

Mr. Holko called the regular scheduled Trustee Meeting to order on Tuesday, November 15, 2011, with the following Trustees present and answering roll call.

Mr. Holko, here
Mr. French, here
Mr. Seemann, here

Following the pledge of Allegiance the minutes to the previous meeting were read.

Mr. French moved to approve the minutes of November 1, 2011, as read. Mr. Seemann seconded the motion.

Motion Carried	Roll Call	Mr. Holko, abstain
#285-2011		Mr. French, yes
		Mr. Seemann, yes

Guests

Ken Weeks Zoning Commission Chairman announced a special meeting to be held on November 29, 2011, in the meeting room of the administration building at 7:00 PM

John Hickey Zoning Commission member presented a letter of resignation to the board of trustees. Effective December 31st.

Mr. Hickey also gave a recommendation to use the DAS.GOV State Web Site to purchase used equipment for the road department.

Roger Peterson a Bloomfield Trustee requested the support of the board to attend a meeting in the Trumbull County Commissioners Office concerning the amount of land owned by the State. His concern was the amount of revenue that is lost to the townships through property tax.

Mark Webb newly elected Trustee thanked Trustee Andrew Holko for his service to the Township for the last 16 years.

Fire Chief Roger French reported the Tornado siren is down due to a lighting strike. It could cost as much as 6 to 700.00 if it is the electronic board.

Chief French should have final prices for tires for the engine by the next meeting.

Chief French and Trustee Seemann met with a sales representative from Verizon Wireless for a bid on new cell phones.

Old Business

Trustee Seemann reported that possibly the township could save \$50.00-\$100.00 per month with new cell phones.

Trustee Seemann read a number of Township Polices for discussion an approval.

Mr. Seemann moves to approve the Bristol Township Purchasing Policy as read.

Bristol Township departments and administration may procure supplies, materials, equipment, and services following the procedures outlined in sections 125.022 through 125.09 of the Ohio Revised Code.

Bristol Township may make any purchase of supplies, equipment, or services that cost \$50,000.00 or less without competitive bid and selection if the Board of Trustees passes a motion with a majority vote. The township official in charge of the purchase must provide to the Board with 3 price quotes from local vendors if possible.

Bristol Township will allow the Township Fire Chief to purchase supplies or equipment, without previous Board approval, if amount of purchase is less than \$750.00 in a 30 day period.

Bristol Township will allow the Township Fiscal Officer to purchase supplies or equipment, without previous Board approval, if amount of purchase is less than \$750.00 in a 30 day period.

Bristol Township will allow the Township Supervisor to purchase supplies or equipment without previous Board approval, if amount of purchase is less than \$750.00 in a 30 day period.

Bristol Township may suspend procurement procedures in the event of a State or Federal declared emergency.

Mr. French seconded the motion.

Discussion: Effective January 1, 2012.

Motion Carried
#286-2011

Roll Call

Mr. Holko, abstain

Mr. French, yes

Mr. Seemann, yes

Mr. Seemann moved to approve the Bristol Township Credit Card Use Policy as read.

Credit Card Use Policy

Township credit cards are available to:

- Township Fire Chief
- Township Supervisor
- Township Fiscal Officer
- Township Trustees

Township credit card may be used for purchases of less than \$750.00 without the previous approval of the Board of Trustees. Purchases over \$750.00 require approval of the Board of Trustees and must meet all requirements of the Bristol Township Purchasing Policies.

The opening of a credit card account or the increase of credit card limits can only be approved by the Board of Trustees.

Tax-exempt forms must be used for any and all purchases. It is the responsibility of card users to make sure any and all purchases are tax-exempt. It will be the responsibility of each person to reimburse the Township for any taxes paid on any purchases.

All items purchased must be items for routine purchase or items that need replaced in an emergency, and must be purchased from approved vendors.

Perdiems are not to be put on a credit card. Perdiems are paid by check to qualifying employees at the time of the event.

