

**BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO**

RESOLUTION NO. 26- 004

**THE JEFFERSON TOWNSHIP BOARD OF TRUSTEES ESTABLISHES
ADMINISTRATIVE OFFICE HOURS FOR THE ADMINISTRATION BUILDING**

The Board of Trustees of Jefferson Township, Montgomery County, Ohio, met in a regular meeting on the 6th day of January 2026 at 7:00 pm at the Township Offices located at 1 Business Park Drive, Dayton, Ohio, with the following members present:

Vera Powell (✓) Sheila Back (✓) Oscar Young (✓)

Moved by: Powell () Back () Young (✓)
Second by: Powell () Back (✓) Young ()

Young
Back
Power
Yes

WHEREAS, the Jefferson Township Board of Trustees, Montgomery County, Ohio, recognizes the need to establish consistent administrative office hours for the Jefferson Township Administration Building to better serve the residents and citizens of the Township; and

WHEREAS, the Trustees have determined that setting up clear office hours will enhance access to Township services and ensure operational efficiency;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Township Board of Trustees hereby adopts the following administrative office hours for the Jefferson Township Administration Building, effective immediately:

- **Office Hours:** Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Approval of the Payroll Schedule

BE IT FURTHER RESOLVED that the Township observes the following federal holidays during which the Administrative Office will be closed:

1. **New Year's Day** - January 1
2. **Martin Luther King Jr. Day** - Third Monday in January
3. **Presidents' Day** - Third Monday in February
4. **Memorial Day** - Last Monday in May
5. **Juneteenth National Independence Day** - June 19
6. **Independence Day** - July 4
7. **Labor Day** - First Monday in September
8. **Columbus Day** - Second Monday in October
9. **Veterans Day** - November 11
10. **Thanksgiving Day** - Fourth Thursday and Fourth Friday in November

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BOARD OF TRUSTEES
JEFFERSON TOWNSHIP, MONTGOMERY COUNTY, OHIO

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11. Christmas Day - December 25

The vote was as follows:

Adopted: 6th day of January 2026

Signed by:

Sheila Back
Sheila Back, Trustee

Vera Powell
Vera Powell, Trustee

Oscar Young

Oscar Young, Trustee

Charlene Chattams

Attest to Trustees Signatures:
Charlene Chattams, Fiscal Officer

2026 PAYROLL DATES AND TIMESHEET SUBMISSION

TRUSTEES PAY IS FIRST BUSINESS DAY OF EACH MONTH

| Pay # | Month | PP Start | PP End | Timesheet Due | Pay Date | Holidays |
|-------|-------|------------|------------|---------------|------------|--------------------------|
| 1 | JAN | 12/14/2025 | 12/27/2025 | 12/30/2025 | 1/1/2026 | 12/25/2025 |
| 2 | | 12/28/2025 | 1/10/2026 | 1/13/2026 | 1/15/2026 | 1/1/2026 |
| 3 | | 1/11/2026 | 1/24/2026 | 1/27/2026 | 1/29/2026 | 1/19/2026 |
| 4 | FEB | 1/25/2026 | 2/7/2026 | 2/10/2026 | 2/12/2026 | |
| 5 | | 2/8/2026 | 2/21/2026 | 2/24/2026 | 2/26/2026 | 2/16/2026 |
| 6 | MAR | 2/22/2026 | 3/7/2026 | 3/10/2026 | 3/12/2026 | |
| 7 | | 3/8/2026 | 3/21/2026 | 3/24/2026 | 3/26/2026 | |
| 8 | APR | 3/22/2026 | 4/4/2026 | 4/7/2026 | 4/9/2026 | |
| 9 | | 4/5/2026 | 4/18/2026 | 4/21/2026 | 4/23/2026 | |
| 10 | MAY | 4/19/2026 | 5/2/2026 | 5/5/2026 | 5/7/2026 | |
| 11 | | 5/3/2026 | 5/16/2026 | 5/19/2026 | 5/21/2026 | |
| 12 | JUN | 5/17/2026 | 5/30/2026 | 6/2/2026 | 6/4/2026 | 5/25/2026 |
| 13 | | 5/31/2026 | 6/13/2026 | 6/16/2026 | 6/18/2026 | |
| 14 | JUL | 6/14/2026 | 6/27/2026 | 6/30/2026 | 7/2/2026 | 6/19/2026 |
| 15 | | 6/28/2026 | 7/11/2026 | 7/14/2026 | 7/16/2026 | 7/3/2026 |
| 16 | | 7/12/2026 | 7/25/2026 | 7/28/2026 | 7/30/2026 | |
| 17 | AUG | 7/26/2026 | 8/8/2026 | 8/11/2026 | 8/13/2026 | |
| 18 | | 8/9/2026 | 8/22/2026 | 8/25/2026 | 8/27/2026 | |
| 19 | SEP | 8/23/2026 | 9/5/2026 | 9/8/2026 | 9/10/2026 | |
| 20 | | 9/6/2026 | 9/19/2026 | 9/22/2026 | 9/24/2026 | 9/7/2026 |
| 21 | OCT | 9/20/2026 | 10/3/2026 | 10/6/2026 | 10/8/2026 | |
| 22 | | 10/4/2026 | 10/17/2026 | 10/20/2026 | 10/22/2026 | 10/12/2026 |
| 23 | NOV | 10/18/2026 | 10/31/2026 | 11/3/2026 | 11/5/2026 | |
| 24 | | 11/1/2026 | 11/14/2026 | 11/17/2026 | 11/19/2026 | 11/11/2026 |
| 25 | DEC | 11/15/2026 | 11/28/2026 | 12/1/2026 | 12/3/2026 | 11/26/2026 11/27/2026 |
| 26 | | 11/29/2026 | 12/12/2026 | 12/15/2026 | 12/17/2026 | |
| 27 | | 12/13/2026 | 12/26/2026 | 12/29/2026 | 12/31/2026 | 12/25/2026 |

2026 TRUSTEES PAY DATES (FIRST BUSINESS DAY OF

| Month | Pay Date | Notes |
|-------|------------------|--------------------------------------|
| JAN | 1/2/2026 | 1st is a holiday; Paid Fri 01/02 |
| FEB | 2/2/2026 | 1st falls on weekend; Paid Mon 02/02 |
| MAR | 3/2/2026 | 1st falls on weekend; Paid Mon 03/02 |
| APR | 4/1/2026 | |
| MAY | 5/1/2026 | |
| JUN | 6/1/2026 | |
| JUL | 7/1/2026 | |
| AUG | 8/3/2026 | 1st falls on weekend; Paid Mon 08/03 |
| SEP | 9/1/2026 | |
| OCT | 10/1/2026 | |
| NOV | 11/2/2026 | 1st falls on weekend; Paid Mon 11/02 |
| DEC | 12/1/2026 | 1st is a holiday; Paid Fri 01/4/27 |