ANATOMY OF
A
TOWNSHIP

2014
Winter Conference
Ohio Township Association

Donald F. Brosius
Hannah E. Fout
BROSIUS, JOHNSON & GRIGGS, LLC
50 West Broad Street, Suite 3300
Columbus, Ohio 43215-5917
dbrosius@BJGlaw.net
hfout@BJGlaw.net
Phone: 614.464.3563
Fax: 614.224.6221
Anatomy of a Township

I. Introduction

A. What is a township
   • Source of township authority
   • No police powers
   • Statutory
   • Exception – Home Rule
Anatomy of a Township

II. Township Boundaries

A. Boundaries

• Incorporated vs. unincorporated areas of a township

• Annexation and conformance of boundaries
Anatomy of a Township

III. Organization and Structure

A. Flow Chart

- Fiscal Officer
  - Fiscal Assistant
- Board of Trustees
  - Township Administrator
    - Road
    - Parks
    - Cemetery
    - Police
    - Fire
    - Zoning
Anatomy of a Township

III. Organization and Structure (Continued)

B. Trustees

• Legislative Authority
• Sunshine Law
• Resolution vs. Motion
III. Organization and Structure (Continued)

C. Fiscal Officer

• Treasurer and record keeper of township
• Public Records Act
• Audit Committee
• Records Retention Commission
III. Organization and Structure (Continued)

D. Hiring Authority
   • Generally, Board hires
   • Exception
     – Fiscal Officer
     – Zoning Commission

E. Township Administrator
   • ORC Sections 505.031 and 505.032
Anatomy of a Township

III. Organization and Structure (Continued)

F. Other Township Personnel

• Employees at will: Road; Zoning; others
• Exceptions
  – Police
  – Fire
Anatomy of a Township

III. Organization and Structure (Continued)

G. Volunteer Boards
  • Zoning Commission
  • BZA
    – For Cause removal
  • Others: depends on how they are appointed
  • Sunshine law
  • Ethics laws
Anatomy of a Township

III. Organization and Structure (Continued)

H. Township Jurisdiction

• District v. Department
  – Police
  – Fire
  – Road
• Contracts for safety services
  – Sole service provider agreements
  – Mutual aid
• Zoning
III. Organization and Structure (Continued)

I. Expansion of Jurisdiction or Authority
   • Shared services statute
   • Intergovernmental agreements
   • Relationships

J. Home Rule Townships