

RESOLUTION G2024-95

RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH PAYROLL PARTNERS TO PROCESS PAYROLL AND OTHER HR FUNCTIONS FOR SYMMES TOWNSHIP IN THE AMOUNT NOT TO EXCEED SIX THOUSAND DOLLARS (\$6,000.00)

WHEREAS, it has been recommended by the Fiscal Officer that the Township switch payroll, W2 and tax payments, and human resources/time and attendance functions to a different outside company due to the increasing price of the current provider; and

WHEREAS, the Township Trustees have been utilizing the payroll services of Paycor to process payroll, W2 and tax payments and some human resources functions because it benefitted the township and the new company was responsible for handling all tax payments, compliance with local law and updates, time and attendance, would be available online and via all of the employees smart phones which would allow the employees to check their schedules, make changes to personal information, and check their leave balances, give management the ability to print multiple reports, export needed information to health insurance providers and distribute employee paychecks to multiple banks; and

WHEREAS, the cost of the original contract has almost doubled since it was originally entered into in 2018; and

WHEREAS, it is necessary to maintain an effective operation of Symmes Township for the general public and continue to make improvements to existing systems or procedures; and

WHEREAS, the Board of Trustees finds it necessary to switch providers that are less expensive and contract with Payroll Partners to provide continuous services for payroll functions, W2 and tax payment processing, and human resources/time and attendance functions.

WHEREAS, the Board of Trustees have the authority pursuant to O.R.C. sections 9.35, 9.36, 504.04, 505.032, 507.04, 507.05, 117.43 and relevant sections of the Ohio Administrative Code, including, but not limited to, sections 117-1-01, 117-2-01 and 117-2-02 to enter into an agreement with Payroll Partners to process payroll and other HR Functions for Symmes Township.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio:

- Section 1.** The Symmes Township Trustees hereby authorizes the Township Administrator pursuant to O.R.C. sections 9.35, 9.36, 504.04, 505.032, 507.04, 507.05, 117.43 and relevant sections of the Ohio Administrative Code, including, but not limited to, sections 117-1-01, 117-2-01 and 117-2-02 to enter into an agreement with Paycor to process payroll and other HR Functions for Symmes Township in an amount not to exceed \$6,000.00 each year plus a \$1,200.00 implementation fee for the first year (\$7,200.00).
- Section 2.** The funds for these services shall be taken from the General Fund (#1000).
- Section 3.** The Fiscal Officer is hereby directed and authorized to make payment to Payroll Partners for a total amount not to exceed \$6,000.00 each year plus a \$1,200.00 implementation fee for the first year (\$7,200.00).
- Section 4.** The Fiscal Officer is hereby directed to provide Payroll Partners with the necessary information that has been requested and attached to this resolution for implementation within 5 business days of the passage of this resolution.
- Section 5.** It is hereby certified that all formal actions of the Board of Trustees of Symmes Township, Hamilton County, Ohio relating to the adoption of this Resolution were taken in an open meeting of the Board and that all deliberations of the Board were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.
- Section 6.** Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.
- Section 7.** This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

ADOPTED NOVEMBER 5, 2024 – RESOLUTION G2024-95

Vote Record: MS. LEIS ____ MR. BRYANT ____ MR. BECK ____

BOARD OF TRUSTEES:

Jodie. L. Leis, President

Kenneth N. Bryant, Vice President

Philip J. Beck, Trustee

ATTEST:

APPROVED AS TO FORM:

Joseph C. Grossi, Fiscal Officer

Jeff Forbes, Law Director