

RESOLUTION NO. 01 - 2024

Resolution Authorizing Various Township Personnel to Incur Obligations on Behalf of the Township Pursuant to Ohio Revised Code §507.11

WHEREAS, on March 27, 1984 the West Chester Township Board of Trustees delegated “Department Heads” the authority to obligate spending amounts less than seven hundred fifty dollars (\$750.00) limit on behalf of the Township; and,

WHEREAS, on March 10, 2009 the West Chester Township Board of Trustees delegated Township Administrator the authority to obligate spending amounts no more than two thousand five hundred dollars (\$2,500.00) on behalf of the Township while continuing the “Department Head” authority from 1984; and,

WHEREAS, on March 26, 2019 the West Chester Township Board of Trustees delegated Township Administrator and Assistant Township Administrator to incur obligations of seven thousand five hundred dollars (\$7,500.00) or less on behalf of the Township; and,

WHEREAS, on March 26, 2019 the West Chester Township Board of Trustees delegated Department Heads to incur obligations of five thousand dollars (\$5,000.00) or less on behalf of the Township; and,

WHEREAS, each increased purchase limit authorized by the Board reflected the increased costs of doing business as a result of inflationary factors and increased costs of materials, supplies, services, equipment, etc. necessary to perform basic daily functions and operations more efficiently; and,

WHEREAS, the complexity of Township operations necessitates expansion of the category of employees permitted to obligate funds on behalf of the Township; and,

WHEREAS, ORC 507.11 allows Township Boards of Trustees to delegate authority up to ten thousand dollars (\$10,000.00);

NOW THEREFORE, BE IT RESOLVED that the West Chester Township Board of Trustees does hereby agree to:

SECTION 1. Rescind and replace Resolution 06-2019 with Resolution 01- 2024; and,

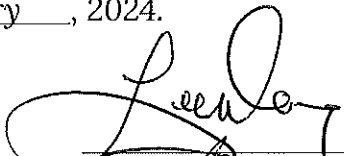

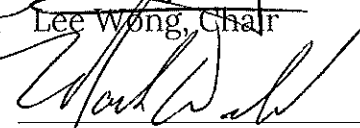
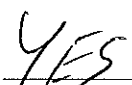
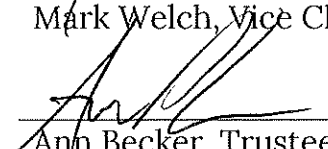
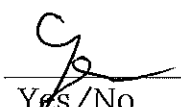
SECTION 2. Authorize the Township Administrator to incur obligations of seven thousand five hundred dollars (\$7,500.00) or less on behalf of the Township and authorize the

Assistant Township Administrator to do so in cases when the Township Administrator is absent pursuant to Ohio Revised Code §507.11.

SECTION 3. Authorize a "Department Head" to incur obligations of five thousand dollars (\$5,000.00) or less on behalf of the Township pursuant to Ohio Revised Code §507.11. "Department Head" is defined as any individual who reports directly to the Township Administrator per the organizational chart. A Department Head may designate a subordinate staff member included on the approved list outlined in Section 4 or another Department Head to incur obligations on his or her behalf when the Department Head will be absent for an extended period.

Section 4. Authorize a Department Head to designate up to three staff members to incur obligations of two thousand five hundred dollars (\$2,500.00) or less on behalf of the Township pursuant to §507.11. A Department Head may approve an obligation amount less than \$2,500.00 for all or some designated staff members. Staff members designated under this section shall be approved through a memorandum signed by the Township Administrator; such memorandum may be amended as required to accommodate Township operations.

Adopted this 9th day of January, 2024.


 _____ Lee Wong, Chair	 _____ Yes/No
 _____ Mark Welch, Vice Chair	 _____ Yes/No
 _____ Ann Becker, Trustee	 _____ Yes/No

ATTEST:



Bruce Jones, Fiscal Officer

APPROVED AS TO FORM:



Scott D. Phillips, Law Director