

Trustee Duties

Township's in Ohio are political subdivisions of the State and were the first form of local governments created in Ohio. Today, there are 1,308 Townships in Ohio. Since the adoption of the Ohio Constitution in 1851, the basic form of township government has remained unchanged.

The Milton Township Board of Trustees consists of three elected Trustees and one Fiscal Officer, responsible for governing the affairs and functions of the township. While Township Trustees fill their offices on a part-time basis, they are always ready to meet their responsibilities face-to-face and are able to deal effectively with modern problems because of their intimate knowledge of the community, its needs and its people. Township government in Ohio generally offers more personal service, more attention to individual needs and a better understanding of local problems than any other unit of government.

The duties of the Trustees and Fiscal Officer are proscribed in Chapter 5 of the Ohio Revised Code. Trustees have both limited legislative functions as well as executive functions while the Fiscal Officer has responsibilities for financial functions. Township Trustees are elected to four-year terms commencing on January 1st following the November elections.

Township roads: The responsibility to provide and maintain township roads is the largest function of most of Ohio's townships and includes paving, repairs, snow removal and weed controls. Townships in Ohio receive a small portion of the states motor vehicle license fees as well as gasoline taxes to help fund the maintenance costs of roads. Townships in Ohio maintain more than 39,000 miles of roads and streets.

Fire protection: Township fire departments can be staffed with full-time, part-time or volunteer firefighters, or any combination of all three. Ohio law permits townships and municipalities to contract with each other for mutual fire protection and to create fire districts. Currently, the Sterling Fire District is comprised of a volunteer and part-time staff.

Cemeteries: Townships in Ohio manage over 1,800 cemeteries. Township trustees have authority to sell plots, set fees for services, maintain and expand the cemetery. Private cemeteries owned by religious or cemetery associations may be transferred to the township.

Parks & Recreation: Townships may establish and operate parks on their own or by joint action with another political subdivision. Townships may purchase land and material to improve or acquire park and recreational lands. A township park district may also be established as a separate political subdivision with its own taxing authority.

Personnel: Township trustees can appoint and hire employees as necessary to execute the duties and functions of the Township and provide for wages and benefits for such employees.

Public Records Request Policy:

Under Ohio law, you may request access to the public records of Milton Township.

You may request:

- Copies of public records; or
- An opportunity to inspect them.

When making a public records request, you are NOT required to:

- Make your request in writing; or
- Give us your name, address, or a reason for wanting the records.

However, putting your request in writing, and/or giving us your name, address and a reason for wanting the records, may allow us to expedite the reply to your request.

When making your request, be as clear and as specific as possible, as this will help us to find and give you the records faster.

Some records held by this office are confidential except to certain people. For those records, we may need to ask for your name and address to make sure that we are not breaking the law by giving out records to individuals who are not entitled to them.

For requests involving a large number of documents, you may be asked to pre-pay for the cost of copying, packaging, and delivery. However, Milton Township cannot charge you for the opportunity to inspect records.

If we deny your request for records, we will tell you why we did so.

If you do not already know who to call for a particular record, or need assistance with making your request, you may call the Milton Township's Fiscal Officer at 330-939-1105 or email the Fiscal Office at: miltontwp.fiscal@yahoo.com