

TO: Board of Trustees

FROM: Michael Dolan, Township Clerk

DATE: August 3, 2026

AGENDA ITEM TOPIC: Administrative Policy Update - 5.2

Requested Action

Motion to approve the proposed revision to Section 5.2 Building Access of the Township's Administrative Policies and Procedures Manual to clarify departmental responsibilities for building access, closing procedures, and security requirements.

Background

The proposed revision to Section 5.2 Building Access is intended to provide greater clarity regarding building access responsibilities and establish a better understanding of expectations among departments and employees. The current language identifies general responsibilities but does not clearly assign responsibility for opening and closing procedures.

The proposed revision designates specific departmental responsibilities for unlocking public access doors at the beginning of the business day and securing the building at the end of the business day, while also establishing a process to ensure coverage when the assigned department is unable to perform those duties. The policy continues to recognize that all employees share responsibility for securing their individual work areas, equipment, windows, and doors prior to leaving the building.

The goal of this update is to eliminate uncertainty, improve communication, and ensure that building security procedures are consistently followed.

Fiscal Considerations

Does the agenda item require the expenditure of funds? Yes ☐ No ☒

Are funds budgeted? Yes ☐ No ☐

Fiscal year affected: Choose an item.

Is a budget amendment required? Yes ☐ No ☐

General Ledger numbers affected: _____