

The Chester Township Board of Trustees met in special session on **Thursday, April 18, 2024**, in the Town Hall Meeting Room at 9:00 AM. Chairman Craig Richter presided.

Roll Call: Present: Mr. Richter, Mr. Radtke, Mrs. Jarrett
Absent: Mr. Mazzurco

Pledge of Allegiance to the Flag

The Board led the audience in reciting the Pledge of Allegiance to the Flag.

Leading Motion # 2024-179

Finance and Budget Overview of Procedures within the Township

Temps, Perms

UAN

Budget Workbook

The Board of Trustees, and the Fiscal Officer addressed the Department Heads and their Administrative Assistants regarding the financial procedures. The Board of Trustees reviewed with staff, the actions that take place for the temporary and permanent appropriations. The financial database program (UAN) that is utilized by the Fiscal Office for all financial requirements and also helps Department Heads and their Administrative Assistants to navigate their budgets.

Police Chief Young spoke about the cost of basic needs in his department have increased due to inflation. For example, uniform costs. Chief Young suggests increasing the spending authority for the Head of Departments from \$1,000 to \$3,000.

The Board of Trustees, the Fiscal Officer, the Townhall Administrator, Department Heads and Administrative Assistants agreed that communication with the Fiscal Office is essential and meeting quarterly will be beneficial for every department.

ADJOURNMENT:

There being no further business before the Board, Mr. Richter adjourned the meeting at 10:26 AM.

Respectfully submitted,

Patricia Jarrett, Fiscal Officer

8-8-24 Motion # 2024-372
Approval Date

Craig Richter, Chairman

Joseph C. Mazzurco, Vice-Chairman

Ken Radtke, Jr., Trustee