

BOARD OF TRUSTEES OF HARRISON TOWNSHIP  
LICKING COUNTY, OHIO  
MINUTES OF REGULAR MEETING JUNE 7, 2010

The Harrison Township Trustees met in regular session on June 7, 2010 at the Township Administration Building. The meeting was called to order at 6:00 p.m. by the Chairman, Larry Kretzmann and he led those present in the Pledge of Allegiance. The Fiscal Officer called the roll, and the following members and guests were present.

Chairman	Larry Kretzmann
Trustee	Eric Smith
Trustee	Mark Van Buren
Fiscal Officer	Carolyn Elder
Road Dept.	Ben Patterson
Zoning Inspector	Casey Casto
Guest	Ken Kerns, Kokosing Construction
Guest	David Shardell, 116 York Gale Drive, Pataskala
Guest	Ross Kirk, Shelly Company

**From the floor** – David Shardell, 116 York Gale Drive

Mr. Shardell explained his driveway dilemma. Having installed a new driveway which the contractor repaired following the Road Superintendent’s requirements is still not correct and needs to be replaced. He would like the Trustees to assist in paying for a new driveway approach resulting from misinformation. Trustee Van Buren explained that the contractor should have obtained site plans. Trustee Smith did not want to set precedence on this matter.

**Mark Van Buren moved to reimburse David Shardell \$750.00 for repairs to his driveway because of misinformation from the Road Superintendent. Larry Kretzmann second. Roll call: Kretzmann YES, Smith NO and Van Buren YES.**

*Motion passed.*

**Zoning Report – Casey Casto, Zoning Inspector**

May zoning fees collected were \$644.80. Mr. Casto reviewed zoning violations with the Trustees. He had met with Austin about a resolution concerning Junk Vehicles.

**Eric Smith moved to adopt Resolution 2010 06 07 01 which states: THE TRUSTEES OF HARRISON TOWNSHIP, LICKING COUNTY WILL USE RESOLUTION 2010 06 07 01 TO REMOVE A JUNK MOTOR VEHICLE. The board is authorized by Ohio Revised Code Section 505.871 to provide, by resolution, for the removal of any junk vehicle in the unincorporated territory of the township that the Board determines is a junk vehicle. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*The resolution was adopted.*

**Mark Van Buren moved to approve a reservation form and rules for use in reserving the shelters houses in the park and playground area. Township residents are free to reserve the shelters houses at no cost with application. Eric Smith second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

There will be a BZA hearing on June 30, 2010 for a request from the Watson Family. The future land use map is finished and moving forward.

**Eric Smith moved to approve an increase in pay to Robert Stacoffe for Website Management as follows: monthly fee from \$50.00 to \$65.00 and an hourly fee from \$20.00 to \$22.50. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

**7:00 p.m. – Open bid packets**

**Harrison Township Paving – Salt Bin Project**

Shelly Company	\$12,215.25
Decker Construction Company	\$14,174.00
Mid-Ohio Paving	\$ 9,900.00

**Eric Smith moved to award the bid to Mid-Ohio Paving for the amount of \$9,900.00 to pave the salt bin. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

Harrison Township Paving Project

Shelly Company

Option A	\$338,591.75	asphalt \$59.35 a ton
Option B	\$124,076.00	
Option C	\$462,667.75	

Decker Construction Company

Option A	\$422,607.00
Option B	\$126,048.00
Option C	\$548,655.00

Kokosing Construction Company, Inc.

Option A	\$344,320.00
Option B	\$131,800.00
Option C	\$476,120.00

**Eric Smith moved to award the bid to Shelly Company, Option C for \$462,667.75 to pave various roads in Harrison Township. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

**Road Report - Ben Patterson, Road Superintendent**

Ben reported that the striping problem on Watkins Road has been resolved. Ben has prepared a list of roads to crack seal and has submitted that list to the engineer for a cost estimate. The subdivisions will have their roads cleaned in June by Sweep-A-Lot. Mosquito spraying is in progress. The Trustees advised Ben to proceed with applying for Issue I money to fix the culvert on Hillgail Circle that has the potential to cave in.

