _____ of the Board of Township Trustees of Washington Township, Ohio, an Ohio political subdivision, and who acknowledged the foregoing instrument to be the voluntary act and deed of said Board. No oath or affirmation was administered to the signer.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

NOTARY PUBLIC
My Commission expires: _____

This document was prepared by the Montgomery County Engineer's

EXHIBIT A

LPA RX 887 T

Page 1 of 2

Rev. 07/09

Ver. Date 01/15/2024

PID 115191

**PARCEL 25-T1
MOT-CR166-8.55
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
IMPROVE GRADING
FOR 18 MONTHS FROM DATE OF ENTRY BY THE
COUNTY OF MONTGOMERY COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the State of Ohio, County of Montgomery, City of Centerville, Section 34, Town 3, Range 5 M.Rs. and being part of a tract of land conveyed to The Board of Trustees of Washington Township as recorded in DMF 01-115A06 of the Deed Records of Montgomery County, Ohio and being more particularly described as follows:

Being a parcel lying on the left side of the centerline of construction of Social Row Road as part of the MOT-CR166-8.55 Centerline Plat made by Fishbeck for the MOT-Social Row Road Phase 2 Project for the Montgomery County Engineer's Office as recorded in Plat Book 242, Pages 20-20A of the plat records of Montgomery County, Ohio (IR Plat 23-061426) and being located within the following described points in the boundary thereof:

Commencing at a point on the existing north standard highway easement line of Social Row Road, said point being 45.00 feet left of Social Row Road centerline of construction station 78+65.31 and also being the **TRUE POINT OF BEGINNING** for the parcel of land herein described;

Thence northwesterly on the existing standard highway easement line, North 29 degrees 16 minutes 29 seconds West, 11.68 feet, to a point on the proposed temporary easement line, said point being 55.00 feet left of station 78+59.27;

Thence easterly on the proposed temporary easement line, South 88 degrees 09 minutes 22 seconds East, 385.73 feet, to a point on the proposed temporary easement line, said point being 55.00 feet left of station 82+45.00;

Thence southeasterly continuing on the proposed temporary easement line, South 66 degrees 21 minutes 17 seconds East, 26.93 feet, to a point on the existing north standard highway easement line of Social Row Road, said point being 45.00 feet left of station 82+70.00;

EXHIBIT A

LPA RX 887 T

Thence westerly on the existing north standard highway easement line of Social Row Road, being a standard highway easement line 45.00 feet northerly of, as measured perpendicular to and parallel with, the centerline of construction of Social Row Road, North 88 degrees 09 minutes 22 seconds West, 404.69 feet, to the **TRUE POINT OF BEGINNING** and containing 0.0907 acres, of which 0.0000 acres is PRO (Present Road Occupied), leaving a net take of 0.0907 acres, more or less, subject to legal highways and other easements of record.


The above described area is contained within Montgomery County Auditor's permanent parcel number O67103813 0018.

Prior Instrument Reference as of the date this survey was prepared: DMF 01-115A06 in the Montgomery County Recorder's Office.

Description based on a field survey conducted by Fishbeck between the months of October 2020 through August 2022 under the direction and supervision of Joshua R. Mihelcic, Registered Surveyor 8453 of the State of Ohio.

Bearings used herein are based on Ohio State Plane Coordinates, South Zone, referenced to NAD (83) (2011) and are for this project use only.

This description was prepared on January 15, 2024 by Joshua R. Mihelcic, Registered Surveyor 8453 of the State of Ohio.


