

RECORD OF PROCEEDINGS

Minutes of

Meeting

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ 20 _____

Springfield Township Trustees

January 5th, 2026

Trustee Special/General Purpose Meeting

Meeting called to order by Tim Foley, Board President at 8 AM with the Pledge of Allegiance

Board Members Roll Call

Trustee Tim Foley	Present
Trustee John Roeder	Present
Trustee Dan Detrick	Present
Fiscal Officer Beverly Pollock	Present

Employee / Visitors in Attendance: Jennifer Tuttle, Steve Pollock, Amber Morgan

Mr. Foley called Mrs. Pollock out front to administer the Oath of Office as the new Fiscal Officer Mrs. Pollock recited and signed the Oath of Office.

Jennifer Tuttle indicated that all of the resolutions for today are from the Fiscal Officer so if there are any questions Mrs. Pollock can answer those.

Resolution: 2026-001

A RESOLUTION AUTHORIZING THE TOWNSHIP FISCAL OFFICER TO PAY ROUTINE AND REGULAR BILLS WHEN DUE

WHEREAS, Ohio Revised Code authorizes township trustees to provide for the efficient management of township fiscal operations; and
WHEREAS, the Township incurs routine and regular expenses necessary for the continuous operation of departments, utilities, payroll, contracts, and other ongoing obligations; and
WHEREAS, delaying payment of such routine bills until formal approval at a regular meeting may result in late fees, service interruptions, or administrative inefficiencies; and
WHEREAS, the Board of Trustees finds it necessary and appropriate to authorize the Township Fiscal Officer to pay routine and regular bills when due, subject to subsequent review and approval by the Board;
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Springfield Township, Clark County, Ohio, that:

SECTION 1 — AUTHORIZATION TO PAY ROUTINE BILLS

The Township Fiscal Officer is hereby authorized to pay routine and regular bills when due, including but not limited to:

- Utilities (electric, gas, water, sewer, trash, internet, phone)
- Payroll and payroll-related obligations (withholdings, retirement contributions, Medicare, workers' compensation)
- Insurance premiums
- Contracted service agreements previously approved by the Board
- Lease payments
- Fuel, postage, and other recurring operational expenses
- Credit card statements for purchases made in accordance with Township policy
- Any other recurring or time-sensitive obligations necessary to maintain Township operations

SECTION 2 — BOARD REVIEW

All payments made under this authorization shall be presented to the Board of Trustees at the next regular meeting for review and formal approval as part of the Fiscal Officer's payment report.

SECTION 3 — LIMITATIONS

This authorization does not permit payment of:

- Non-routine purchases
 - Capital expenditures
 - Purchases requiring prior Board approval under Township policy or Ohio law
- Such items must be approved by the Board before payment is issued.

SECTION 4.

This Resolution shall take effect immediately upon its adoption.

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ 20 _____

Resolution: 2026-002

A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO PAY TOWNSHIP PAYROLL, BENEFITS, AND OTHER LAWFUL OBLIGATIONS BY DIRECT DEPOSIT AND ELECTRONIC FUNDS TRANSFER IN ACCORDANCE WITH OHIO REVISED CODE 507.11(B)

WHEREAS, Ohio Revised Code 507.11(B) permits a board of township trustees to authorize the payment of township obligations by direct deposit or electronic funds transfer; and

WHEREAS, the Board of Trustees recognizes that payroll, employee benefits, tax withholdings, retirement contributions, insurance premiums, and other routine obligations are most efficiently and securely paid through electronic means; and

WHEREAS, the use of electronic funds transfer reduces administrative burden, improves accuracy, and ensures timely payment of required obligations;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Springfield Township, Clark County, Ohio, that:

SECTION 1. AUTHORIZATION

The Fiscal Officer is hereby authorized to pay township payroll, employee benefits, tax withholdings, retirement system contributions, insurance premiums, and any other lawful township obligations by direct deposit or electronic funds transfer.

SECTION 2. INTERNAL CONTROLS

All electronic payments shall be supported by proper documentation, including payroll reports, invoices, statements, or other evidence of the obligation, and shall be presented to the Board of Trustees as part of the regular financial reporting process.

SECTION 3. COMPLIANCE

All payments made under this resolution shall comply with Ohio Revised Code 507.11(B), 5705.41(D), and all other applicable laws and audit requirements.

SECTION 4. EFFECTIVE DATE

This resolution shall take effect immediately upon adoption.

