

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

RESOLUTION NO. 18-122

*TABLED*

**The Jefferson Township Trustees Move to Enact the Jefferson Township Road Department  
Road Maintenance Log(s) for Immediate Use Beginning September 1<sup>st</sup>, 2018**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio met in regular session on the 21<sup>st</sup> day of August 2018, at 7 p.m. at the Township Offices located at One Business Park Drive, Dayton, Ohio with the following members present:

Roy Mann ( )      James McGuire ( )      Mike McLaughlin ( )

Trustee *JMK* moved the adoption of the following resolution:

**WHEREAS**, the role of the Jefferson Township Board of Trustees is to establish the operational Guidelines, Policy and Direction for the Operation of the Jefferson Township Road Department. This resolution clarifies and amends resolutions **17-001, 17-002, 17-003** passed January 3, 2017; **and**

**WHEREAS**, the purpose of the daily tracking logs is to provide a daily tracking of all of the work completed and the time spent by all employees of the Jefferson Township Road Department; **and**

**WHEREAS**, the employees of the Jefferson Township Road Department have an obligation to demonstrate to the Taxpayers, Trustees, and Township Administrator that they are completing their assigned tasks in the most efficient and cost effective manner; **and**

**WHEREAS**, the logs will benefit our employees by giving them a daily record that they are working towards their annual performance goals and objectives. Employees will be required to have these logs completed and turned in with their time sheets. The Trustees and Township Administrator reserve the right to make changes and modifications at any time to the log reporting forms; **and**

**WHEREAS**, it is the desire of the Jefferson Board of Trustees and the Township Administrator to have a clear and concise process in place to demonstrate to the taxpayers that the Road Department is operating in a cost efficient manner. The logs will serve as a management and development tool as well as a record of work completed.

**NOW, THEREFORE BE IT RESOLVED**, that the Jefferson Township Board of Trustees adopt the Jefferson Township Road Maintenance Log for immediate use September 3<sup>rd</sup>, 2018.

Trustee *B* seconded the motion, and the roll was called on the question of its adoption.

The vote was as follows:

Roy Mann (ip)

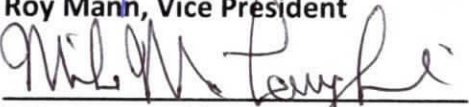
James McGuire (ip)

Mike McLaughlin (ip)

Adopted: August 21, 2018

  
James McGuire, President

  
Roy Mann, Vice President

  
Mike McLaughlin, Trustee

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

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