Joshua R. Mihelcic
Registered Surveyor of Ohio: No. S-008453

01-15-2024
Date



EXHIBIT A

LPA RX 887 T

Page 1 of 2

Rev. 07/09

Ver. Date 01/15/2024

PID 115191

**PARCEL 25-T2
MOT-CR166-8.55
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
IMPROVE GRADING
FOR 18 MONTHS FROM DATE OF ENTRY BY THE
COUNTY OF MONTGOMERY COUNTY, OHIO**

[Surveyor's description of the premises follows]

Situated in the State of Ohio, County of Montgomery, City of Centerville, Section 34, Town 3, Range 5 M.Rs. and being part of a tract of land conveyed to The Board of Trustees of Washington Township as recorded in DMF 01-115A06 of the Deed Records of Montgomery County, Ohio and being more particularly described as follows:

Being a parcel lying on the left side of the centerline of construction of Social Row Road as part of the MOT-CR166-8.55 Centerline Plat made by Fishbeck for the MOT-Social Row Road Phase 2 Project for the Montgomery County Engineer's Office as recorded in Plat Book 242, Pages 20-20A of the plat records of Montgomery County, Ohio (IR Plat 23-061426) and being located within the following described points in the boundary thereof:

Commencing at a point on the existing east standard highway easement line of Sheehan Road, also being on the grantor's property line, said point being 35.00 feet right of Sheehan Road centerline of construction station 202+75.06 and also being the **TRUE POINT OF BEGINNING** for the parcel of land herein described;

Thence easterly on the grantor's property line, also being the south property line of Samuel C. Lovett 0.727 acre tract as recorded in DMF 96-073A05 of the Deed Records of Montgomery County, Ohio, South 72 degrees 16 minutes 23 seconds East, 5.11 feet, to a point on the proposed temporary easement line, said point being 40.00 feet right of station 202+76.11;

Thence southwesterly on the proposed temporary easement line, South 27 degrees 23 minutes 52 seconds West, 130.13 feet, to a point on the existing standard highway easement line, said point being 45.00 feet right of station 201+46.08;

Thence northwesterly on the existing standard highway easement line, North 29 degrees 16 minutes 29 seconds West, 11.68 feet, to a point on the existing east standard highway easement line of Sheehan Road, said point being 35.00 feet right of station 201+52.12;

EXHIBIT A

LPA RX 887 T

Thence northeasterly on the existing east standard highway easement line of Sheehan Road, being a standard highway easement line 35.00 feet easterly of, as measured perpendicular to and parallel with, the centerline of construction of Sheehan Road, North 29 degrees 36 minutes 00 seconds East, 122.94 feet, to the **TRUE POINT OF BEGINNING** and containing 0.0216 acres, of which 0.0000 acres is PRO (Present Road Occupied), leaving a net take of 0.0216 acres, more or less, subject to legal highways and other easements of record.


The above described area is contained within Montgomery County Auditor's permanent parcel number O67103813 0018.

Prior Instrument Reference as of the date this survey was prepared: DMF 01-115A06 in the Montgomery County Recorder's Office.

Description based on a field survey conducted by Fishbeck between the months of October 2020 through August 2022 under the direction and supervision of Joshua R. Mihelcic, Registered Surveyor 8453 of the State of Ohio.

Bearings used herein are based on Ohio State Plane Coordinates, South Zone, referenced to NAD (83) (2011) and are for this project use only.

This description was prepared on January 15, 2024 by Joshua R. Mihelcic, Registered Surveyor 8453 of the State of Ohio.


Joshua R. Mihelcic
Registered Surveyor of Ohio: No. S-008453

01-15-2024
Date



EXHIBIT A

LPA RX 887 T

Page 1 of 3

Rev. 07/09

Ver. Date 01/15/2024

PID 115191

**PARCEL 25-T3
MOT-CR166-8.55
TEMPORARY EASEMENT FOR THE PURPOSE OF
PERFORMING THE WORK NECESSARY TO
IMPROVE GRADING
FOR 18 MONTHS FROM DATE OF ENTRY BY THE
COUNTY OF MONTGOMERY COUNTY, OHIO**

[Surveyor's description of the premises follows]

