

WASHINGTON TOWNSHIP BOARD MEETING
January 7, 2020
HELD AT: WASHINGTON TOWNSHIP GOVERNMENT CENTER

Call to Order:

- A. The meeting was called to order at 3:00pm followed by the Pledge of Allegiance.

Establishment of a Quorum:

- A. Board members Shane Sommer, Amanda Babinec, and Steve Blacketer were present.
- B. Trustee Don Hodson and various members of the township staff were also present.
- C. New fire department members Ray Mulvihill, Jonathon Velchek, Roy Perez, Jordan Garrison, and Jeff Daniel were also present and introduced to the Board.

Election of 2020 Board Officers:

- A. Steve Blacketer moved to elect Shane Sommers as Board Chair and Amanda Babinec as Board Secretary. Amanda Babinec seconded the motion. The motion passed 3-0.

Election of the 2020 Township Finance Board and Election of Officers:

- A. Amanda Babinec motioned to appoint the members of the Township Board as the members of the 2020 Township Finance Board. She further moved for the Finance Board Chair to be Shane Sommers and the Finance Board Secretary to be Amanda Babinec. Steve Blacketer seconded the motion. The motion passed 3-0.

Public Hearing for the 2020 Rainy Day Additional Appropriations:

- A. The public hearing opened at 3:03pm.
- B. The public hearing closed at 3:04pm.
- C. There were no comments made by members of the public.

Consent Agenda:

- A. Steve Blacketer motioned to approve the minutes of the December 10 Board Meeting, the December 20 Special Board Meeting, and the December 2019 credit card statements and check register as presented. Amanda Babinec seconded the motion. The motion passed 3-0.

Public Comment:

- A. There were no public comments.

Department Reports:

- A. Township Assistance
 - a. Deputy Trustee Britt Woodard presented the December 2019 Township Assistance report for Assistance Director Sue Allen.

- b. Amanda Babinec asked about the low assistance numbers. Britt agreed that 2019 noted assistance is down over past years, but noted that there has been heavy foot traffic so far in January 2020.
 - c. Steve Blacketer noted that Sue's report included information about increasing rental assistance in 2020 and asked about that procedure. Trustee Hodson informed Mr. Blacketer that Sue would present those figures for board approval in February as part of the updated assistance guidelines.
 - B. Human Resources
 - a. HR Director Aaron Vining presented the December HR report.
 - C. Parks
 - a. Trustee Hodson presented the December parks report for Park Director Lora Helmick.
 - b. Ms. Babinec asked about vandalism revenue included on the report. Trustee Hodson explained that we are still receiving restitution payment for past vandalism but that it has not been a recent problem.
 - c. Amanda Babinec noted that pavilion rental revenue was down versus 2018. Trustee Hodson explained that the park office planned to rollout a rebranding campaign once the pavilion remodel was complete.
 - D. Fire
 - a. Chief Smith presented the December 2019 fire report. He added to his report information that the department had just sold a trailer for \$4,999 that they had purchased with grant money in 2003.
 - b. Chief Smith also welcomed the new hires and noted that his department still had one opening for a civilian paramedic.
 - c. Chief Smith announced that there would be a phasing meeting with the Station 141 remodel construction company on January 8 at 11am.

Trustee Report:

- A. Trustee Hodson reminded the Board that the State of the Township meeting and presentation of the 2019 Annual Financial Report would be held on February 11, 2020** at 6:30pm. Members of the collaboration group and other members of the public had been invited.
- B. He also reminded the Board that he would be out of the country from January 10-27 and that Deputy Trustee Woodard would be Acting Trustee in his absence.
- C. He noted that the first meeting of the Murphy Park master plan had taken place the previous Friday. He said it was the first step of a long process and that the initial budget presented by the contractors would need trimming. He mentioned that our grant writer would be attending the next meeting to identify elements that might qualify for grants.

