

RESOLUTION 034-2025

*Authorizing Approval of Payments and Handling of Routine Matters During
Recess of Regular Meeting Schedule*

Cuyahoga County, Ohio

Be It Resolved by the Township Trustees of Olmsted Township

WHEREAS, this date, April 17, 2025, Trustee Alton moved the adoption of the following Resolution:

WHEREAS, the Board of Trustees has elected to suspend its regular meeting schedule and recess during the months of May and June ,2025; and

WHEREAS, the Board desires to expressly empower the Township Fiscal Officer to proceed with the payment of authorized township obligations, approval of routine matters, and otherwise provide for the orderly transaction of business by the Township Administrator, Law Director and Department Heads during the recess period.

NOW THEREFORE, it is hereby RESOLVED by the Board of Trustees that, throughout the period of the recess:

1. The Fiscal Officer is authorized to prepare all warrants or drafts, and other forms of payment, required to pay all authorized township employee payroll and benefit expenses.
2. The Fiscal Officer is authorized to prepare all warrants or drafts, and other forms of payment, required to pay all existing obligations for which there has been an approved appropriation and encumbrance by purchase order, contract, or otherwise.
3. The Fiscal Officer is authorized to prepare and publish any minutes of the Board, and all corresponding matters routinely addressed as consent agenda items as part of a regular Board meeting.
4. In support of the foregoing, the Fiscal Officer may make such budget adjustments or fund transfers as may be deemed necessary and reasonable.

5. All routine office, project, and community matters, including inquiries and correspondence, will continue to be addressed by the Township Administrator, Department Heads, Law Director, and individual Trustees, in the ordinary course. The Board shall call, schedule, and prepare notice(s) and agenda(s) for any special meetings throughout the period of the recess as may be required.

Trustee A. Cole seconded the motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted the 17 day of April, 2025.

[Signature]
[Signature]
[Signature]
Township Trustees

Attest: [Signature]
Township Fiscal Officer

Approved as to form
[Signature]
James F. Mathews, Law Director