

**Florence Township Trustees
Regular Minutes
4-21-2010, 8am**

The Florence Township Trustees held their regular meeting on April 21st, 2010 at 8am. It was held at the Florence Township Office Complex located at 11011 Chapel St., Birmingham, Ohio. The following trustees were present:

John Krumwiede
Raymond "Skip" Halliwell
Orville Saylor

The meeting was opened with the pledge.

MOTION: Skip makes the motion to approve the minutes from the 4-7-2010 meeting. It is seconded by Orville. Roll call: all 'ayes. Minutes approved.

Travel, cell phone and credit card policies have been updated.

MOTION: Orville makes the motion to adopt the updated policies. It is seconded by Skip. Roll call: all 'ayes. Motion carried.

RESOLUTION – 2010-06

TRAVEL REGULATIONS POLICY

- *This is a sample of the policy. The entire 5 page policy is available upon request.*

All travel in excess of the normal work day must be approved by the Board of Trustees.

ALLOWABLE EXPENSES

The township will reimburse travelers for any reasonable expense incurred that is necessary for the performance of official Township business while on travel. Reimbursement will not be allowed for expenses of family members, friends or others or for personal expenses which are not related to the purpose of the trip. In the event an unforeseen expense is incurred during travel, the cost will be reimbursed only if deemed necessary and appropriate by the Board of Trustees.

Reimbursement rates for mileage is approved each year and is recorded as a Board of Trustee Resolution

TRAVEL EXPENSE DOCUMENTATION

Each traveler is responsible for submitting the travel expense report and appropriate receipts and cost documentation. Expense reports are to be submitted to the Clerk within two weeks from the return date.

Receipts or other cost documentation are required for all claimed expenses.

Any receipt not submitted where required may cause the expense claimed

To be denied or reimbursed at a rate determined by the Board of Trustees.

ROUTING OF TRAVEL

All travel must be by a usually traveled route. In case a person travels by an indirect route for the employee's own convenience, any extra cost shall be borne by the traveler and reimbursement for expenses will be based on only such charges as would have been incurred by the usually traveled route. In situations where the employee chooses to travel contrary to the usually traveled route, notation as to such shall be made on the travel request.

LODGING

The Township will reimburse travelers for lodging expenses up to the amount specified in Appendix A. Reimbursement shall be based on the single room rate, or lowest rate allowed a single traveler, as specifically listed on the receipt. In situations where the travelers are traveling with their family, friends,

or other Township travelers, documentation shall be adequate to allow separation of Township and personal cost.

If the traveler is required to stay at a hotel/motel who's cost exceed the Maximum allowable rate, for example the host hotel for a conference, or is unable to locate a suitable hotel within the rate structure, a higher rate Of reimbursement may be authorized.

OTHER EXPENSES

The Township will reimburse employees for any miscellaneous expenses that are incurred for the expressed purpose of Township business. Any claimed expenses in excess of \$2.00 must be accompanied by a receipt. Examples of allowable expenses are:

Local Transportation – Taxi Cabs, Bus, Subway

Telephone Calls

Postage and Telegrams

Tolls

Parking

Expenses NOT allowed

Parking or Moving Violation

Alcohol

Entertainment

Travel Insurance

Laundry, Valet, or other personal service

Repair and Maintenance of Personal Vehicle

Resolution 2010-07

Cellular Telephone Usage

Florence Township provides cellular telephones to (Fire Chief, Zoning Inspector and Road/Cemetery Crew) for the purpose of conducting Township business. Cellular telephone use includes the following requirements:

- Cellular telephone users should restrict use of the phone to official township business and report any non-township related phones calls and reimburse the Township for all non-business calls within thirty days;
- Supervisors will routinely review usage of all cellular telephones including a review of the total number of minutes used compared to the number of minutes allowed per the cellular phone users contract to determine if the user is not excessively exceeding their contracted minutes;
- Monthly statements may be reviewed by an independent party to determine if calls and the time of day that the calls were made are reasonable based on position held by cellular phone user.

Resolution 2010-08

Credit Cards Policy

The Township has been issued a FirstMerit credit card by their financial institution as a convenience for making township related purposes.

Only elected township officials (Township Trustees and the Township Fiscal Officer) or their designees Fire/Road Dept. are authorized signers for use of the township credit card for purchases. Township officials and the list of their designees must be on file with the Township Fiscal Officer and the credit card issuing financial institution as having authorized signing privileges for purchases made with the credit card. Any changes to the list of authorized signers for use of the township credit card must be filed with the Township Fiscal Officer and the credit card issuing financial institution as soon as possible.

When not in use, the township credit card must be maintained in a secure location within the Township either in a safe or with the Township Fiscal Officer.

All purchases using a credit card must be approved in advance.

The transaction dollar limit for any single charge on the township credit card is \$1000. Only purchases less than \$1000 may be made using the township credit card.

The following payment review and approval procedures must be adhered to: Detailed invoices or receipts are required for all transactions using the township credit card. Invoices and/or receipts must show the transaction date, the dollar amount of the transaction, as well as a description of the transaction (service or item(s) purchased), and the authorized signature (if applicable) of the Township elected official or employee making the purchase. All such paperwork must be submitted to the Township Fiscal Officer no later than the next business day after completing the transaction.

Clerk submitted a letter for trustee approval to send to Erie Co. Commissioners' and other elected officials declaring their opposition to the Vermilion Scenic River Designation.

Special Guest Scott Thom from the Erie County Health Dept came to report on programs they offer. Mr. Thom advises trustees the lead testing program can be beneficial to residents living in older homes. He recommends residents that are interested fill put an application to have their home tested to see if there is lead.

MOTION: Orville makes the motion to donate \$40 to Boy Scouts in preparation for the Memorial Day parade. It is seconded by Skip. Roll call: all 'ayes. Motion approved.

Clerk reports she has received 2 applications for summer help. She will contact Firelands High School Ag. Dept. once again to see if there are any interested students.

Trustees would like to sell the 2000 F450 truck. Tim will get the specs and clerk will run a legal ad for sealed bids.

Audience Participation

Paul Hale and Guy Schieve question why the work for Burr Rd. was given to Hanco and was not bid out to give other local business owner's a chance for business.

John Krumwiede apologized for not getting other bids. He states with the amount of the job (\$18,530.60), the township was not legally required to do so and feels Hanco's will do a good job. He has nothing against other business in the area and looking back he would do it differently.

Orville makes the motion to adjourn. It is seconded by John. Roll call: all 'ayes. Meeting adjourned.

General	\$112,671.25
Motor Vehicle	3,341.46
Gasoline	53,347.13
Road & Bridge	56,943.66
Cemetery	10,140.80
Fire	30,946.79
Fire (Equip)	74,956.97

