

**MILTON TOWNSHIP
RESOLUTION NO. 2025-R-007**

**A RESOLUTION ADOPTING A POLICY FOR PAYMENT AND RATIFICATION OF
RECURRING TOWNSHIP EXPENSES**

WHEREAS, Milton Township ("Township") is an Illinois Township existing and operating pursuant to the Illinois Township Code, 60 ILCS 1/1-1 *et seq.*; and

WHEREAS, the Trustees of the Township (hereinafter "Town Board") constitute the governing authority for the Township and possess full power and authority to approve and pass all ordinances, resolutions, rules and regulations necessary for carrying into effect the objects for which the Township was formed, in accordance with the Illinois Township Code; and

WHEREAS, the Township Supervisor and the Town Board are committed to ensuring the effective administration of government and responsible management of taxpayer dollars; and

WHEREAS, Section 80-10 of the Township Code provides that the Town Board shall examine and audit the Township and Road District accounts before any bills (other than general assistance, obligations for Social Security taxes as required by the Social Security Enabling Act, and wages that are subject to the Illinois Wage Payment and Collection Act, or other expenses determined by the Town Board by resolution) are paid, provided that payments made pursuant to a Town Board resolution shall be reviewed and verified at the next meeting, 60 ILCS 1/80-10; and

WHEREAS, there exists routine and recurring Township bills and expenses, including but not limited to, electricity, gas, water, telecommunications, and employee compensation, that, to avoid interruption of service, late fees, penalties, and violation of the Illinois Prompt Payment Act, must be made in a prompt and timely manner (the "Recurring Expenses"); and

WHEREAS, the Supervisor and Town Board find it to be in the best interests of the Township to establish and adopt a policy providing for the payment and ratification of recurring Township expenses, as provided for herein.

NOW, THEREFORE, BE IT RESOLVED, by the Supervisor and the Board of Trustees of Milton Township, DuPage County, Illinois as follows:

Section I: That the above recitals and legislative findings contained in the preamble to this Resolution are true and correct and are hereby incorporated into this Resolution as if fully set forth herein.

Section II: The Town Board hereby establishes, adopts, and approves the Milton Township **Policy for Payment and Ratification of Recurring Township Expenses**, attached hereto, and incorporated herein as **Exhibit A**, and directs appropriate Township employees and officials to take all actions necessary and proper to implement said Policy.

Section III: If any section, paragraph, clause, or provision of this Resolution shall be held invalid, the invalidity thereof shall not affect any other provision of this Resolution.

Section IV: All ordinances, resolutions, motions, or orders in conflict with this Resolution are hereby repealed to the extent they are inconsistent with this Resolution.

Section V: This Resolution shall be in full force and effect upon its passage and approval.

ADOPTED AND APPROVED by the Supervisor and the Board of Trustees of Milton Township, Illinois on this 8th day of July, 2025.

Ayes: 4

Nays: 0

Abstentions: 0

Absent: 1: Trustee McGrath

SIGNED:


Elizabeth Higgins-Beard, Supervisor

ATTEST:

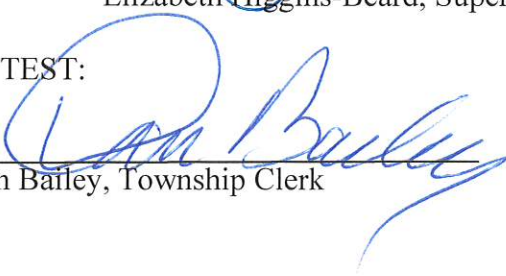

Dan Bailey, Township Clerk

EXHIBIT A

POLICY FOR PAYMENT AND RATIFICATION OF RECURRING TOWNSHIP EXPENSES

- I. **Purpose.** Pursuant to the Township Code, Section 80-10, the Town Board is charged with the duty to examine and audit Township bills. Nothing in this Policy shall affect the Town Board's duties with respect to the audit of all Township bills and claims, except that this Policy authorizes the pre-payment of certain bills and expenses, subject to subsequent review at ratification and the next Town Board meeting.
- II. **Recurring Expenses.** In accordance with the terms of this Policy, the Township Supervisor, or the Township Supervisor's designee, shall have the authority to pay the following regularly recurring bills and expenses without prior examination or authorization by the Town Board, subject to subsequent review and ratification at the next Township Board meeting:
 - A. The following utility bills: gas, electric, phone, internet, website maintenance, water, sewer, and garbage disposal;
 - B. Township employee compensation and IMRF contributions;
 - C. Ordinary payments on vendor operational contracts with an annual value of less than \$5,000 that have already been approved by the Town Board; and
 - D. Such other similar bills and expenses, which have been budgeted and appropriated, which the Town Board deems necessary and appropriate.
- III. **Subsequent Township Board Approval.** All bills and expenses paid pursuant to this Policy prior to Town Board approval must be presented to the Town Board for approval at the next Town Board meeting following payment of the bill or expense. A separate list for such bills and expenses shall be prepared in advance of the Town Board meeting for consideration by the Town Board.
- IV. **Prior Appropriation Required.** No bill or expense is authorized for pre-payment under this Policy unless the bill or expense has been identified and funds for the bill or expense appropriated in the Township's Annual Budget and Appropriations Ordinance for each Fiscal Year of the Township.