**Mark Van Buren moved to approve a purchase order for \$42,500.00 to Cargill Incorporated Deicing Technology Business Unit for 700 tons of road salt at the cost of \$60.59 per ton. Eric Smith second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

**Mark Van Buren moved to add the position of Zoning Inspector to a group (non CDL driver) for random drug testing at Ohio Health Consortium to follow the Township's Working Partners Policy. Eric Smith second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

**From the Trustees:**

Casey was asked to contact Susan Lent for an update concerning the township's Waste Management contract by the next meeting.

Trustee Kretzmann reported that the Roland Estates drainage project has come to a standstill. An easement for the Briggs property will be looked into.

Trustee Van Buren inquired as to feelings of the board to have two regular meetings per month.

Trustee Kretzmann has formed a committee consisting of the following members:

Trustee Eric Smith, Chairman

Casey Casto, Zoning Clerk

Rodney Osborne, member of the Zoning Commission

Anthony Sharp

Tom Hoffer

to make recommendations to the Trustees including but not limited to size and cost of a new township hall. A preliminary timeline would be to hire an architect, approve plans and solicit bids by the November, 2010 regular meeting. Trustee Van Buren would like to see the full board involved in the process. The Trustees will advertise for architects.

**Larry Kretzmann moved to hold a Special Meeting on June 21, 2010 at 7:00 p.m. for the purpose of holding a new township hall organizational meeting and any other**

business that comes before the board. Eric Smith second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.

*Motion passed.*

**Other Business:**

Larry Kretzmann moved to adopt Resolution 2010 06 07 02 which states: A RESOLUTION DETERMINING THAT IT IS NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL LIMITATION FOR THE PURPOSE OF GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING AND REPAIR OF STREETS, ROADS AND BRIDGES IN HARRISON TOWNSHIP AND REQUESTING THE LICKING COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE TOWNSHIP AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A TWO MILLS RENEWAL LEVY. Eric Smith second. Mark Van Buren moved to amend the motion to a one mill renewal levy instead of a two mill renewal levy. No second. Motion to amend died on the floor. Roll call: Kretzmann YES, Smith YES and Van Buren NO.

*The resolution was adopted.*

Mark Van Buren moved to approve all necessary expenses for board members attending the Ohio Township Association Summer one-day educational conference. Larry Kretzmann second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.

*Motion passed.*

Eric Smith moved to adopt Resolution 2010 06 07 03 which states: IN THE MATTER OF AUTHORIZING TOWNSHIP OFFICERS AND EMPLOYEES TO INCUR OBLIGATIONS ON BEHALF OF THE TOWNSHIP - OHIO REVISED CODE SECTION 507.11. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.

*The resolution was adopted.*

Eric Smith moved to adopt Resolution 2010 06 07 04 which states: CREDIT CARD POLICY – IN THE MATTER OF AUTHORIZING THE USE OF A CREDIT CARD, HELD BY THE TOWNSHIP, FOR WORK-RELATED EXPENSES. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.

*The resolution was adopted.*

Eric Smith moved to adopt Resolution 2010 06 07 05 which states: the Harrison Township Trustees – Licking County, Ohio has adopted a CELLULAR PHONE POLICY. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.

*The resolution was adopted.*

The next regular meeting will be Tuesday, July 6, 2010 since July 5<sup>th</sup> is a township holiday. Trustee Van Buren inquired as to placing a sign along the road of the township complex so that residents were aware of the playground and park facilities.

The Fiscal Officer reviewed various pieces of correspondence and the Financial Reports for the Trustees to review. Warrants and other documents were signed.

**Eric Smith moved to approve the minutes from the May 3, 2010 regular meeting with no additions or corrections and approve two mid month salaries and bills warrants 10105-10113 and 10136-10139 as well as salaries and bills, warrants 10118-10133 and 10140-10182. Mark Van Buren second. Roll call: Kretzmann YES, Smith YES and Van Buren YES.**

*Motion passed.*

The Trustees reviewed the results of the Licking County Planning Commission meeting that took place on May 24, 2010.

Being no further business, Chairman Larry Kretzmann adjourned the meeting at 9:30 p.m.

