

**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 6<sup>th</sup> 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 } yes  
Powell }

**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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11. Christmas Day - December 25

The vote was as follows:

Adopted: 6<sup>th</sup> day of January 2026

Signed by:

  
\_\_\_\_\_  
Sheila Back, Trustee

  
\_\_\_\_\_  
Vera Powell, Trustee

  
\_\_\_\_\_  
Oscar Young, Trustee

  
\_\_\_\_\_  
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