

**CENTERVILLE TOWNSHIP
5001 S FRENCH RD
(LEELANAU COUNTY)
CEDAR, MICHIGAN 49621**

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Resolution number 2020-04

Township Board Policy Regarding Approval and Payment of Claims

The township Board of Trustees will use the following policy in order to assure an orderly and consistent process for implementing its duty according to MCL 41.75 to "approve claims against the township and authorize payment of allowed claims."

1. The township Board of Trustees will, at its regular monthly meeting, review and authorize payment of claims against the township as presented to the Board by the township Clerk.
2. Claims received by the township Clerk three days or less prior to the regular monthly meeting of the township Board may be held for payment by the Clerk until the next regular monthly meeting.
3. A regular budgeted claim, such as a utility bill, whose due date falls outside the regular monthly meeting schedule, and would result in a late fee or damage to the township's credit rating if not paid by that date, may be authorized by a motion of the Board directing the Clerk to pay this claim prior to the regular monthly meetings.
4. A claim against the township that is a budgeted expenditure for \$2,000.00 dollars or less, and payment is due prior to the regular monthly meeting, and the Clerk determines the payment should be paid prior to the regular monthly meeting, may pay that claim if written concurrences to do so are obtained from the Treasurer and Supervisor. The Clerk will report this action and the circumstances at the next regular monthly meeting.

On May 13, 2020, Motion by Elizabeth Chiles to adopt Resolution 2020-04 Payment of Claims Policy as proposed, supported by Dan Hubbell.

Roll Call Vote:

Chiles: Yes Hubbell: Yes Pleva: Yes Schaub: Yes Schwantes: Yes
Yeas: 5 Nays: 0 Motion Carried: (Vote #5-0)

The Supervisor declared Resolution 2020-05 adopted.

By James Schwantes Date: 5/13/2020
James Schwantes, Supervisor

TOWNSHIP CLERK CERTIFICATE

The undersigned, Clerk of the Township of Centerville, certifies that this resolution was adopted by the Township Board on May 13th, 2020, following the meeting, the synopsis was published in the Leelanau Enterprise and be effective immediately.

By Elizabeth Chiles Date: 5/13/20
Elizabeth Chiles, Clerk