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

Resolution: 2026-003

A RESOLUTION ESTABLISHING AUTHORITY FOR THE FISCAL OFFICER TO ISSUE BLANKET CERTIFICATES AND SUPER BLANKET CERTIFICATES PURSUANT TO ORC 5705.41(D)

WHEREAS, Ohio Revised Code 5705.41(D)(3) permits the use of Blanket Certificates and Super Blanket Certificates when the Board of Township Trustees authorizes, by resolution, the maximum dollar amount and duration; and

WHEREAS, the Board desires to establish clear purchasing and encumbrance procedures that comply with Ohio law and Auditor of State guidance;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Springfield Township, Clark County, Ohio:

SECTION 1. BLANKET CERTIFICATES

The Fiscal Officer is hereby authorized to issue Blanket Certificates for expenditures that are recurring and reasonably predictable within a fiscal year. The maximum amount of any single Blanket Certificate shall not exceed \$5000. Blanket Certificates shall not extend beyond the current fiscal year.

SECTION 2. SUPER BLANKET CERTIFICATES

The Fiscal Officer is hereby authorized to issue Super Blanket Certificates for expenditures that are recurring, reasonably predictable, or for specific vendors or purposes as permitted by ORC 5705.41(D). The maximum amount of any single Super Blanket Certificate shall not exceed \$50,000. Super Blanket Certificates may extend beyond the fiscal year as permitted by law.

SECTION 3. REPORTING

The Fiscal Officer shall provide the Board with periodic reports of all active Blanket and Super Blanket Certificates, including amounts, vendors, and remaining balances.

SECTION 4. EFFECTIVE DATE

This Resolution shall take effect immediately upon adoption.

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion Mr. Foley confirmed that the statement indicating that the Super Blanket Certificate shall not exceed \$50,000.00 was correct. Mrs. Pollock confirmed yes, that is correct.

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ 20 _____

Resolution: 2026-004

A RESOLUTION AUTHORIZING THE FISCAL OFFICER TO PROCESS ADVANCES, TRANSFERS, AND REALLOCATION OF APPROPRIATIONS WITHIN FUNDS AS NECESSARY FOR THE EFFICIENT OPERATION OF THE TOWNSHIP

WHEREAS, the Board of Township Trustees is responsible for ensuring the proper management of Township finances in accordance with the Ohio Revised Code and the requirements of the Auditor of State; and

WHEREAS, the Township Fiscal Officer must periodically process advances, transfers, and reallocations of appropriations to maintain accurate fund balances, ensure timely payment of obligations, and support efficient Township operations; and

WHEREAS, the Board of Trustees finds it necessary and appropriate to authorize the Fiscal Officer to make such adjustments, subject to statutory requirements and subsequent Board review;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Springfield Township, Clark County, Ohio, that:

SECTION 1 — AUTHORIZATION FOR ADVANCES BETWEEN FUNDS

The Fiscal Officer is hereby authorized to process temporary advances between funds when necessary to maintain cash flow or meet immediate financial obligations, provided that:

- All advances comply with the Ohio Revised Code and Auditor of State guidance.
- Advances are repaid to the originating fund as soon as the receiving fund has sufficient resources.
- All advances are reported to the Board at the next regular meeting.

SECTION 2 — AUTHORIZATION FOR TRANSFERS BETWEEN FUNDS

The Fiscal Officer is authorized to process permanent transfers between funds when:

- Such transfers are permitted by the Ohio Revised Code;
- The transfer is included in the approved annual appropriations; and
- The Board of Trustees has approved the transfer by motion or resolution.

All transfers shall be presented to the Board for review at the next regular meeting.

SECTION 3 — REALLOCATION OF APPROPRIATIONS WITHIN FUNDS

The Fiscal Officer is authorized to make reallocations of appropriations within a fund, including:

- Moving appropriations between line items within the same fund;
- Adjusting object codes or categories as needed;
- Ensuring that no fund or line item exceeds its legal appropriation limit.

All reallocations shall be reported to the Board of Trustees at the next regular meeting and reflected in the Township's official appropriation ledger.

SECTION 4 — LIMITATIONS

This authorization does not permit:

- Creation of new funds without Board approval;
- Transfers or advances prohibited by law;
- Increases to total fund appropriations without a formal Board resolution.