Old Business:

- A. Chief Smith stated that he had already included updates about the Station 141 and Training Ground project during his department report.

New Business:

- A. Resolution 010720-01: 2019 Encumbrances.
 - a. Trustee Hodson walked the board through the list of proposed encumbrances.
 - b. Amanda Babinec motioned to approve the 2019 Encumbrances as presented. Steve Blacketer seconded the motion. Resolution 010720-01 passed 3-0.
- B. Resolution 010720-02: Interfund Loans
 - a. Trustee Hodson explained that interfund loans are a tool used to manage cash flow throughout the year, but must be paid back to the lending fund by year end.
 - b. Steve Blacketer motioned to approve the 2020 Interfund Loans as presented. Amanda Babinec seconded the motion. Resolution 010720-02 passed 3-0.
- C. Resolution 010720-03: Transfer of Township General Cash Reserves to Rainy Day Fund
 - a. Trustee Hodson explained that townships are allowed to transfer up to 10 percent of their unencumbered and unappropriated operating budgets to the Rainy Day Fund.
 - b. Amanda Babinec motioned to approve the transfer of \$1,338,034 from township general cash reserves to the Rainy Day Fund. Steve Blacketer seconded the motion. Resolution 010720-03 passed 3-0.
- D. Resolution 010720-04: Rainy Day Additional Appropriations
 - a. Trustee Hodson noted that the public hearing for the additional appropriations had been advertised and conducted earlier in the meeting as mandated.
 - b. Steve Blacketer motioned to approve the additional appropriation of \$1,390,811 to the Rainy Day Fund. Amanda Babinec seconded the motion. Resolution 010720-04 passed 3-0.
- E. Resolution 010720-05: Township Mandated Internal Controls
 - a. Trustee Hodson explained that the township is required to certify its internal control system annually.
 - b. Amanda Babinec motioned to approve the internal control standards as presented. Steve Blacketer seconded the motion. Resolution 010720-05 passed 3-0.
- F. Resolution 010720-06: Surplus Property
 - a. Trustee Hodson noted that the new Murphy Park property contained several dilapidated buildings that would need to be marked surplus and destroyed/sold.
 - b. Amanda Babinec motioned to approve surplus property resolution as presented. Steve Blacketer seconded the motion. Resolution 010720-06 passed 3-0.

Public Comment:

- A. There were no public comments.

Wishes to be heard:

- A. None.

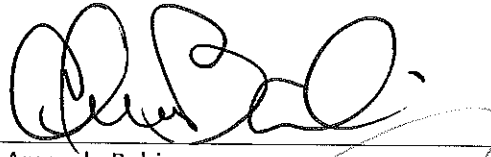
Adjournment:

- A. Steve Blacketer motioned to adjourn at 3:45pm. Amanda Babinec seconded the motion.

These minutes were approved February 18, 2020.



Shane Sommers,

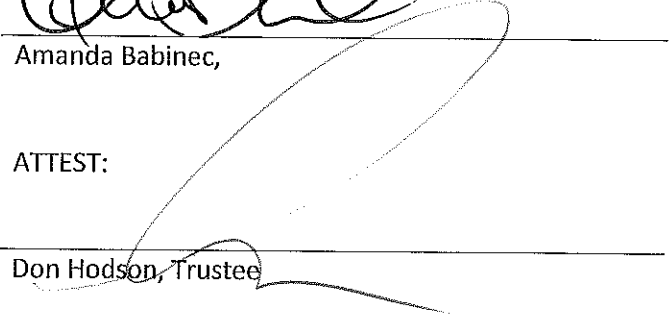


Amanda Babinec,



Steve Blacketer,

ATTEST:



Don Hodson, Trustee

Next Meeting:

Tuesday, February 11, 2020 at 6:30pm**

**This has since been amended to Tuesday, February 18, 2020 at 6:30pm.
(Deputy Trustee Woodard, 1/14/20)