

RECORD OF PROCEEDINGS

**Minutes of Franklin Township
Franklin County, Ohio**

Special Emergency Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

October 9, 2020

Call Meeting to Order:

Chairman Alex called the Special Emergency Meeting of the Franklin Township Board of Trustees to order at 6:00 p.m. on Friday, October 9, 2020, via teleconference (ZOOM).

Roll Call: Alex, yes; Fleshman, yes; Horn, yes.

Alex made a motion to suspend the pledge of allegiance and the reading of any past meeting minutes. Fleshman seconded the motion. With no discussion a vote was taken as follows: Alex, yes; Fleshman, yes; Horn, yes. The motion was passed.

Purpose of the Meeting: *To revise a motion passed at the October 8, 2020, regular meeting of the Board of Trustees.*

Revise the motion to read - The process for emergency purchases for credit card purposes:

1. The department director will text the township administrator who with prior resolution (2019-106) has approval for \$10,000.00 for emergency purchases.
2. The department director will provide purpose, the vendor, the anticipated cost, and the account number to apply to the expenditure.
3. Upon approval of the administrator, the administrator will forward the text with information outlined in Step 2 above to the fiscal officer.
4. The fiscal officer will go online to the UAN (Uniform Accounting Network) to ensure the funds are available within the account requested.
5. The fiscal officer will respond to the department director to obtain the credit card and copy the text back to the administrator.
6. The department director is to return the credit card the same day with the receipt(s) or as soon as the emergency allows.

Alex made a motion to accept the above language as written. Fleshman seconded. Fleshman asked for a discussion.

Fleshman asked the fiscal officer for clarification that the department directors would not have credit cards in their possession. The fiscal officer confirmed that she would hold all credit cards. Fleshman asked about the police department needing to fill up with gas in their cruisers every day. The fiscal officer explained that each department will maintain their gas cards under a different type of control mechanism.

The road department would need to get with the fiscal officer in an emergency to get the card. All departments will need to follow the above motion, said Rhinehart.

Fleshman suggested having a place in the office (secure) in case of an emergency that the fiscal officer could give the department director's the code

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to give them access. Rhinehart said that could be a solution but believes this is a short-term process. Fleshman said we could have three (3) lock boxes for each department since each department has their own credit cards. Rhinehart does not feel lock boxes are necessary, it is just that we do not have a procedure in place, once we have the procedures then each department director will be held accountable and disciplined if they did not follow the process, said Rhinehart.

With no further discussion a vote was taken as follows: Alex, yes; Fleshman, yes; Horn, yes. The motion was passed.

Adjournment:

With no further comments/discussion Alex adjourned the meeting at 6:06 p.m.

Signature on file with original document
Aryeh Alex, Chairman/Trustee

Signature on file with original document
John Fleshman, Vice-Chairman/Trustee

Signature on file with original document
Ralph Horn, Trustee

Signature on file with original document
Mary Rhinehart, Fiscal Officer