Credit card procedures:

1. Credit card policy is overseen by the Fiscal Officer
2. A log sheet will be kept by the Fiscal Officer, Township Supervisor, Township Trustee, and Fire Chief for credit card use, it will include:
 - A. date of purchase
 - B. vendor name
 - C. reason for purchase
 - D. amount of purchase
3. Log sheets will be turned into Fiscal Officer on a monthly basis.
4. All invoices, receipts, and tax-exempt forms must be turned in with log sheets

Mr. French seconded the motion.

Discussion: Effective January 1, 2012

Motion Carried
#287-2011

Roll Call

Mr. Holko, abstain
Mr. French, yes
Mr. Seemann, yes

Mr. Seemann moved to approve the Bristol Township Anti-Fraud Policy as read.

Bristol Township Anti-Fraud Policy

Introduction

Bristol Township is committed to the highest moral and ethical behavior by its employees and all township officials. To that end, Bristol Township establishes an anti-fraud policy.

Purpose

The purpose of this anti-fraud policy is to prohibit dishonest and/or fraudulent activity and to establish procedures for reporting fraudulent activities to Township officials.

Scope

This policy applies to any fraud, or suspected fraud, involving employees, township officials, contractors, consultants, and any business or agency doing business with Bristol Township.

Definitions and Examples of Fraud, Waste, and Abuse

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

Waste is the loss or misuse of Township resources that results from deficient practices, system controls, or decisions.

Abuse is the intentional, wrongful, or improper use of resources, such as tools, copy machines, computers, and vehicles.

Examples of fraud are:

- Forgery or alteration of a check, bank draft, or financial document
- Theft of a check or other diversion of a taxpayer payment
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Theft of cash intended to be transferred by an employee to the township

Profiteering as a result of insider knowledge of agency operations or information
The sale of confidential information for profit
Any employee accepting or seeking compensation of anything of value from contractors or service providers
Destruction, removal, or inappropriate use of Township records

Responsibility to Report Fraud

Each Township employee and Township official is required to report any suspected fraud, theft, waste or abuse or other dishonest conduct to supervisors.

The identity of an employee who reports suspected fraud will be protected to the full extent allowed by law.

Guidelines for Handling a Report of Fraud

The individual reporting the fraud should receive the following instructions and information:

- Do not contact the suspected individual in an effort to determine facts
- Do not try to investigate the suspected individual
- Observe strict confidentiality.
- Do not discuss the case with anyone else
- The Township will not tolerate any form of retaliation against individuals providing information concerning suspected fraud
- Every effort will be made to protect the rights of the individual involved
- The identity of an employee who reports fraud will be protected to the full extent of the law

Disciplinary Action

Failure to comply with any part of this policy is grounds for disciplinary action, including immediate termination.

An employee who:

1. Has engaged in any form of fraud, waste, or abuse
2. Suspects or discovers fraudulent activity and fails to report his or her suspicions
As required by this policy
3. Intentionally reports false or misleading information
Is subject to disciplinary action, including termination

Mr. French seconded the motion.

Discussion: Effective January 1, 2012

Motion Carried

Roll Call

Mr. Holko, abstain

Mr. French, yes

Mr. Seemann, yes

Mr. French moved to approve the Bristol Township Conflict of Interest Policy as read.

Conflict of Interest Policy

Purpose

Bristol Township officials and employees are required to support and advance the interests of Bristol Township and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of Bristol Township. Chapter 102 of the Administrative Ohio Revised Code outlines the code of ethics for local government officials and employees.

Examples

Officials and employees are not allowed to use their positions to give anyone special treatment that would advance their own interests or that of any member of an official or employees family, their friends, or business associates.

Officials and employees may not accept any personal gifts, money, discounts, or favors including any benefit to family members.

Officials or employees who have financial interests in any Township business transaction or Township contract, or have family members, friends, or business associates with such interests, must not represent or advise the Township.

Responsibility to Report Fraud

It is the responsibility of all Township officials and employees to immediately report a conflict of interest to the Board of Trustees.

Disciplinary Action

Officials and employees who fail to comply with this policy will be subject to disciplinary action, possible criminal charges and possible termination of employment.

