

Minutes of the Board of Licking Township Trustees, Regular Meeting held at Licking Township Fire Station #600, Jacksontown, OH at 7:30 p.m., on January 22, 2019.

Mr. Hart called the meeting to order with the following members present: Joseph Hart, John Holman, Dave Miller, & Andrea Lynch.

Others Present: Mike Wilson.

The Pledge of Allegiance was recited.

Minutes were distributed, approved, and signed by the Trustees.

Mr. Miller made a motion to approve the expenditures totaling \$34,309.27

Mr. Holman seconded the motion.

Roll Call: Hart, yes; Holman, yes; Miller, yes.

There are funds on hand or in the process of collection to pay the attached listed bills. \_\_\_\_\_, Fiscal Officer.

The Fiscal Officer stated that in follow-up to the Licking County Township Association Organizational Meeting, she has been working with the LCPO on making the necessary revisions to the Licking Township Credit Card Policy that was enacted on 4/16/18. Mrs. Lynch presented a revised credit card policy for consideration. A discussion took place.

Mr. Holman moved that the Licking Township Board of Trustees adopt the new Licking Township Credit Card Policy presented on 1/22/19 thus replacing the previous credit card policy enacted on 4/16/18 as follows:

**LICKING TOWNSHIP, LICKING COUNTY  
CREDIT CARD ACCOUNT POLICY**

**PURPOSE**

Ohio Revised Code Section 505.64 permits the Board of Trustees of Licking Township, Licking County, Ohio, to authorize an officer, employee, or appointee of Licking Township 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 any and 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 Licking Township that has received authorization to use a credit card account held by the Board of Trustees of Licking Township.

2. "Board" means the Board of Trustees of Licking Township, located in Licking 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 Licking Township Fiscal Officer.

6. "Township" means Licking Township, Licking 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.** 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 documented 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 purchase 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.

In accordance with Licking Township expenditure limits, no single credit card transaction may exceed \$500.00 without approval of at least one Trustee in which the single transaction then may not exceed \$2500 subject to the credit limit of said card. Any single credit card transaction that exceeds \$2500 must be approved at a regular or emergency meeting prior to the expenditure and subject to the credit limit of said card. The Fire Chief, in an emergency only, must have approval of two Trustees for medical and/or emergency expenses over \$2500 subject to the credit limit of said card. 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 township expenditure limit. The required documentation for such transactions contained in this Policy shall be submitted to the Fiscal Officer in accordance with current Department expenditure documentation practices and Trustee approval reporting practices. Refer to Exhibit (A) attached for additional details regarding credit card authorized limits for expenditures.

**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.

### **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 at such time as 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 that they have received a copy of this Policy and agree to abide by the same.

- 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.** No prior notification is required by an authorized user when using a Credit Card unless the expense exceeds the established Licking Township expenditure practice as outlined in Section 2 or in Exhibit A for Zoning Clerk and Zoning Inspector. In which case, authorized users must obtain necessary authorization from Trustee(s) and verify available credit limit for the transaction prior to the expenditure. Authorized Users should make a reasonable good faith effort to notify the Fiscal Officer prior to said expenditure.
- 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.
- F. **Receipts.** Original, itemized receipts must be submitted to the Fiscal Officer or the Fiscal Officer's designee as soon as reasonably possible. 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 shall 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.

The Licking County Prosecutor is authorized and shall 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 outlined in Section 3 of this Article I, constitutes misuse. Failing to submit receipts, 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 Ohio Revised Code, who knowingly misuses a Credit Card will be subject to criminal prosecution pursuant to §2913.21 of the Revised Code. 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 C 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 as a result of the legitimate use of a Township credit card shall be paid from moneys appropriated by the Board.

**Section 4. Administrative Duties.** 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.

Mr. Hart seconded the motion.

Roll Call: Miller, yes; Hart, yes, Holman, yes.

The Fiscal Officer will file a copy of this new Licking Township Credit Card Policy with the LCPO, maintain a copy in her office, and will obtain all the necessary signatures from authorized users as outlined in the policy.

CORRESPONDENCE:

1. OTARMA MORE Grant Award Notice - \$500 for 2018
2. PNB Quarterly Securities Statements for 3<sup>rd</sup> & 4<sup>th</sup> quarter 2018
3. Village of Hebron letter re: Appreciation from Chief Mason to LTFC, LTWP Trustees & F.O. for efforts in loaning fire truck
4. Village of Hebron letter re: Appreciation from Mayor McFarland for efforts in loaning fire truck
5. LC Health Department email re: Grant \$ for clean-up on Ridgely Tract Road
6. Brandy Gosnell email re: Hirst Road mailbox hit with plow

The Fiscal Officer presented one letter of interest for the current Board of Zoning Appeals opening. A discussion took place. Mr. Hart requested that the Fiscal Officer contact the applicant to schedule an interview to be held on 2/4/19 @ 7:30 p.m., and further requested that Huber Loewendick attend the interview on behalf of the LTWP Board of Zoning Appeals.

Chief Wilson presented preliminary information regarding the development of the LTFC Inspection & Fire Prevention Program. A discussion took place. Mr. Hart stated that he would draft a resolution for the Board to consider.

Chief Wilson presented an application for consideration. A discussion took place.

Mr. Hart made a motion authorizing the Fire Chief to hire Anthony Walsh as a probationary volunteer Fire Fighter 2/EMT Basic for LTFC.

Mr. Holman seconded the motion.

Roll call: Holman, yes; Hart, yes; Miller, yes.

Chief Wilson reported that all the medics have been serviced, LTFC purchased a snow blower, and thanked the Road Dept and Sam Broska for clearing the LTFC parking lot of recent snow. Chief Wilson requested consideration for new turn-out gear & personal uniforms/t-shirts. A discussion took place.

Mr. Holman made a motion authorizing the Chief to spend up to \$15,000.00 for new turn-out gear for LTFC.

Mr. Miller seconded the motion.

Roll Call: Hart, yes; Miller, yes; Holman, yes.

Mr. Hart made a motion authorizing the Chief to spend up to \$2500.00 for uniform allowance for LTFC.

Mr. Miller seconded the motion.

Roll Call: Miller, yes; Holman, yes; Hart, yes.

Chief Wilson provided a recap of the Bowling Green Township Fire Contract meeting he attended on 1/15/19.

Doug Howell gave the Zoning Report. There was one permit issued since the last meeting as follows:

- Jeff Wonser - Lake Drive - Pole Barn - \$125.00

Mr. Miller reported that the hydraulics went out on one of the trucks and also thanked the Road Department for their recent snow removal and overtime efforts.

Mr. Hart presented information regarding the LTWP 2017 run-out claims expense owed to JHP prior to 1/31/19 totaling \$4768.48.

Mr. Miller made a motion to process a special check for \$4768.48 to Jefferson Health Plan for these run-out claims.

Mr. Holman seconded the motion.

Roll Call: Hart, yes; Holman, yes; Miller, yes.

*\*\* (The audio disc ended and no further audio is available for the meeting).*

Mr. Holman provided an update on the website and suggested dates for the 2019 Budget Meeting. The Board requested that the Fiscal Officer place an advertisement in The Beacon cancelling the regular meeting scheduled for 2/19/19 and notifying of the Budget Meeting and regular meeting thereafter to be held on 2/18/19 @ 9:30 a.m.

There was no public comment.

Mr. Miller made a motion to adjourn the meeting @ 9:15 p.m.

Mr. Holman seconded the motion.

Roll Call: Hart, aye; Holman, aye; Miller, aye.

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Attest