Respectively Submitted,

Carolyn I. Elder  
Harrison Township Fiscal Officer

The following resolutions are included in the June 7, 2010 Minutes:

Resolution 2010 06 07 01

Resolution 2010 06 07 02

Resolution 2010 06 07 03

Resolution 2010 06 07 04

Resolution 2010 06 07 05

Resolution to Remove a Junk Motor Vehicle  
Ohio Revised Code Section 505.871

Resolution # \_\_\_\_\_

The Board of Township Trustees of Harrison Township, Licking County, Ohio, met in regular session on the \_\_\_\_\_ day of \_\_\_\_\_, 2010, with the following members present:

\_\_\_\_\_

\_\_\_\_\_ moved the adoption of the following:

RESOLUTION

**WHEREAS**, the board is authorized by Ohio Revised Code Section 505.871 to provide, by resolution, for the removal of any junk vehicle in the unincorporated territory of the township the Board determines is a junk vehicle; and

**WHEREAS**, the board received a written complaint No. \_\_\_\_\_ regarding a possible junk motor located at

\_\_\_\_\_ ; and,

**WHEREAS**, the Board received a written report from the Zoning Inspector documenting the initial investigation; and,

**WHEREAS**, the findings of the written report indicated that a junk motor vehicle is in fact located at

\_\_\_\_\_ ; and,

**WHEREAS**, the motor vehicle in question is described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHEREAS**, The Board held a hearing on the \_\_\_\_\_ day of \_\_\_\_\_, 2010 to determine if the motor vehicle described above is a junk motor vehicle; and,

**WHEREAS**, the board provided notice of the hearing to the owner of the land as well as any holders of liens of record on the land; and,

**WHEREAS**, the Board has determined that the motor vehicle described above is three model years old, or older, apparently inoperable; and extensively damaged.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees hereby declares the above described motor vehicle, located at

\_\_\_\_\_, to be a "junk motor vehicle" as that term is defined in Ohio Revised Code Section 505.173; and,

**BE IT FURTHER RESOLVED** that the Board will cause the removal of the junk motor vehicle, not sooner than fourteen days after written notice of this resolution is served on the owner of the land and any other liens of record on the land; and

**BE IT FURTHER RESOLVED** that all expenses incurred in removing the junk motor vehicle shall be paid out of the township general fund from moneys not otherwise appropriated; and, **BE IT FURTHER RESOLVED** that the Township Fiscal Officer is

hereby directed to certify any and all expenses incurred, along with a proper description of the lands, to the Licking County Auditor to be placed upon the tax duplicate as a lien upon the land.

\_\_\_\_\_ seconded the Motion, and the Roll being called upon its adoption, the vote resulted as follows:

Yea: \_\_\_\_\_  
\_\_\_\_\_

Nay: \_\_\_\_\_  
\_\_\_\_\_

Dated this \_\_\_\_\_, day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Harrison Township Fiscal Officer

\_\_\_\_\_

RESOLUTION TO REQUEST THAT  
THE COUNTY AUDITOR CERTIFY VALUATION  
AND REVENUE INFORMATION PURSUANT TO R.C. 5705.03(B)

The Board of Trustees of Harrison Township met in regular session at the Harrison Township Administration Building on June 7, 2010, with the following members present:

Larry Kretzmann, Eric Smith and Mark Van Buren

Larry Kretzmann moved adoption of the following resolution:

A RESOLUTION DETERMINING THAT IT IS NECESSARY TO LEVY A TAX OUTSIDE THE TEN-MILL LIMITATION FOR THE PURPOSE OF GENERAL CONSTRUCTION, RECONSTRUCTION, RESURFACING AND REPAIR OF STREETS, ROADS AND BRIDGES IN HARRISON TOWNSHIP AND REQUESTING THE LICKING COUNTY AUDITOR TO CERTIFY THE TOTAL CURRENT TAX VALUATION OF THE TOWNSHIP AND THE DOLLAR AMOUNT OF REVENUE THAT WOULD BE GENERATED BY A TWO MILLS RENEWAL LEVY.

WHEREAS, this Board finds that the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of Harrison Township and it is necessary to levy a tax outside the ten-mill limitation; and

WHEREAS, pursuant to Division (B) of Section 5705.03 of the Revised Code, this Board must request certified information from the Licking County Auditor before submitting the question of a tax to the electors.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Harrison Township:

Section 1. This Board declares that it is necessary to levy a tax outside of the ten-mill limitation for the purpose of general construction, reconstruction, resurfacing and repair of streets, roads and bridges in Harrison Township as authorized by Section 5705.19(G) of the Ohio Revised Code, and that it intends to submit the question of the addition of that levy to the electors at a general election on November 2, 2010.

