

**Wayne Township Board of Trustees  
Trustee Meeting  
February 27, 2019**

**Call to Order:** Chairman, Jason Ritter at 7:05 p.m.

**Roll Call:** Jason Ritter, Teresa Hinnners, Warren Walker – absent, Sandra Borchers

**Guests:** Sue Allen, Bruce Barricklow, Abby Stapf, Steven R. Carrier, Ryan Feilhauer, Brandon Bryant, Dennis Elchlinger

**Prayer & Pledge:** Chairman, Jason Ritter

- Sheriff Report – Corporal Feilhauer

**Public**

- Bruce Barricklow turned in more donation money (\$100.00) for the fence at Woodville Cemetery.
- Dennis Elchlinger asked if there was any way of getting Shiloh Road at ST RT 727 widened by the State.
- Abby Stapf – Cincinnati Association for the Blind and Visually Impaired, presented products that the Visually Impaired make; illuminating products, door and lock hardware, tape, batteries, self-stick notes and medical exam paper.

**20190227-01:** Teresa Hinnners moved to go into Executive Session under ORC 121.22 (G) 1A at 7:20 p.m.

2<sup>nd</sup> by Jason Ritter

**Vote: TH, JR**

**All Aye**

**Motion Carried**

**20190227-02:** Jason Ritter moved to return to Regular Session at 7:35 p.m.

2<sup>nd</sup> by Teresa Hinnners

**Vote: TH, JR**

**All Aye**

**Motion Carried**

- Overlay – Interview with resident for Zoning Board of Appeals position.

**20190227-03:** Teresa Hinnners moved to appoint Steven Ray Carrier to the Zoning Board of Appeals Committee.

2<sup>nd</sup> by Jason Ritter

**Vote: TH, JR**

**All Aye**

**Motion Carried**

**Fiscal Officer Report – Salute to Leader**

**20190227-04:** Teresa Hinnners moved to pay all bills.

2<sup>nd</sup> by Jason Ritter

**Vote: TH, JR**

**All Aye**

**Motion Carried**

**Fire – Chief David Moulden**

**20190227-05:** Jason Ritter moved to award SCBA bid to Howell Rescue Systems for \$136,893.00. Township responsible for \$7,693.00 of the \$136,893.00.

2<sup>nd</sup> by Teresa Hinnners

**Vote: TH, JR**

**All Aye**

**Motion Carried**

**Roads – Jason Browning**

- Patching Roads with cold mix.

**Legislative**

- HB 48 & HB 62 write to Legislature.

**20190227-06:** Teresa Hinnners moved to revise the first sentence of Section 2 Part 3 of the Credit Card Policy. Take out at the Organizational Meeting.

2<sup>nd</sup> by Jason Ritter

**WAYNE TOWNSHIP  
CREDIT CARD ACCOUNT POLICY**

**PURPOSE**

*Ohio Revised Code Section 505.64 permits the Board of Trustees of Wayne Township, Clermont County, Ohio to authorize an officer, employee, or appointee of Wayne Township, Clermont County, Ohio to use a credit card account held by the Board. This Credit Card Account Policy is enacted to govern the use of any credit card accounts and their related presentation instruments, including credit cards and checks, by all people authorized by the Board to use a credit card account held by the Board of Trustees.*

**DEFINITIONS**

1. *“Authorized User” means an officer, employee, or appointee of Wayne Township, Clermont County, Ohio that has received authorization by the Board of Trustees of Wayne Township, Clermont County, Ohio to use a credit card account.*
2. *“Board” means the Board of Trustees of Wayne Township, located in Clermont County, Ohio.*
3. *“Credit Card Account” or “Account” means any bank-issued credit card account, store- issued credit card account, financial institution-issued credit card account, financial depository- issued credit card account, affinity credit card account, or any other card account allowing the holder to purchase goods or services on credit or to transact with the account, and any debit or gift card account related to the receipt of grant moneys. It does not include a procurement card account, gasoline or telephone credit card account, or any other card account where merchant category codes are in place as a system of control for use of the card account.*
4. *“Credit Card” means a credit card related to a Credit Card Account held by the Township.*
5. *“Fiscal Officer” means the Wayne Township, Clermont County, Ohio Fiscal Officer.*
6. *“Township means Wayne Township, Clermont County, Ohio.*
7. *“Policy” or “Credit Card Account Policy” means this policy and all exhibits, amendments, and supplements.*

**ARTICLE I. USE OF A CREDIT CARD ACCOUNT**

**Section 1. Authorized Users List.** *The Board may authorize an officer, employee, or appointee to use a Credit Card Account from time to time. The list of people authorized to use a Credit Card Account, and their position with the Township, is contained on Exhibit A (the “Authorized User List”) attached to this Policy. The Authorized User List should be updated by the Board, its designated representative, or the Township Fiscal Officer each time a person is added or removed from such list.*