Mr. Seemann seconded the motion.
Discussion: Effective January 1, 2012
Motion Carried
#289-2011

Roll Call
Mr. Holko, abstain
Mr. French, yes
Mr. Seemann, yes

After discussion it was decided not to approve the Use of Township Equipment & Vehicle Policy and the Clothing Allowance Policy as read at this time.

Mr. Seemann reported the computers for the Cemetery and Road Department Offices are here but not set up yet. The current cemetery software will not work in Windows so different software is being considered.

New Business

Mr. French reported the lighting committee has started decorating the park and the lights will be turned on Sunday after Thanksgiving, November 27th. There will not be a formal ceremony this year.

Mr. Seemann moved to accept a letter of resignation from John Hickey effective December 31, 2011. Mr. Holko seconded the motion.
Discussion: The Board of Trustees would like to thank Mr. Hickey for the 8 years of service to the township through his work on the Zoning Commission and the Zoning Board of Appeals.
Bristol Township Trustees are seeking positions on the Zoning Board of Appeals and the Zoning Commission at this time. Any interested residents should send a letter of interest to any Trustee.

Motion Carried
#290A-2011

Roll Call
Mr. Holko, abstain
Mr. French, yes
Mr. Seemann, yes

Mr. French moved to have one Trustee Meeting in December, Tuesday December 20, 2011, in the Meeting room at 7:00 PM and the organizational meeting on December 31, at 9:00AM. Mr. Seemann seconded the motion.

Motion Carried
#290-2011

Roll Call

Mr. Holko, abstain
Mr. French, yes
Mr. Seemann, yes

Trustee Holko read a letter requesting the adoption of the following resolution from the Trumbull County EMA.

Mr. Seemann moved to adopt the Multi-Jurisdictional Hazard Mitigation Plan Resolution

WHEREAS the Trumbull County Emergency Management Agency (EMA) has developed a Multi-Jurisdictional Hazard Mitigation Plan that includes all hazards to which Trumbull County and its municipalities are susceptible as per section 322 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act,

WHEREAS the Township of Bristol has been assessed for its susceptibility to all hazards,

WHEREAS a list of all critical facilities and other assets in the Township of Bristol that could be affected by hazard events has been generated and included in a county wide list of assets,

WHEREAS the estimated potential losses that Bristol assets could incur during a hazard event have been calculated,

WHEREAS goals, objectives, and strategies to militate against the hazards that have been identified in the county, including the Township of Bristol have been developed,

WHEREAS mitigation measures for the Township of Bristol and surrounding areas have been analyzed,

WHEREAS mitigation strategies for the Township of Bristol and surrounding areas have been prioritized,

WHEREAS Trumbull County's stakeholders and EMA have agreed to periodically review and update the Multi-Jurisdictional Hazard Mitigation Plan

THEREFOR BE IT RESOLVED THAT THE TOWNSHIP TRUSTEES OF BRISTOL TOWNSHIP hereby adopts and plans to implement the actions prescribed in the Multi-Jurisdictional Hazard Mitigation Plan.

Adopted this 15 day of November, 2011

Mr. French seconded the motion.

Motion Carried
#291-2011

Roll Call

Mr. Holko, yes
Mr. French, yes
Mr. Seemann, yes

Trustee Seemann read the auditors statement in accordance with GASB financial reporting to the State of Ohio. Trustee Seemann presented a proposal from Julian & Grube accounting firm to prepare the Townships financial statement in the GASB form. After some discussion it was decided to table the discussions until the next meeting.

Mr. Seemann moved to pay the bills. Mr. French seconded the motion.

Motion Carried

#292-2011

Roll Call

Mr. Holko, yes

Mr. French, yes

Mr. Seemann, yes

Mr. Seemann moved to adjourn at 8:36 PM. Mr. French seconded the motion.

Motion Carried

#293-2011

Roll Call

Mr. Holko, yes

Mr. French, yes

Mr. Seemann, yes

Andrew R. Holko III, Chairman

Ramon W. French, Trustee

Douglas S. Seemann, Trustee

ATTEST: Ida Dolly Mansfield, Fiscal Officer