Section 2. This Board requests the Licking County Auditor to certify to it both (i) the total current tax valuation of the Township and (ii) the dollar amount of revenue that would be generated by a two mills renewal levy.

Section 3. The Township Fiscal Officer is authorized and directed to deliver promptly to the Licking County Auditor a certified copy of this resolution.

Section 4. This Board finds and determines that all formal actions of this Board and of any of its committees concerning and relating to the adoption of this resolution were taken, and that all deliberations of this Board and of any of its committees that resulted in such formal actions were held, in meetings open to the public, in compliance with the law.

Section 5. This resolution shall be in full force and effect from and immediately upon its adoption.

Eric Smith seconded the motion and the roll being called upon its adoption, the vote resulted as follows:

Yea: <u>Larry Kretzmann</u>	<u>Eric Smith</u>	_____
Nay: <u>Mark Van Buren</u>	_____	_____

Dated this 7<sup>th</sup> day of June, 2010.

\_\_\_\_\_  
 Carolyn I. Elder  
 Harrison Township Fiscal Officer

**FISCAL OFFICER'S CERTIFICATION**

I hereby certify that the foregoing is a true and accurate copy of a Resolution adopted by the Board of Township Trustees of Harrison Township in regular session on June 7, 2010.

Dated this 7<sup>th</sup> day of June, 2010.

\_\_\_\_\_  
 Carolyn I. Elder  
 Harrison Township Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
 Kenneth W. Oswalt  
 Licking County Prosecutor

**RESOLUTION 2010 06 07 03**

**BOARD OF TOWNSHIP TRUSTEES  
HARRISON TOWNSHIP, LICKING COUNTY, OHIO**

**JUNE 7, 2010**

**IN THE MATTER OF AUTHORIZING TOWNSHIP OFFICERS AND  
EMPLOYEES TO INCUR OBLIGATIONS ON BEHALF OF THE TOWNSHIP**

**OHIO REVISED CODE SECTION 507.11**

This day the Board of Township Trustees of Harrison Township, Licking County, Ohio, met in regular session, at the Township Administration Building, with the following members present:

Larry Kretzmann

Eric Smith

Mark Van Buren

Eric Smith moved the adoption of the following:

**RESOLUTION # 2010 06 07 03**

WHEREAS, Ohio Revised Code Section 507.11 authorizes the Board of Township Trustees to authorize, by resolution, Township officers and employees to incur obligations of two thousand five hundred dollars (\$2,500) or less on behalf of the Township; and,

WHEREAS, Ohio Revised Code Section 507.11 also provides that the obligations incurred on behalf of the Township by a Township officer or employee acting pursuant to any such resolution shall be subsequently approved by the adoption of a formal resolution of the Board of Township Trustees; and,

WHEREAS, the Board of Township Trustees has determined that it is necessary for the proper administration of the Township's duties and functions to authorize certain Township officers and employees to incur obligations on behalf of the Township.

NOW, THEREFORE, BE IT RESOLVED that the Board of Township Trustees hereby authorizes the following individuals to incur obligations in the amount specified below (Note: The amount cannot exceed Two Thousand Five Hundred Dollars (\$2,500)) on behalf of the Township:

<u>Fiscal Officer</u>	<u>Carolyn Elder</u>	<u>\$2,500.00</u>
<u>Road Superintendent</u>	<u>Ben Patterson</u>	<u>\$2,500.00</u>
<u>Road Department</u>	<u>Mike Stickle</u>	<u>\$2,500.00</u>

Zoning Inspector      Richard Casto      \$2,500.00

BE IT FURTHER RESOLVED that each individual authorized to incur obligations on behalf of the township shall provide copies and/or evidence of such obligations to the Township Fiscal Officer within 5 days of incurring the same.

BE IT FURTHER RESOLVED that all obligations incurred on behalf of the Township in accordance with the provisions of this resolution must be subsequently approved by the adoption of a formal resolution of the Board of Trustees.

Mark Van Buren seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Yea: Larry Kretzmann                      Eric Smith                      Mark Van Buren  
Nay: \_\_\_\_\_

Dated this 7<sup>th</sup> day of June, 2010.