**Section 2. Authorized Expenses.** *The Board may expressly limit the terms of use of a Credit Card Account with each Authorized User at any time. Any Credit Card Account, regardless of Board approval, may only be used to purchases work-related goods and services incurred on behalf of the Township. Such work-related goods and services include, but are not limited to, gasoline for Township vehicles, meal allowances, and equipment purchased on behalf of a Township project in which the Authorized User is directly participating and involved.*

*All Vendor accounts where credit card purchases are made, including online only, are to be registered in the legal name and address of the Township and provided with a valid tax-exempt form. All receipts, billing and correspondence should be directed to a township physical address or Township issued email address. Under no circumstances should personal accounts, email or addresses be used to make Township purchases or No personal information other than the name of the individual making the purchase should be on the Wayne Township, Clermont County, Ohio*

*No transaction may exceed the individual permitted limit passed by Vote of the Board of Trustees, Wayne Township. In the event of an emergency, the Authorized User*

shall notify the Fiscal Officer of the need to spend an amount in excess of the limit. The required documentation for such transaction contained in this Policy shall be submitted to the Fiscal Officer no later than forty-eight (48) hours after the transaction.

**Section 3. Unauthorized Expenses.** Any purchase made beyond specific authorization limits imposed by the Board, if any, or what is authorized in this Policy, is an unauthorized expense. The use of a Credit Card Account for personal expenses is expressly prohibited. Personal expenses include those expenses that are not incurred as a direct result of the Authorized User's employment with the Township. Personal expenses include, but are not limited to, gasoline for personal vehicles, cash advances, any amount in excess of meal allowances, alcoholic beverages, tobacco, gambling, and personal goods. If the Fiscal Officer disputes a charge, refusing the validity of the receipt, then the issue will come to the Board of Trustees at the next public meeting to be discussed and voted on for validation or judgement of unauthorized purchase.

**Section 4. Guidelines for Acquisition, Use, and Management.**

A. **Acquisition.** The Board must authorize an individual to use a Credit Card Account before a person may become an Authorized User and acquire access to a Credit Card or other presentation instrument associated with a Credit Card Account. The Board may place limits on the authorization of use of a Credit Card Account when a person receives authorization to use a Credit Card or any time thereafter, at the Board's discretion and upon notice to the Authorized User. Upon the Board's authorization, the person receiving authorization must sign a copy of the attached Exhibit B, acknowledging they received a copy of this Policy and agreeing to abide by it.

B. **Permitted Uses.** Authorized Users may use a Credit Card Account for Authorized Expenses, as described in Article I, Section 2 of this Policy, incurred only by the Authorized User. An Authorized User may not transfer the Credit Card or purchase goods on behalf of any other person, regardless of whether the person is an employee of the Township or is purchasing goods or services for the Township.

Authorized Users may, unless otherwise prohibited by the Board, use a Credit Card in person, online, over the telephone, by mail, or through fax. All purchases must be evidenced by an itemized receipt. If purchasing goods online, the Authorized User must use reasonable care and judgment regarding the authenticity and security of a website.

C. **Reasonable Care.** Authorized Users must use reasonable care when using a Credit Card.

D. **Notification of Purchase.** Prior to using a Credit Card, the Authorized User should make a good faith effort to notify the Board, their authorized representative, or the Fiscal Officer of the intended purchase.

E. **Storage.** Authorized Users must take measures to ensure Credit Cards, checkbooks, and any other presentation instruments associated with a Credit Card Account are kept in a secure place at all times. Card holders will keep the card locked away, when not in use, in an area only disclosed to the Fiscal Officer.

F. **Receipts.** Original, itemized receipts must be submitted to the Fiscal Officer or the Fiscal Officer's designee no more than five business days following the purchase or return from travel,

whichever is later. The receipt should include the customer copy of the receipt, any invoice from the vendor, the cost of the goods or services purchased, and the date of the purchase. The Authorized User should also submit documentation verifying the purchase was made on behalf of the Township, if necessary to describe the purchase.

- G. **Return of Credit Card to Township.** The Authorized User, upon resignation, termination, or change in position within the Township shall return the Credit Card to the Fiscal Officer immediately. Additionally, the Credit Card shall be immediately returned if the Township revokes authorization to use the Credit Card or requests the return of the Credit Card.

