

**AGENDA # G.5**  
**Scio Township Board of Trustees**  
**Approval of costs for special newsletter.**

**FOR MEETING DATE OF:** November 14, 2023

**PREPARED ON:** 11/9/2023

**PREPARED BY:** Andy Houde

**SUBMITTED BY:** Fire

**ITEM TYPE:** Possible Action

**BACKGROUND:**

The Fire Department published and distributed a special newsletter with information related to the November 7<sup>th</sup> assessment questions. The cost of the publication and mailing at the time was unknown. The invoice for printing, mailing, and postage exceeded the amount that could be authorized by the Fire Chief and Manager and requires board approval.

**FISCAL IMPACT:** \$5,586.85 from fund 206

**MODEL MOTION:**

To authorize expenditure of \$5,586.85 from fund 206 for printing and mailing the special edition fire services question newsletter.

**ATTACHMENTS:**

[Special edition newsletter bill.pdf](#)

**QUESTION:** Shall this Motion be APPROVED?