

The Board of Liberty Township Trustees met in a Special Session on 1/27/2020 at 8:30 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, Road Senior Foreman Tim Monroe, and Fire Chief Gus Birch.

Discuss Appropriations

20-33 Motion to adopt the appropriations for the year 2020.

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

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

Discuss: 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, when practical, should 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. At the next meeting, a list of purchases previously approved purchases by the Township Administrator, shall be provided.
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.

20-34 Pursuant to Ohio Revised Code 507.11, the Board by this Resolution hereby authorizes the Township Administrator to incur obligations on behalf of the Township in an amount up to \$2,500.00. All such purchases shall be subsequently approved by the Board of Trustees at a meeting.

Motion: Mr. Cizmar. Second: Mr. Stanley.

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

20-35 Motion to adopt the above Liberty Township Purchasing Policy to be followed by all officials and employees in making purchases on behalf of the Township.

Motion: Mr. Cizmar. Second: Mr. Stanley.

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

Motion to go into executive session to consider the employment or compensation of a public employee or official at 9:16 a.m. Motion: Mr. Cizmar. Second: Mr. Stanley.

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

Motion to adjourn from executive session at 10:15 a.m. No decisions were made.

Motion: Mr. Cizmar. Second: Mr. Stanley.

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

Next meeting scheduled February 10, 2020 at 6:30 p.m. Next 7:30 a.m. meeting scheduled February 13, 2020.

STEVE SHELTON, FISCAL OFFICER

GREG CIZMAR, CHAIRMAN