

The Board of Liberty Township Trustees met in a Regular Session on January 23, 2020 at 7:30 a.m. at the township Administration Building with the following members present, Mr. Devon Stanley, Mr. Arnold Clebone and Mr. Gregory Cizmar presiding. Also in attendance were Interim Administrator Martha Weirick, Interim Police Chief Toby Meloro, Zoning Inspector Jim Rodway, Road Senior Foreman Tim Monroe, and Fire Chief Gus Birch.

Motion to approve the minutes of the January 16, 2020 regular meeting.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Mr. Stanley, Yes.es. Motion carried.

**20-32 RESOLUTION DECLARING PROPERTY TO BE INSECURE, UNSAFE, STRUCTURALLY DEFECTIVE AND/OR UNFIT FOR HUMAN HABITATION AND ORDERING AND PROVIDING FOR ABATEMENT AND AUTHORIZING THE DEMOLITION OF INSECURE AND/OR UNSAFE BUILDINGS OR STRUCTURES ON THE PROPERTY LOCATED AT 810 Colonial Drive, LIBERTY TOWNSHIP, TRUMBULL COUNTY, OHIO**

**WHEREAS**, Ohio Revised Code Section 505.86 authorizes a Board of Trustees to provide for the removal, repair, or securance of buildings or other structures within the Township that have been declared insecure, unsafe, structurally defective, or unfit for human habitation, and to provide for the repair, demolition and removal of said structures; and;

**WHEREAS**, the Liberty Township Fire Inspector has inspected the property located at 810 Colonial Drive, Liberty Township, Trumbull County, Ohio, and has declared the residential dwelling structure on the property to be structurally damaged, unsafe and structurally defective, with holes in the roof and foundation;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Liberty Township, Trumbull County, Ohio, by authority of Section 505.86 of the Ohio Revised Code, as follows:

**SECTION 1.** The structures on the property located at 810 Colonial Drive, Liberty Township, Trumbull County, Ohio, Permanent Parcel No. 12-342780, (hereinafter “the Property”)are hereby determined to be unsafe and structurally defective thereby constituting a direct threat to the public health and safety pursuant to Section 505.86 of the Ohio Revised Code.

**SECTION 2.** The Liberty Township Board of Trustees hereby orders the Property Owner to abate the nuisance by repair or demolition and removal of said structures, pursuant to Section 505.86 of the Ohio Revised Code.

**SECTION 3.** The Zoning Inspector is hereby instructed to notify the Property owner and all lienholders of record by certified mail, return receipt requested, of the Township’s declaration of nuisance and demand to abate said nuisance by repair or demolition, and the right to request a hearing in writing within twenty days after the notice is mailed, pursuant to RC 505.86(B) and(C).

**SECTION 4.** If the Property Owner or Lienholders of record fail to request a hearing before the Board within twenty days or provide for the repair or demolition and removal of said nuisance structures within thirty days of the notice, the Township Administrator is hereby authorized to obtain proposals from contractors for the repair or demolition and removal of the Structures.

**SECTION 5.** The total cost of the repair or removal of the structures and all associated site restoration work shall be assessed to the owner(s) of record and the Liberty Township Fiscal Officer shall certify the total costs, together with a proper description of the lands, to the county auditor who shall place the costs upon the tax duplicate. The costs are a lien upon such lands from and after the date of entry. The costs shall be collected as other taxes and returned to the township general fund.

**SECTION 7.** That this Board hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its Committees, if any, which resulted informal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 8.** This Resolution shall take effect immediately, or upon the earliest date as otherwise allowed by law.

Motion: Mr. Cizmar. Second. Mr. Clebone.

Roll Call: Mr. Cizmar, Yes. Mr. Clebone, Yes. Mr. Stanley, Yes.es. Motion carried.

Discuss below purchasing policy:

## **LIBERTY TOWNSHIP PURCHASING POLICY**

### PURPOSE

This policy outlines the procedures that all Liberty Township employees and elected officials must follow in order to purchase of goods or services for the Township. The goal is to purchase goods and services at the best possible price. All purchases are to be made in compliance with the law of the State of Ohio and this policy.

### PURCHASING PROCEDURE

An approved Purchase Order must be obtained in advance of any purchase(except in an emergency situation where a "Then and Now" Purchase Order is used). Blanket Purchase Orders or Super Blanket Purchase Orders can be used as authorized by statute.

The process of making a purchase is as follows:

1. The Department Head obtains a price for the purchase as provided in this policy;
2. The Department Head identifies a budgeted line item with appropriated funds available for the purchase;
3. The Department Head submits the proposal or contract for the purchase and the documentation to the Township Administrator for approval (if purchase is under \$2,500) or to the Board of Trustees (if over \$2,500);
4. The approved contract and documentation are submitted to the Fiscal Officer requesting a Purchase Order for the purchase;
5. Purchase Order is prepared by the Fiscal Officer certifying funds are available and lawfully appropriated. The Purchase Order must be signed by two Township Trustees;
6. Purchase is made;
7. Invoice is processed and paid.

### OBTAINING A PRICE FOR A PURCHASE

The Board of Trustees establishes the following standards for obtaining a price for any purchase on behalf of the Township:

1. There are no special requirements for purchases of items costing less than \$500.00. Employees are reminded of their obligation to obtain goods and services at the best price for the township.
2. A demonstrable attempt must be made to gather three price quotes for purchases between \$500 and \$2,500 not purchased from a joint purchasing contract.
3. Written competitive price quotes must be obtained for purchases between \$2,500 and \$50,000 unless the purchase is made from a state purchasing contract, ODOT contract or other joint purchasing contract under R.C. 9.48. The competitive quotes or the state purchasing contract information must be attached to the Purchase Order. If the department is unable to obtain three quotes, then the unsuccessful efforts to obtain quotes or the reason for using a single source supplier should be documented.
4. Any purchase over \$50,000 (\$45,000 or \$15,000 per mile for maintenance/repair of roads or bridges) must be competitively bid unless otherwise exempt.

### Additional Requirements:

1. A Purchase Order must be obtained prior to making a purchase. A purchase can be made and a Then and Now Purchase Order created after the purchase only if the purchase could not reasonably have been anticipated in advance (an emergency truck repair, for example). Ohio Revised Code 5705.41 (D) requires that a Purchase Order with a certificate from the Fiscal Officer stating that funds are available must be created prior to the incurrence of an expense. In short, before a purchase is made or a contract is signed, a Purchase Order must be processed by the Fiscal Officer.
2. Pursuant to R.C. 507.11, all purchases under \$2,500.00 approved by the Township Administrator shall be subsequently approved by a vote of the Board of Trustees at a meeting. No money belonging to the township shall be paid out, except upon an order signed by at least two of the township trustees and countersigned by the township fiscal officer.
3. No employee may make a purchase without authorization from their Department Head. An employee making purchases in violation of this policy may be held personally responsible for the cost of the purchase.

4. The Township Administrator or Board of Trustees may elect to competitively bid a purchase that is not required to be competitively bid by ORC. The Township also reserves the right to reject all bids at any time.

Suggested resolutions on the above matter

Special meeting scheduled for 1/31/20. Next meeting scheduled February 10, 2020 at 6:30 p.m. Next day meeting February 13, 2020.

Motion to adjourn at 7:59 a.m. Motion: Mr. Cizmar. Second: Mr. Stanley.

Roll Call: Mr. Cizmar, Yes. Mr. Stanley, Yes. Mr. Clebone, Yes. Motion carried.

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STEVE SHELTON, FISCAL OFFICER

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ARNOLD CLEBONE, CHAIRPERSON