

BOARD OF TRUSTEES
JERSEY TOWNSHIP, LICKING COUNTY, OHIO

RESOLUTION No. 23-05-01-04

**RESOLUTION TO AUTHORIZE THE USE OF A CREDIT CARD,
HELD BY THE TOWNSHIP, FOR WORK-RELATED EXPENSES**

OHIO REVISED CODE SECTION 505.64

The Board of Trustees of Jersey Township, Licking County, Ohio met in a regular meeting on May 1, 2023 at 1481 Mink Street, Pataskala, Ohio 43062, with the following members present:

Dan Wetzel, Chairman

Jeff Fry, Vice-Chairman

Ben Pieper, Trustee

Trustee Wetzel moved the following:

WHEREAS, Ohio Revised Code Section 505.64 requires that Townships in the State of Ohio establish a detailed policy as to the issuance, control and accountability for credit cards owned by the Township; and

WHEREAS, the Board of Township Trustees has determined that it is necessary for the proper administration of the Township's duties and functions to authorize certain Township officers and employees to use a credit card held by the Board of Township Trustees to pay for work related expenses.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF JERSEY TOWNSHIP, LICKING COUNTY, OHIO, THAT THE FOLLOWING RESOLUTION BE AND IT HEREBY IS ADOPTED:

Section 1. The Board of Trustees of Jersey Township, Licking County, Ohio, hereby adopts the Jersey Township Credit Card Policy and Procedures, a copy of which is attached hereto as Exhibit A and made part of this Resolution, which shall supersede any prior credit card regulation of Jersey Township.

Section 2. The debt incurred as a result of the use of that credit card shall be paid from moneys appropriated by the Board of Township Trustees for such expenses.

Section 3. Each individual authorized to use a township credit card in accordance with the provisions of this resolution shall be liable in person and upon any official bond that he/she has given to the Township for the unauthorized use of a credit card held by the Board of Township Trustees.

Section 4. Each individual authorized to use a township credit card in accordance with the provisions of this resolution shall notify the Board of Township Trustees in writing immediately of any suspected loss, theft, or possibility of unauthorized use of the credit card.

Section 5. Each individual authorized to use a township credit card in accordance with the provisions of this resolution may be held liable in person and upon any official bond that he/she has given to the Township for up to fifty dollars in unauthorized debt incurred before the Board of Township Trustees receives the

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aforementioned notification.

Section 6. The credit card obligations incurred by each individual authorized to use a township credit card in accordance with the provisions of this resolution shall be presented to the Board of Township Trustees within 5 days/by the first regularly scheduled township trustees meeting following receipt of the credit card statement for purposes of the Board of Township Trustees approving the same by adoption of a formal resolution (Not applicable if the Board of Township Trustees receives the credit card statement directly).

Section 7. each individual authorized to use a township credit card in accordance with the provisions of this resolution shall not use the credit card for non-work-related expenses, and that the use of the credit card for non-work-related expenses is grounds for immediate removal from his/her employment with the Township.

Section 8. each individual authorized to use a township credit card in accordance with the provisions of this resolution shall return the credit card to the Board of Township Trustees upon demand and/or the termination of his/her employment with the Township.

Section 9. The Township Fiscal Officer shall certify the existence of sufficient unencumbered funds to pay for such credit card expenditures where such a certificate is required by Ohio Revised Code Section 5705.41(D).

Section 10. It is found and determined that all formal actions of this Board concerning and pertaining to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of the Board, and any of its committees, that resulted in such formal action were in meetings open to the public, in accordance with all legal requirements including Ohio Revised Code §121.22.

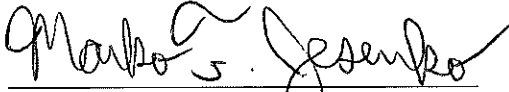
Section 11. This Resolution shall take effect at the earliest time provided by law.

Trustee Fry seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

YEAS: Pieper; Fry; Wetzel

NAYS:

The motion carried and the Resolution was adopted.

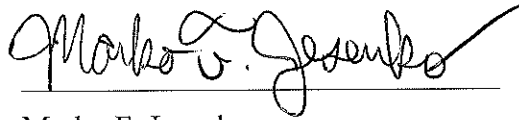
Attest: 
Marko F. Jesenko, Fiscal Officer

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CERTIFICATE

State of Ohio, Licking County

I, the undersigned Fiscal Officer of Jersey Township, Licking County, Ohio, hereby certify that the foregoing Resolution Number 23-05-01-04 is a true and complete copy of the Resolution adopted by a majority of the full membership of the Board of Trustees of Jersey Township at its regular meeting held on May 1, 2023 as was recorded in the official proceedings of the Board.

A handwritten signature in black ink, reading "Marko F. Jesenko", written over a horizontal line.

Marko F. Jesenko

Jersey Township Fiscal Officer