

## **The Town of Upper Marlboro**

RESOLUTION: 2023-08

SESSION: Special Town Meeting

DATED: April 11<sup>th</sup>, 2023

**A RESOLUTION FOR THE PURPOSE OF DESIGNATING THOSE PERSONS IN ADDITION TO THE TREASURER WHO SHALL BE AUTHORIZED TO SIGN CHECKS, CERTIFICATES OF DEPOSIT AND OTHER BANK INSTRUMENTS ISSUED ON BEHALF OF THE TOWN WHEN THE NEED ARISES AND THE TREASURER IS UNAVAILABLE, AND ESTABLISHING THE DOLLAR AMOUNT ABOVE WHICH ALL CHECKS MADE PAYABLE BY THE TOWN SHALL BE ISSUED AND SIGNED BY THE TREASURER AND PRESIDENT OR TWO (2) OTHER PERSONS DESIGNATED HEREIN OF WHICH AT LEAST ONE (1) IS TO BE A COMMISSIONER.**

**WHEREAS**, Charter Section 82-46 of The Town of Upper Marlboro, as amended by Charter Amendment Resolution 01-2012 effective October 31, 2012, requires that all checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Treasurer, and that the Board of Commissioners may further authorize persons other than the Treasurer when the need arises and the Treasurer is unavailable to sign checks issued by the Town, and furthermore, the Board shall establish a dollar amount above which all checks must be co-signed by the Treasurer and President, or in their absence, two (2) other designated persons of which at least one (1) shall be a commissioner; and

**WHEREAS**, the Town Commissioners wish to carry out the intent of said Charter Section 82-46 by naming the designated persons to sign checks when the need arises, and the Treasurer is unavailable and establish the dollar amount above which checks require two authorized signatures.

**WHEREAS**, with the resignation of the former Treasurer, Janice Duckett, effective March 31<sup>st</sup>, 2023, has resulted in a change in the members of the Board of Town Commissioners, specifically the Commissioner designated and named in Resolution 2022-01 as an authorized alternate signer of checks in the absence of the President, and/or, the Treasurer.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 11th day of April, 2023, that Commissioner Thomas Hanchett, who is the duly appointed Treasurer, is authorized to sign any forms, contracts, or agreement on behalf of the Town for the establishment of safety deposit boxes and general banking and financial services for the Town, to include checking and savings accounts, CDs, money market accounts and other similar financial and investment instruments, and to perform all general activities associated therewith to, including serving as the required signatory or authorized

individual on all checks, deposits, withdrawals and fund transfers as needed and in accordance with the Town's Charter and fiscal policies, and be it

**FURTHER RESOLVED**, that President Sarah Franklin shall serve as substitute or additional signatory on all checks, deposits, withdrawals and fund transfers in the event there is a need and the Treasurer is unavailable, provided that all checks above \$5,000.00 made payable by the Town shall be issued and co-signed by the Treasurer and President, and if either or both or their unavailability or incapacities, the following two (2) other designated persons shall so serve of which at least one (1) is a commissioner: 1.) Commissioner Karen Lott and 2.) Town Administrator Kyle Snyder, and be it

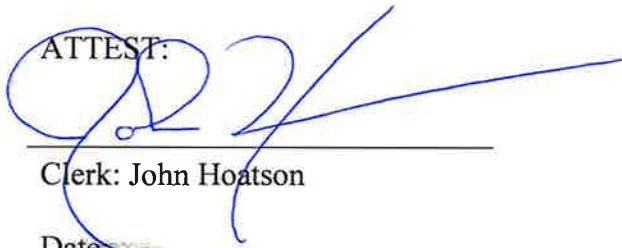
**FURTHER RESOLVED**, that this Resolution will supersede Resolution 2022-01 immediately upon the date of its passage, and be it

**FURTHER RESOLVED**, that any financial institution doing business with the Town is hereby authorized to honor, receive, certify, or pay all checks, CDs or other instruments signed by persons as authorized by the Town Charter and this Resolution, and be it

**FURTHER RESOLVED**, that the foregoing Resolution and designation of persons authorized to sign checks or other instruments pursuant hereto, shall remain in full force and effect until written notice of its amendment, modification or repeal, shall have been received by the Town's banks or financial institutions and that receipt of such notice shall not affect any action taken by a financial institution prior thereto, and be it

**FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

ATTEST:



Clerk: John Hoatson

Date:




THE TOWN OF UPPER MARLBORO



Sarah Franklin, President



Charles Colbert, Commissioner



Thomas Hanchett, Commissioner



Karen Lott, Commissioner

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Vacant, Commissioner