RESOLUTION 59-2026

2027 Procedure for Purchasing Materials from Medina County Engineer

BRUNSWICK HILLS TOWNSHIP

WHEREAS, the Board of Trustees of Brunswick Hills Township, Medina County, Ohio, met in regular session on Tuesday, October 27, 2026, commencing at 7:00 PM;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Brunswick Hills Township will Resolve to accept the 2027 Procedure for Purchasing Materials from the Medina County Engineer (per Resolution No. 26-0716 from Medina County Commissioners and Letter Dated October 6, 2026, from Medina County Engineer, Andrew J. Conrad);

MEDINA COUNTY ENGINEER

POLICY OF PROCEDURE FOR SALE OF MATERIALS

Section 307.12 (A) of the Ohio Revised Code grants permission to the Board of County Commissioners to sell materials to the Federal Government, State or any political subdivision of the State.

Section 307.15 grants permission to the Board of County Commissioners to enter into an agreement with the legislative authority of any township or municipal corporation within the County, whereby the Board or any County official designated by the Board, purchases at the request of the township or municipal corporation, any materials for construction, maintenance, or repair of any township or municipal road, for the maintenance or repair of any township or municipal corporation building, and sells materials to township or municipal corporation at the cost to the County, which cost shall include the purchase price and any expense incurred in such purchase, providing the amount involved does not exceed, in the case of a township, One Thousand Dollars ($1,000.00). The Medina County Commissioners have adopted 26-0716 authorizing the County Engineer to sell materials and supplies to the various townships or municipal corporations within Medina County. The sale of any materials to townships or municipal corporations will be dependent on availability of supply to the seller.

The agreement with the townships or municipal corporations will expire at the end of each calendar year and will have to be renewed on a yearly basis at the end of each calendar year. Legislative authorities that do not enter into this agreement will not be able to purchase materials from the County Engineer.

Because of the increased demands for materials, the more predominant of these being traffic signs and salt , the Medina County Engineer has established a procedure to be used by all governments and their departments. In all

instances where materials are to be purchased, an estimate of cost will be agreed on by the Medina County Engineer and the department making the purchase. Purchase orders signed by department head, administrator, or clerk must be presented to the County Engineer prior to or at the time of pickup of materials. A blanket or "more to go" purchase order will be acceptable, but townships must not exceed One Thousand Dollars ($1,000.00). A list of the names of those personnel authorized to pick up materials for a department must be furnished to the County Engineer. Those picking up materials will be required to sign a slip acknowledging that they received the materials indicated.

When purchasing materials that are stored at the Highway Garage, no loading will be permitted without the knowledge and approval of the Highway Superintendent or his authorized representative. Loading times will be limited to those hours when the Highway Garage is operating.

Billing will be done on a monthly basis by the Medina County Engineer.

POLICY EFFECTIVE: NOVEMBER, 1997

Trustee Nixon offered the following Resolution and moved for adoption of **Resolution 59-2026, 2027 Procedure for Purchasing Materials from Medina County Engineer.**

Motion was duly seconded by Trustee Destro.

Voting:
Ryan Nixon YES Thomas DeCastra YES Tony Destro YES

_____ _____
Ryan Nixon Thomas DeCastra

_____
Tony Destro

The foregoing is a true and correct copy of the proceedings before this Board at its Regular Meeting on Tuesday, October 27, 2026, showing the adoption of the Resolution hereinabove set forth.

Certified by: _____
Bob Roksandich, Fiscal Officer
Brunswick Hills Township