

# WASHINGTON TOWNSHIP BOARD MEETING MINUTES

IN PERSON MEETING

February 15, 2024 at 7:00PM

- I. Meeting was called to order at 7:05 pm by Supervisor Whaley. Pledge of Allegiance was said. Roll Call, present: Eric Whitford, Nancy Rogers, Barbara Hoffer, Kevin Whaley, Howard Whaley.
- II. Action item re: clerk contact with auditor from 1/18/24 tabled until the March Board Meeting. Motion by N.Rogers to approve Board Meeting Minutes from 1/18/2024 as presented, second by K.Whaley, all were in favor, motion passed.
- III. Approval of Budget was removed from the agenda until after the final Budget Meeting. Motion by K.Whaley to approve agenda as amended, second by E.Whitford, all were in favor, motion passed.
- IV. Correction made to date of Treasurer's Report to reflect February 2024, correction made to Balance as of date to reflect 1/18/2024, Check # for 1/26/24 to Superior Press to reflect EFT payment. B.Hoffer verified the January 2024 Treasurer's Reports. Motion by N.Rogers to accept the financial reports as corrected once verified by the clerk (the reports were not available in time for this to be done before the meeting), second by E.Whitford, Roll call vote: all were in favor, motion passed.
- V. Open Issues/Visitors: TJ Thompson / DTE Solar was present to represent Theresa & record any question/concerns that need to be addressed. H.Whaley cited resident concerns re: 1. road damage/upkeep of roads 2. hall routes (Josh Holmes) 3. weight restriction adherence.
  - a) Bob Balzar from Consumers Energy was scheduled to be present to discuss a grant available but did not show up.
  - b) Clerk Hoffer gave an update on elections. No hall rentals between now and 2/27/2024 due to security of the voting equipment.
  - c) N.Rogers reminded the board that a decision is needed on the desired design in order to get the blue prints finalized and obtaining the estimates. A Special Meeting to be scheduled in March.
  - d) H.Whaley sent a letter to Russ Fowler, the owner of Terror on 27, llc re: the lack of required special use permit, no response back yet. A 2<sup>nd</sup> notice to be sent & followed by a cease & desist order.
  - e) Clerk Hoffer reported all Oaths of Office are now on record. Going forward all Oaths of Office must be given within 10 days of appointment to office and new oaths are required after being re-elected.
  - f) The Clerk's office has completed the BS&A training and is now using the General Ledger software. The helpdesk is available per our maintenance agreement. The 2023-2024 information is not correct due to the discrepancies in the prior software, but the Clerk's office is working on correcting what they can. Information will be corrected as we go

going forward so accurate reports can be run as needed. The treasurer's office will schedule & complete the tax and receipting training once the tax season/and reporting is completed. Q & A: Judy Niznak inquired of modules purchased and costs.

- g) H.Whaley reported that a response from legal council has been received re: Consumers Energy./ Invenergy Decommissioning Surety Bond. Action needed by Supervisor Whaley & Clerk Hoffer.
- h) K.Whaley reported the Check Reader Machine has been received but not put into use yet due to tax collection season.
- i) B.Hoffer reported that we haven't purchase the Microsoft 365 Family as we are waiting for Township credit/debit card required for online payment. E.Whitford made mention of how having Microsoft Word could have helped him as secretary of the Planning Commission in preparing minutes from the PC meeting. Tabled until March 2024 meeting.
- j) E.Whitford reported the Planning Commission had Special Meetings on 2/13/2024 re: 1. Ordinance Updates finalized with recommendation of stand alone ordinances removed per legal council 2. Police Power Ordinances. The next PC Meeting is scheduled for 3/12/2024 at 6pm.
- k) B.Hoffer reported the free .gov domain has opened up for townships/local municipalities but due to election duties she hasn't had time to look into it further. Even if using a Webpage, the township would need to request a .gov domain if desired instead of a different domain name.
- l) The FOIA Detailed Cost Itemization Form (MTA, March 2019) was presented. B.Hoffer said our actual cost per page (paper & toner) is currently about \$.32/sheet but the max allowed is \$.10/sheet. Motion was made by B.Hoffer to amend R-2015-02 Amendment to Washington Township FOIA Procedures & Guidelines dated August 20, 2024 to include the use of the MTA FOIA Detailed Cost Itemization Form and replace it as adopted R-2024-001 FOIA Fees, second by N.Rogers, roll call vote, all in favor, motion carried. Also to be included in the Policies & Procedures Manual.

