

**BOARD OF TRUSTEES  
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

**RESOLUTION NO 18-120**

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES KINDLY ASK THE FISCAL OFFICER TO PREPARE  
ALL VOUCHERS, WARRANTS, AND PAYMENTS AND PRESENT THEM PHYSICALLY TO TRUSTEES  
DURING EACH REGULAR TRUSTEE MEETING TO BE APPROVED BY TRUSTEES WITH TRUSTEES  
SIGNING THE CHECKS AT THE TRUSTEE MEETINGS EVERY TWO WEEKS**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular meeting on the 21<sup>st</sup> day of August 2018 at 7:00 pm at the Township Offices located at One Business Park Drive, Dayton, Ohio with the following members present: **James McGuire ( ) Roy Mann ( ) M. Michael McLaughlin ( )**

Trustee McLaughlin moved for the adoption of the following Resolution:

**WHEREAS**, Jefferson Township Trustees want all payments to be made in a timely manner; and

**WHEREAS**, the Jefferson Township Board of Trustees are trying to eliminate any reason that bills are not being paid on a regular basis;

**WHEREAS**, the Trustees want to streamline and improve on the process for the payment procedures; and

**WHEREAS**, the Jefferson Township Trustees agree to sign all checks at the Regular Trustees Meetings held every two (2) weeks to ensure all bills are paid and mailed out on a two-week schedule;

**WHEREAS**, the Jefferson Township Board of Trustees will sign all checks during / at the conclusion of each Trustee meeting, after Trustees approve invoices, vouchers, and warrants to be paid during the meeting; and

**WHEREAS**, once the checks are approved and signed by the Trustees, the checks will be given to the Fiscal Officer to mail out.

**WHEREAS**, the Township Trustees ask the Fiscal Officer to mail the signed checks to vendors immediately upon receipt of the signed checks.

**WHEREAS**, if an emergency payment is to be made prior to the next regularly schedule Trustee meeting, this payment is to be issued pursuant to ORC 5705.41 & 507.11 (B).

**NOW, THEREFORE, BE IT RESOLVED** the Jefferson Township Board of Trustees kindly ask the Fiscal Officer to prepare all vouchers, warrants, and payments and present them physically to Trustees during each Regular Trustee Meeting to be approved by Trustees with Trustees signing the checks at the Trustee Meetings every two-weeks.

Trustee Mann seconded the motion and the roll was called on the question of its adoption.

The vote was as follows: James McGuire (✓) Roy Mann (✓) M. Michael McLaughlin (✓)

Adopted: 21<sup>st</sup> day of August 2018

James McGuire  
James McGuire, President

Roy Mann  
Roy Mann, Vice President

M. Michael McLaughlin  
M. Michael McLaughlin, Trustee

Attest: \_\_\_\_\_  
Tracey Edwards, Fiscal Officer

RES. 18-120