Certificate

State of Ohio, Licking County

I the undersigned Fiscal Officer of Harrison Township, Licking County, Ohio, certify that the foregoing Resolution No. 2010 06 07 03 is taken and copied from the record of proceedings of the township and that it has been compared by me with the resolution on the record and it is a true copy.

June 7, 2010  
Date

\_\_\_\_\_  
Carolyn I. Elder  
Harrison Township Fiscal Officer

**RESOLUTION 2010 06 07 04**

**BOARD OF TOWNSHIP TRUSTEES  
HARRISON TOWNSHIP, LICKING COUNTY, OHIO**

**JUNE 7, 2010**

**IN THE MATTER OF AUTHORIZING THE USE OF A CREDIT CARD,  
HELD BY THE TOWNSHIP, FOR WORK-RELATED EXPENSES**

**OHIO REVISED CODE SECTION 505.64**

This day the Board of Township Trustees of Harrison Township, Licking County, Ohio, met in regular session, at the Township Administration Building, with the following members present:

Larry Kretzmann

Eric Smith

Mark Van Buren

Eric Smith moved the adoption of the following:

**RESOLUTION # 2010 06 07 04**

WHEREAS, Ohio Revised Code Section 505.64(A) provides that the Board of Township Trustees may authorize an officer, employee, or appointee of the Township to use a credit card held by the Board of Township Trustees to pay for work-related expenses; and,

WHEREAS, Ohio Revised Code Section 505.64(A) also provides that the debt incurred as a result of the use of a credit card pursuant to Ohio Revised Code Section 505.64 shall be paid from moneys appropriated by the Board of Township Trustees for such expenses; and,

WHEREAS, Ohio Revised Code Section 505.64(B) provides that the officer, employee, or appointee shall be liable in person and upon any official bond the officer, employee, or appointee has given to the Township for the unauthorized use of a credit card held by the Board of Township Trustees; and,

WHEREAS, Ohio Revised Code Section 505.64(C) provides that an officer, employee, or appointee who is authorized to use a credit card held by the Board of Township Trustees and who suspects the loss, theft, or possibility of unauthorized use of the credit card shall notify the Board of Township Trustees of the suspected loss, theft, or possibility of unauthorized use immediately in writing; and,

WHEREAS, Ohio Revised Code Section 505.64(C) provides that an officer, employee, or appointee may be held liable in person and upon any official bond the officer, employee, or appointee has given to the Township for up to fifty dollars in unauthorized debt incurred before the Board receives such notification; and,

WHEREAS, the Board of Township Trustees has determined that it is necessary for the proper administration of the Township’s duties and functions to authorize certain Township officers and employees to use a credit card held by the Board of Township Trustees to pay for work related expenses.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby authorizes the following individuals to use a credit card held by the Board of Township Trustees to pay for work related expenses:

Fiscal Officer	Carolyn Elder	\$2,500.00
Road Superintendent	Ben Patterson	\$2,500.00
Road Department	Mike Stickle	\$2,500.00
Zoning Inspector	Richard Casto	\$2,500.00

BE IT FURTHER RESOLVED that the debt incurred as a result of the use of that credit card shall be paid from moneys appropriated by the Board of Township Trustees for such expenses.

BE IT FURTHER RESOLVED that each individual authorized to use a township credit card in accordance with the provisions of this resolution shall be liable in person and upon any official bond that he/she has given to the Township for the unauthorized use of a credit card held by the Board of Township Trustees.

BE IT FURTHER RESOLVED that each individual authorized to use a township credit card in accordance with the provisions of this resolution shall notify the Board of Township Trustees in writing immediately of any suspected loss, theft, or possibility of unauthorized use of the credit card.

BE IT FURTHER RESOLVED that each individual authorized to use a township credit card in accordance with the provisions of this resolution may be held liable in person and upon any official bond that he/she has given to the Township for up to fifty dollars in unauthorized debt incurred before the Board of Township Trustees receives the aforementioned notification.

BE IT FURTHER RESOLVED that the credit card obligations incurred by each individual authorized to use a township credit card in accordance with the provisions of this resolution shall be presented to the Board of Township Trustees within 5 days/by the first regularly scheduled township trustees meeting following receipt of the credit card statement for purposes of the Board of Township Trustees approving the same by adoption of a formal resolution (Not applicable if the Board of Township Trustees receives the credit card statement directly).

