

**RECORD OF PROCEEDINGS
WINDHAM TOWNSHIP
SEPTEMBER 6, 2018**

Windham Township Board of Trustees met in regular session on Sept. 6, 2018 at 7pm with all trustees and fiscal officer present. All trustees received their monthly financial packets.

9-1-1-2018 Rich Gano moved to approve August minutes Brian Miller seconded all voting yes motion carried.

9-1-2-2018 Rich Gano moved Brian Miller seconded to approve expenditures all voting yes motion carried.

9-1-3-2018 Dan Burns moved to approve and accept Portage County Budget Commission alternative method of apportioning and distributing Local Government Funds Rich Gano seconded.

Roll: Burns: yes Gano: yes Miller: yes, motion carried.

Guests: Nothing

Road: Brian reported several culverts have been completed, the culvert is ready on Gotham for the demolition crew. Roadside mowing and ditching is done. Parkman Rd has a chip and seal completed by the county and SR 303 east has been patched up.

In compliance with putting Gotham Rd. paper portion into Nonmaintained status public discussion if any residents would wish to discuss, there was no discussion from any residents.

Cemetery: Discussed repairing the road on the south side of the cemetery it has to be done soon. Also discussed getting a price to put a new floor in the outhouse.

Zoning: Joe Pinto was not in attendance, had given Rich 2 check for zoning permits issued for accessory Bldgs. at 10100 SR 82 and 9633 Parkman Rd.

Rich received a call from resident high weeds on SR 303 and not being able to get out of her drive, the state came through and did roadside mowing which alleviated the hazard. There was discussion on pursuing the problem at Jason Purdy residence, need to check with Joe and see where the letters were sent as according to county auditor site property is in LLC corporation name.

A truck hit the Bervish residence that is up for demolition through Land Bank, Rich notified them and they will look into it.

Rick reported we will need to find another secretary for ZBA as Sheila Moore is no longer interested in the position.

Fire District: Rich gave a report ongoing personnel problem or lack thereof and maintenance and repairs.

Old/New Business: Quote received from Hershberger for repairing the shingles for \$695.00 or New metal roof at \$16,750.00. Rich said he spoke with Todd Pease at Regional Planning and he will look into maybe finding a grant we could use. The board approved the shingle replaces at \$695.00

Bill Isler submitted an of \$1, 835.00 to repair the lighting poles on the Township Greens

9-1-4-2018 Rich Gano moved to approve the work Brian Miller seconded all voting yes motion carried.

Due to current legislation passed it was suggested everyone update or create a credit card policy:

Windham Township Credit Card Policy

Township credit cards are available to: Township Fiscal Officer and Township Trustees.

Township credit card may be used for purchases of less than \$500.00 without the

previous approval of the Board of Trustees. Purchases over \$500.00 require

approval of the Board of Trustees and must meet all requirements of the Windham

Township Purchasing Policies. Credit Card may be used only for official business and for the benefit of the Township.

The opening of a credit card account or the increase of credit card limits can only be approved by the Board of Trustees.

Tax-exempt forms must be used for any and all purchases. It is the responsibility of card users to make sure any and all purchases are tax-exempt. It will be the responsibility of each person to reimburse the Township for any taxes paid on any purchases.

All items purchased must be items for routine purchase or items that need replaced in an emergency, and must be purchased from approved vendors.

Credit card procedures:

1. Credit card policy is overseen by the Fiscal Officer

2. A log sheet will be kept by the Fiscal Officer and Township Trustee, for credit card use, it will include:

A. date of purchase

B. vendor name

C. reason for purchase

D. amount of purchase

3. Log sheets will be turned into Fiscal Officer on a monthly basis, fiscal officer will provide all purchases to the board for review.

4. All invoices, receipts, and tax-exempt forms must be turned in with log Sheets

Expenditures that are strictly prohibited are entertainment, alcoholic beverages, personal services and cash advances.

Immediate disciplinary action will be taken for the misuse of a credit card and the card user will be held accountable for any unauthorized purchases.

9-1-5-2018 Brian Miller moved to adopt the Credit Card Policy as shown above Rich Gano seconded all voting yes motion carried.

Policy Adopted 9-6-2018

There being no further business Rich Gano moved to adjourn Brian seconded.

Dan Burns, Chairman

Jayme Neikirk, Fiscal Officer