#### VI. Public Comment for old business/open issues

- a) RE: V. a) Clerk Hoffer read the application she submitted on behalf of the township for the Consumers Energy "Put Your Township on the Map" grant. John Chvojka recommended holding a contest to come up with Township Flag ideas. Annette Bontrager suggested getting art students at the 5 school districts in our township involved.

#### VII. New Business

- a) H.Whaley gave a brief update on the Township Board annual meeting with the Road Commission on 2/14/2024. The proposed agreement from the Road Commission has been presented for our consideration once our budget has been set.
- b) Motion by B.Hoffer to adopt a 10% Cost of Living increase for all salaried employees; to increase wages for Election Inspectors to \$20/hr; to keep the PC, BOR, ZBA &

Dep. Treasurer wages at \$25/hr. Second to motion by N. Rogers, roll call vote with all in favor.

- c) K. Whaley reported the bank needs a copy of the minutes reflecting the board vote approving obtaining a credit card. He read an excerpt from an article "Can Townships Use Credit Cards found in the February 2024 edition of Township Focus Magazine pg. 25". A motion was made by N. Rogers for Kevin to obtain a township credit card account (\$2,000 max) with cards issued to Treasurer, Kevin Whaley and Clerk, Barbara Hoffer (\$1,000 max/ea.) and to DRAFT R-2024-002 Credit Card Use Policy under PA 266 of 1995 (MCL 129.241, *et seq.*) stipulating the following points to be approved at the March board meeting, motion was seconded by E. Whitford, roll call vote, all were in favor.
- 1.) The credit card may only be used by a township officer/employee for the purchase of goods & services for official business.
  - 2.) A township officer / employee must submit documentation or receipt detailing goods & services purchased, cost, purchase date & business nature.
  - 3.) A township officer / employee is responsible for the card's protection and custody, & shall notify the township if the card is lost or stolen.
  - 4.) For a system of internal accounting controls to monitor the use of the credit card.
  - 5.) For the approval of credit card invoices before payment is made.
  - 6.) The balance, including interest due to an extension of credit, shall be paid within not more the 60 days of the initial statement date.
  - 7.) For disciplinary measure consistent with the law for the unauthorized use of a credit card by a township officer / employee.
- d) A Preliminary Budget Meeting was held on 2/15/2024 at 6pm, setting the budget for wages and salaries. A Special Budget Meeting is scheduled for Tuesday, February 20, 2024 at 6pm to continue working on the 2024-2025 budget. Motion by N. Rogers to adopt the following resolutions: R-2024-003 to R-2024-012 (replacing R-2023-007-A) effective with the 2024-2025 fiscal year to reflect this. The motion was seconded by K. Whaley, roll call vote with all in favor, motion passed.
- 1.) R-2024-003 Trustee Salary for 2024-2025 (\$2,750/ea. annual)
  - 2.) R-2024-004 Supervisor Salary for 2024-2025 (\$6,050 annual)
  - 3.) R-2024-005 Clerk Salary for 2024-2025 (\$14,300 annual)
  - 4.) R-2024-006 Treasurer Salary for 2024-2025 (\$12,100 annual)
  - 5.) R-2024-007 Deputy Clerk Salary for 2024-2025 (\$2,420 annual)
  - 6.) R-2024-008 Election Inspector Wages for 2024-2025 (\$20/hr)
  - 7.) R-2024-009 Cemeterian Salary for 2024-2025 (\$1,650 annual)

- 8.) R-2024-010 Hourly Employees Wages including: Planning Commission (PC) / Board of Review (BOR) / Zoning Board of Appeals (ZBA) / Deputy Treasurer for 2024-025 (\$25/hr)
- 9.) R-2024-011 Zoning Officer Salary for 2024-2025 (\$550 annual)
- 10.) R-2024-012 Assessor Salary for 2024-2025 (\$10,000 annual)

VIII. Letters/Correspondence: none

IX. Additional Public Comment: none

X. Motion to adjournment was made by Kevin Whaley, all in favor. Adjourned at 8:15pm

*Respectfully submitted by Barbara Hoffer, Township Clerk*

Approved 3/21/2024  
Barbara Hoffer  
~~Hoffer~~ 21 MAR 24  
Supervisor