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Being a parcel lying on the left side of the centerline of construction of Social Row Road as part of the MOT-CR166-8.55 Centerline Plat made by Fishbeck for the MOT-Social Row Road Phase 2 Project for the Montgomery County Engineer's Office as recorded in Plat Book 242, Pages 20-20A of the plat records of Montgomery County, Ohio (IR Plat 23-061426) and being located within the following described points in the boundary thereof:

Commencing at a point on the existing east standard highway easement line of Sheehan Road, also being on the grantor's property line, said point being 35.00 feet right of Sheehan Road centerline of construction station 204+19.58 and also being the **TRUE POINT OF BEGINNING** for the parcel of land herein described;

Thence northeasterly on the existing east standard highway easement line of Sheehan Road, being a standard highway easement line 35.00 feet easterly of, as measured perpendicular to and parallel with, the centerline of construction of Sheehan Road, North 29 degrees 36 minutes 00 seconds East, 67.46 feet, to a point on the existing east standard highway easement line of Sheehan Road, said point being 35.00 feet right station 204+87.04;

Thence northwesterly continuing on the existing east standard highway easement line of Sheehan Road, North 60 degrees 24 minutes 00 seconds West, 5.00 feet, to a point on the existing east standard highway easement line of Sheehan Road, said point being 30.00 feet right station 204+87.04;

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Thence northeasterly continuing on the existing east standard highway easement line of Sheehan Road, being a standard highway easement line 30.00 feet easterly of, as measured perpendicular to and parallel with, the centerline of construction of Sheehan Road, North 29 degrees 36 minutes 00 seconds East, 20.96 feet, to a point on the proposed temporary easement line, said point being 30.00 feet right station 205+08.00;

Thence southerly on the proposed temporary easement line, South 10 degrees 34 minutes 27 seconds West, 61.35 feet to a point on the proposed temporary easement line, said point being 50.00 feet right of station 204+50.00;

Thence southwesterly continuing on the proposed temporary easement line, South 29 degrees 36 minutes 00 seconds West, 29.61 feet, to a point on the grantor's property line, said point being 50.00 feet right of station 204+20.39;

Thence northwesterly on the grantor's property line, also being the north property line of Samuel C. Lovett 0.727 acre tract as recorded in DMF 96-073A05 of the Deed Records of Montgomery County, Ohio, North 63 degrees 29 minutes 29 seconds West, 15.02 feet, to the **TRUE POINT OF BEGINNING** and containing 0.0194 acres, of which 0.0000 acres is PRO (Present Road Occupied), leaving a net take of 0.0194 acres, more or less, subject to legal highways and other easements of record.

The above described area is contained within Montgomery County Auditor's permanent parcel number O67103813 0018.

Prior Instrument Reference as of the date this survey was prepared: DMF 01-115A06 in the Montgomery County Recorder's Office.

Description based on a field survey conducted by Fishbeck between the months of October 2020 through August 2022 under the direction and supervision of Joshua R. Mihelcic, Registered Surveyor 8453 of the State of Ohio.

Bearings used herein are based on Ohio State Plane Coordinates, South Zone, referenced to NAD (83) (2011) and are for this project use only.


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This description was prepared on January 15, 2024 by Joshua R. Mihelcic, Registered Surveyor 8453 of the State of Ohio.



Joshua R. Mihelcic
Registered Surveyor of Ohio: No. S-008453

01-15-2024
Date





Washington Township Board of Trustees

Pre-Meeting Workshop Agenda

Monday, April 15th, 2024, 3:30 pm

- I. CALL TO ORDER
- II. ITEMS FOR DISCUSSION
 - Review of agenda items
 - Government Center landscape design review
 - Short term rental discussion
- III. ADJOURNMENT

Other Information: 4:00 p.m. Regular Meeting

WASHINGTON TOWNSHIP GOVERNMENT CENTER | CONFERENCE ROOM
8200 MCEWEN ROAD, WASHINGTON TOWNSHIP, OHIO 45458