

TOWN OF WOODWAY

RESOLUTION 2022-444

A RESOLUTION OF THE TOWN OF WOODWAY PROVIDING FOR PAYMENT OF CLAIMS OUTSIDE OF A COUNCIL MEETING

WHEREAS, the Town Council occasionally cancels a regular Council meeting; and

WHEREAS, invoices that would have been reviewed and approved at the cancelled meeting still need to be paid; and

WHEREAS, it is occasionally advantageous to pay an invoice before the next Council meeting.

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. When a Town Council meeting is cancelled, the following procedure will govern how claims will be paid.

1. The Clerk's office will prepare the claims for payment as usual.
2. The Clerk-Treasurer or designee will circulate the claims approval page and list of claims details to the Mayor, Council, and Town Administrator.
3. The Clerk's office will allow a few days for questions/comments before mailing the checks and making any electronic payments.
4. The claims approval page will be included on the agenda for the next Council meeting. The Council will ratify the previously approved claims at that meeting.

Section 2. When the Town will receive a benefit for paying an invoice before the next Council meeting, such as when an early-payment discount is offered or if a late fee would be due if the invoice waited to be paid, the Clerk's office is authorized to pay the invoice ahead of the meeting. The claim will be included as part of the next set of claims to be reviewed by the Council.


PASSED this 5th day of December 2022 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

A handwritten signature in black ink, appearing to read "Michael S. Quinn", written over a horizontal line.

Michael S. Quinn, Mayor

ATTEST:

A handwritten signature in blue ink, appearing to read "Heidi K. S. Napolitano", written over a horizontal line.

Heidi K. S. Napolitano, Clerk-Treasurer