BE IT FURTHER RESOLVED that each individual authorized to use a township credit card in accordance with the provisions of this resolution shall not use the credit card for

non-work related expenses, and that the use of the credit card for non-work related expenses is grounds for immediate removal from his/her employment with the Township.

BE IT FURTHER RESOLVED that each individual authorized to use a township credit card in accordance with the provisions of this resolution shall return the credit card to the Board of Township Trustees upon demand and/or the termination of his/her employment with the Township.

BE IT FURTHER RESOLVED that the Township Fiscal Officer shall certify the existence of sufficient unencumbered funds to pay for such credit card expenditures where such a certificate is required by Ohio Revised Code Section 5705.41(D).

Mark Van Buren seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Yea: <u>Larry Kretzmann</u>	<u>Eric Smith</u>	<u>Mark Van Buren</u>
Nay: _____	_____	_____

Dated this 7<sup>th</sup> day of June, 2010.

Certificate

State of Ohio, Licking County

I the undersigned Fiscal Officer of Harrison Township, Licking County, Ohio, certify that the foregoing Resolution No. 2010 06 07 04 is taken and copied from the record of proceedings of the township and that it has been compared by me with the resolution on the record and it is a true copy.

June 7, 2010  
Date

\_\_\_\_\_  
 Carolyn I. Elder  
 Harrison Township Fiscal Officer

## **RESOLUTION 2010 06 07 05**

### **HARRISON TOWNSHIP LICKING COUNTY, OHIO**

#### **CELLULAR PHONE POLICY**

The Board of Harrison Township Trustees has determined that it is necessary for certain Township officials and employees to use cell phones in the fulfillment of their Township functions and duties. This policy establishes the procedures for the authorization, deployment, and use of cell phones in order to contain costs and to ensure accountability and personal responsibility.

##### **I. General Provisions**

- a. While it is acknowledged that personal use of cell phones issued by the Township may be necessary on occasion, that use must be responsible and incidental to a Township use.
- b. Cell phones shall be issued by the Board of Township Trustees only to those officials and employees with a demonstrated need for them.
- c. The Board of Township Trustees will review the list of cell phone users annually to ensure that the officials and/or employees continue to demonstrate a need for the cell phone.
- d. Any cell phones purchased by the Township are owned by the Township; and, they shall be returned to the Township when the official is no longer in office, the employee separates from service, when the need for such equipment is no longer needed, or when the Board of Township Trustees requests the return of the cell phone.
- e. All Township officials and employees who receive a cell phone will sign an acknowledgment form provided by the Township upon receipt of a cell phone.
- f. The Board of Township Trustees reserves the right to amend this policy at any time.

##### **II. Rules and Terms of Use**

- a. Township issued cell phones are to be used for the purpose of conducting Township business. However, personal use of the cell phones is permitted when it does not interfere with Township business and functions, personal use of the cell phone is kept to a minimum, and the official and/or employee reimburses the Township for any expenses incurred by reason of that personal use.
- b. Township officials and employees are required to report any personal use associated with a Township issued cell phone to the Board of Township

Trustees. **The Township officials and employees who are issued cell phones by the Board of Township Trustees are required to reimburse the Township for the cost of any personal calls and a pro rata share of the monthly charge.**

- c. Township officials and employees must safeguard any cell phone and cell phone equipment in their possession.
- d. Any loss or damage to a cell phone or cell phone equipment issued by the Township must be reported immediately to the Board of Township Trustees.
- e. Township officials and/or employees must return any cell phone or cell phone equipment issued by the Township either upon termination of office/employment or upon the request of the Board of Township Trustees.
- f. The Board of Township Trustees reserves the right to audit and review the usage of cell phones issued by the Township (including cell phone bills).
- g. Any misuse of a cell phone issued by the Township shall subject a Township employee to discipline, including the termination of his or her employment with the Township.
- h. Township officials and employees shall not use cell phones issued by the Township for any illegal purpose.
- i. Township officials and employees who use cell phones issued by the Township while operating a motor vehicle will use the cell phone only when the vehicle is parked and, under no circumstances, will they use the cell phone while driving.
- j. Township officials and employees shall sign each month's cell phone statement concerning personal use.

I have read the above Policy adopted by the Board of Harrison Township Trustees regarding the use of cell phones and hereby agree to comply with these guidelines.

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 (Township official or supervisor witnessing signature)

\_\_\_\_\_  
Date