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held _____ 20 _____

Resolution: 2026-005

A RESOLUTION ESTABLISHING PURCHASING AUTHORITY AND APPROVAL LIMITS FOR TOWNSHIP DEPARTMENTS AND DELEGATING PURCHASING APPROVAL AUTHORITY TO THE TOWNSHIP ADMINISTRATOR

WHEREAS, the Board of Trustees is responsible for establishing internal controls and purchasing procedures for all township departments; and
WHEREAS, Ohio Revised Code 5705.41(D) requires that funds be certified by the Fiscal Officer prior to any purchase, but does not grant spending authority; and
WHEREAS, the Board desires to delegate day-to-day purchasing approval authority to the Township Administrator while maintaining appropriate oversight;
NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Springfield Township, Clark County, Ohio:

SECTION 1. DELEGATION OF AUTHORITY

The Township Administrator is hereby authorized to approve all township purchases, provided that appropriations are available and the Fiscal Officer certifies funds through a Purchase Order, Blanket Certificate, or Super Blanket Certificate.

SECTION 2. DEPARTMENTAL LIMITS

The following purchasing authorization limits are established: **Amended to indicate that emergency approval will require authorization by a minimum of one trustee in the following order (President, Vice President, Trustee)**

- Township Administrator - \$10,000 routine, ~~\$10,000 emergency~~ **amended to \$2,500 emergency**
- Fire Chief/Assistant Chief: \$2,500 routine, ~~\$10,000 emergency~~ **amended to \$2,500 emergency**
- Road Superintendent: \$2,500 routine, ~~\$10,000 emergency~~ **amended to \$2,500 emergency**
- All other staff: No independent purchasing authority

SECTION 3. EMERGENCY PURCHASES

Emergency purchases may be authorized by the Fire Chief or Road Superintendent only when:

- Apparatus, equipment, or infrastructure failure creates a safety hazard
- Immediate action is required to maintain emergency response capability
- Delay would risk life, property, or essential operations

Requirements after emergency authorization:

- Administrator must be notified within 24 hours
- Fiscal Officer must be notified as soon as practical
- Documentation must be provided for audit purposes

SECTION 4. FISCAL OFFICER ROLE

The Fiscal Officer shall certify funds and issue encumbrances but shall not authorize purchases.

SECTION 5. EFFECTIVE DATE

This resolution shall take effect immediately upon adoption.

Motion to approve by Mr. Roeder

Second by Mr. Detrick

Discussion Mr. Foley asked if the \$10,000 was too high for an emergency considering at the last meeting there was discussion about purchases over \$2,500.00 should require going through the administrator and then through one of the trustees. Mr. Roeder stated that it has always been \$2,500.00 but that some emergency repairs could exceed that. Mr. Foley asked should Jennifer and or the trustees be notified and one of the trustees give their blessing to go forward. Mrs. Pollock indicated that it is the standard amount that other departments of similar sizes use and then they would have to make the administrator know within 24 hours. Mr. Roeder stated he can't ever remember having an emergency \$10,000.00 that couldn't wait for approval. Mr. Foley confirmed that the Administrator should first be contacted, and any emergency expenditure must receive approval from at least one Trustee. The preferred order of notification should begin with the President; if the President is unavailable, the Vice President should be contacted, followed by the remaining Trustee. Mr. Foley further noted that the policy will be amended to reduce the emergency spending threshold from \$10,000 to \$2,500, and to formally require approval by a Trustee for such expenditures.

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

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CLOSING REMARKS BY TRUSTEES

Everyone noted Happy New Year. Mr. Foley wished Mark a happy Retirement and thanked him for his service and welcomed Bev aboard.

Next Regular Trustee meeting to be held Tuesday, January 13th, 2026 at 6:00pm

MOTION TO ADJOURN

Motion to approve by Mr. Detrick

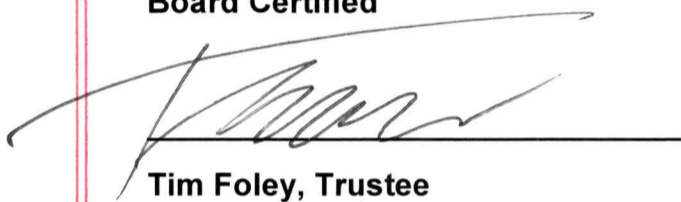
Second by Mr. Roeder

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Detrick Yes

Board Certified



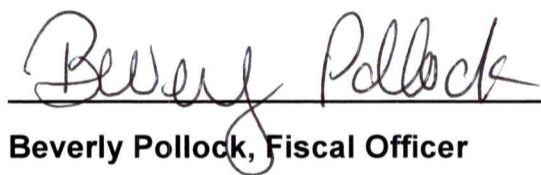
Tim Foley, Trustee



John Roeder, Trustee



Dan Detrick, Trustee



Beverly Pollock, Fiscal Officer