**Section 5. Liability.** The Authorized User will be personally liable for reimbursing the Township for any of the following:

- A. Upon any official bond the Authorized User has given to the Township to reimburse the Township treasury the amount for which the Authorized User does not provide itemized receipts;
  - B. Expenses charged to the Credit Card that are not documented and submitted to the Fiscal Officer or the Fiscal Officer's designee;
  - C. Expenses that exceed the scope of the authorization allotted by the Board of the Authorized User's use of the Credit Card;
  - D. Unauthorized expenses;
  - E. Purchases the Authorized User allowed an unauthorized user to make;
  - F. Any other purchases made with the Credit Card that are in violation of this Policy, and the amendments and supplements thereto. This includes Sales Tax, from which the Township is exempt. Cardholders are responsible for establishing tax-exempt status prior to completing a purchase. Obtaining a credit or refund from a vendor for Sales Tax charged on a credit card transaction will be the responsibility of the cardholder and must be completed within 30 days of the purchase.
- The County Prosecutor is authorized to take all appropriate actions in an effort to recover the amount of any unauthorized expenses incurred by an Authorized User who either uses a Credit Card, or allows another person to use a Credit Card, in an unauthorized manner and fails to immediately and voluntarily make restitution to the Township for the total amount of the unauthorized purchase(s). This section does not limit any other liability of the employee or officer who carried out the unauthorized use.

**Section 6. Misuse.** Using a Credit Card for Unauthorized Expenses, as the same are discussed in Section 3 of this Article I, constitutes misuse. Failing to submit receipts within the time designated in Article I, Section 4(F), or submitting incomplete information, within a reasonable time after making a purchase also constitutes misuse.

Any public servant, as the same is defined in §2921.01 of the Revised Code of Ohio who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant to §2913.21 of the Revised Code of Ohio. Misuse of a Credit Card may result in disciplinary action up to and including termination.

**Section 7. Issuing or Re-Issuing a Credit Card.** A Credit Card should be issued or re-issued at the discretion of the Board. Upon the written request of an employee, prior Authorized User, or current Authorized User, the Board may re-issue a Credit Card.

**Section 8. Cancellation and Stolen/Lost Credit Cards.** *An individual Credit Card connected to a Credit Card Account should be cancelled upon the determination of the Board.*

*In the event a Credit Card is lost or stolen, or the Authorized User has reason to believe a Credit Card is lost, stolen, or used in an unauthorized manner, the Authorized User shall immediately notify the Fiscal Officer or the Fiscal Officer's designee in person or by phone and in writing. The Fiscal Officer or the Fiscal Officer's designee must notify the card issuer immediately. The Authorized User must provide all necessary information required by the Township or the card issuer relating to the disappearance of the Credit Card.*

**Section 9. Credit Card Account Limits.** *The credit limit on each Credit Card Account held by the Township is included on the attached Exhibit A incorporated herein by reference and should be updated upon any change of limits or additional credit lines.*

## **ARTICLE II. RULES FOR TOWNSHIP CREDIT CARD ACCOUNTS**

**Section 1. Credit Card Account Instruments.** *The Township's name shall appear on each presentation instrument related to the Credit Card Account, including but not limited to Credit Cards and checks.*

**Section 2. Annual Report.** *The Fiscal Officer or the Fiscal Officer's designee annually shall file a report with the Board detailing all rewards received based on the use of the Credit Card Accounts.*

**Section 3. Payment.** *Debt incurred because of the legitimate use of a Township credit card shall be paid from moneys appropriated by the Board.*

### **Section 4. Fiscal Officer Duties.**

*A. Each month the Fiscal Officer shall present a Credit Card Account transaction detail from the previous month to the Board. The Board shall review the Credit Card Account transaction detail and the chairperson of the Board shall sign an attestation stating the Board reviewed the Credit Card Account transaction detail.*

*B. The Fiscal Officer shall assign and issue Credit Cards to Authorized Users and shall keep records of when an Authorized User obtains or returns a Credit Card.*

*C. Authorized users will present the card for validation of the card number and sign out the use of that card at the first Board of Trustee Meeting of every month. Authorized card holders have the option to validate and sign out the card with the Fiscal Officer at an agreed upon time before the first Board of Trustees Meeting of each month.*

**Vote: TH, JR**

**All Aye**

**Motion Carried**

### **New Business**

- 2741 ST RT 131 culvert. New owner – State said it was Newtonsville Village Permit. Trustee Hinnars said go ahead if you have state refusal.
- 2643 Cedarville Road – non-conforming (Reynolds) property. Fence permit submitted.
- Trustee Hinnars shared letter written to Mr. Bruce Montgomery regarding the issue of trees falling onto his property.
- 6959 Marathon Edenton Road – complaint from Resident. Trustee Hinnars filed complaint at Health Department.
- 3/12/2019 Newtonsville Village Council Meeting at 7:00 p.m. to vote on accepting Newtonsville waste water treatment plant.

**20190227-07:** Jason Ritter moved to adjourn at 8:40 p.m.  
2<sup>nd</sup> by Teresa Hinners

**Vote: TH, JR**

**All Aye**

**Motion Carried**

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**Jason Ritter, Chairperson**

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**Teresa Hinners, Vice Chairperson**

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**Warren Walker, Trustee**

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**Sandra Borchers, Fiscal Officer**