



# ROSS TOWNSHIP RESOLUTION NUMBER 2018-002

**ANNUAL HOUSEKEEPING RESOLUTION ESTABLISHING THE  
SCHEDULE FOR MEETINGS OF THE BOARD OF TRUSTEES;  
CONFIRMING APPOINTMENTS TO VARIOUS BOARDS OR  
COMMITTEES; ESTABLISHING HOLIDAYS; AND ADOPTING AN  
ELECTED OFFICIAL'S TRAVEL EXPENSE POLICY FOR FISCAL YEAR 2018**

WHEREAS, THE Ross Township Board of Trustees desires to establish meeting schedule dates, confirm appointments to various boards and committees and adopt policy to cover travel expenses for elected officials during fiscal year 2018.

BE IT RESOLVED, by the Trustees of Ross Township, Butler County, Ohio, pursuant to applicable provisions of the Ohio Revised Code, as follows:

**SECTION 1-A:**

That the Board hereby establishes the first and the third Thursday of each month as the date for regularly scheduled meetings of the Board of Trustees during fiscal year 2018. These meetings are to be held at the Ross Township Government Center (4055 Hamilton Cleves Road) and commence promptly at 6:00pm unless otherwise noted.

**SECTION 1-B:**

That the Board hereby appoint Trustee Thomas Willsey to serve as its representative to the Executive Board of the Butler County Emergency Management Agency; and the Board separately appoint Trustee Ellen Yordy and Trustee Thomas Willsey to serve as its representatives to the Volunteer Fire Fighters' Dependent's Fund Board; and the Board separately appoint Trustee Ellen Yordy as Chair and Police Chief Darryl Haussler as Secretary; Trustee Thomas Willsey, Police Captain Jack Tremain and citizen Georgia Horgan as members to serve as its representatives to the Volunteer Peace Officers' Dependent's Fund Board during fiscal year 2018.

**SECTION 1-C:**

That the Board hereby adopts a schedule for the observance of 2018 holidays as summarized in Exhibit "A" as attached and hereby incorporated into this resolution.

**SECTION 1-D:**

That the Board hereby adopts policy to establish travel expense rates and payment allowances for the Township's elected officials as summarized in Exhibit "B" as attached and hereby incorporated into this resolution.

**SECTION 2:**

This resolution shall take effect retro-actively on January 1, 2018 following the filing of this resolution with the Ross Township Fiscal Officer.

**SECTION 3:**

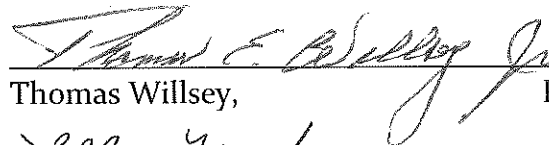
It is hereby determined that all formal actions of the Board of Trustees relating to the adoption of this Resolution were taken in an open meeting of the Board of Township Trustees and that all deliberations of such Board of Trustees were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

**INTRODUCTION AND VOTE RECORD:**

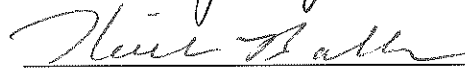
Trustee Willsey introduced the foregoing Resolution and moved its adoption, Trustee Ballauer seconded the Motion. The roll being called upon the question of adoption of the Resolution by the Township Fiscal Officer, the vote resulted as follows:

Trustees: Ballauer AYE Willsey AYE Yordy AYE

Adopted at the meeting of the Ross Township Board of Trustees this 4<sup>th</sup> day of January, 2018.

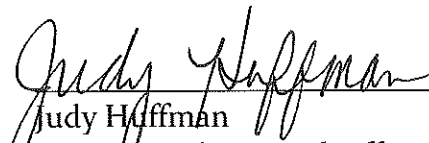
  
\_\_\_\_\_  
Thomas Willsey, President

  
\_\_\_\_\_  
Ellen Yordy, Vice President

  
\_\_\_\_\_  
Keith Ballauer, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly adopted by the Board of Trustees, and filed with the Ross Township Fiscal Officer, this 4<sup>th</sup> day of January, 2018.

  
\_\_\_\_\_  
Judy Huffman  
Ross Township Fiscal Officer

**2018 Holidays**

<b>Holiday</b>	<b>Holiday Date</b>	<b>Date Observed</b>
New Year's Day	January 1 <sup>st</sup>	January 1 <sup>st</sup>
Martin Luther King Day	January 15 <sup>th</sup>	January 15 <sup>th</sup>
Presidents Day	February 19 <sup>th</sup>	February 19 <sup>th</sup>
Memorial Day	May 28 <sup>th</sup>	May 28 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>	July 4 <sup>th</sup>
Labor Day	September 3 <sup>rd</sup>	September 3 <sup>rd</sup>
Columbus Day	October 8 <sup>th</sup>	October 8 <sup>th</sup>
Veterans Day	November 11 <sup>th</sup>	November 12 <sup>th</sup>
Thanksgiving Day	November 22 <sup>nd</sup>	November 22 <sup>nd</sup>
Christmas Day	December 25 <sup>th</sup>	December 25 <sup>th</sup>

## ELECTED OFFICIAL TRAVEL EXPENSES

### Approved Costs and Functions

Approved travel expense reimbursement for the current fiscal year to include the expenditure of dollars from General Fund for registration, transportation, lodging, and food allowance for the elected officials of Ross Township while attending the Ohio Township Association's Winter Conference, the Ohio Township Association's Summer Conference, the Ohio State Auditor's Local Government Official's Conference, and the National Association of Towns & Townships Conference in Washington, D. C. or any other conference or training of the Boards choosing. Detailed receipts must accompany all requests for out of pocket reimbursements pertaining to registration, transportation and lodging.

### Expense Establishment:

Ross Township Elected Officials travel expense reimbursement rates are computed as follows:

1. Registration - all actual expenses relating to the application cost of the conference, seminar or event.
2. Transportation
  - a. Automobile Transportation - all actual expenses incurred for parking at the approved destination and the maximum amount allowable for automobile transportation mileage as determined by the Internal Revenue Service.
  - b. Air, Rail or Marine Transportation - all actual expenses incurred including taxi service at the point of departure and destination.
3. Lodging - all actual lodging expenses pertaining to an overnight stay exclusive of personal services and tips for such services.
4. Food Allowance - all actual food expenses with a per diem maximum of \$100.00 for the annual conference of the National Association of Towns and Townships in Washington D.C. and \$75.00 for all other allowable out of town conferences or training.

**NOTE:** Special discounts associated with a layover are permissible only if it is financially beneficial to the Township.