

Proposed Minutes
Woodhull Township Board
September 7, 2022
Township Hall 7:00 pm

Supervisor Slee called the meeting to order at 7:00 pm. Pledge of Allegiance was recited.

Roll Call: Supervisor Slee – Present
Treasurer Bawks – Present
Clerk Provines – Present
Trustee Jelenek – Present
Trustee Betts – Present

Delegation of Visitors: County Clerk Caroline Wilson spoke of the need of all board members to work as a team.

Recommended Actions: Treasurer Bawks made a motion that we accept the agenda with the following additions. Under 8. Decision Items add:

- i. approve ambulance assessment
- j. dumpster
- k. budget amendments

Supervisor Slee supported. All ayes. Motion carried.

Supervisor Slee made a motion to approve the minutes of August 10th board meeting as written.

Treasurer Bawks supported. All ayes. Motion carried.

Board Comments:

Supervisor Slee: Attorney suggests we create a policy concerning ballot boxes not being removed from township after election. Sept. 13 is an ARPA meeting. The Drain Office is asking for input for use of ARPA funds.

Treasurer Bawks: Treasurer Bawks reported that she has had 11 residents use Point & Pay for tax payments. Treasurer expressed concern over which accounts to pull funds from to pay road work bills that will need to be paid at the end of September. Taxes are due by September 14th.

Clerk Provines: Clerk Provines presented the bills for payment. She has ordered most of the supplies needed for election. She presented a new expense voucher. The board asked that she add an "Effective Date" at the bottom of the form. Trustee Jelenek made a motion to approve the use of the new expense voucher. Treasurer Bawks supported. All ayes. Motion carried. The Clerk's office will put together some information on how the form is to be used, what documents should accompany it and all of its uses. Granger has notified the Clerk's office that the dumpster in the cemetery will be picked up on September 21st because they no longer feel there is adequate space for their trash trucks to empty it. The Drop Box beside the entrance to the hall offices needs some work done before the November election. There is an issue with items getting stuck on an edge inside and do not fall to the bottom of the box. Our software company IT Right is now named VC3. Certifications of Destruction forms showing that all of the shredding of old election papers were shown to the board. James Passalacqua has turned in an expense voucher for hours worked and it needs to be approved. Discussion followed. The website will be live soon. Clerk Provines read her letter of resignation.

Trustee Jelenek: Reported that the contractor that repaired the front step spent 4 hours doing the work and the amount we paid seemed very fair.

Trustee Betts: Reported that the election workers work hard and it is a long time to spend here. Spread the word that we might need more election workers this coming election.

Committee Reports:

Fire and Ambulance: Trustee Betts gave the report on Ambulance and Fire and Rescue calls.

Park Commission: Commission Chairperson Provines reported that both pavilions have new roofs and have been painted blue. The big swing set has been painted bright yellow. She also asked the residents to help the park out by showing support on some things coming up. (Her comments are an attachment.)

Planning Commission: Updates on items previously brought before the board.

Freedom of Information Act Monthly Report: 16 Received. 1 Denied, 2 Withdrawn

Public Comment: Issues brought forward – Treasurer’s Report, Sexton’s work, Drop Box, and Road Work.

Decision Items:

Supervisor Slee made a motion to approve the bills including the bill for the steps repair, Pitney Bowes and the Sexton’s expense voucher. Trustee Betts supported. Roll Call: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk Provines – yes. Motion carried.

Supervisor Slee called a special meeting for September 21, 2022 at 10:00 am in the township hall to meet with attorney to discuss possible action moving forward.

Trustee Betts made a motion to accept Clerk Provines resignation. Supervisor Slee supported. Roll Call: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk Provines – yes. Motion carried.

Supervisor Slee made a motion to appoint Susan Hart to the Clerk position. Treasurer Bawks supported. Roll Call Vote: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk Provines – abstain. Motion carried. Treasurer Bawks encouraged board members and residents to offer her encouragement, thankfulness and gratitude.

Trustee Jelenek made a motion to set the Deputy Clerk pay at the same as clerk pay for the period of September 15 through November 15 because of election duties. Trustee Betts supported. Roll Call Vote: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk Provines – yes. Motion carried.

Supervisor Slee made a motion to approve the L4029 as prepared by Assessor Dowler. Treasurer Bawks supported. Roll Call Vote: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk Provines – yes. Motion carried.

Trustee Jelenek made a motion to set a policy for BS&A access as follows: Treasurer – Full Access to General Ledger, Accounts Payable and Tax. Clerk – Full access to General Ledger, Accounts Payable and Payroll and View Only access to Tax. Supervisor – View only access to General Ledger, Accounts Payable, Tax and Payroll. Supervisor Slee supported. All ayes. Motion carried.

Supervisor Slee called for a Special Meeting for the Ambulance Special Assessment on October 5th, 2022, at 6:00 pm. The first part of meeting will be the public hearing then followed by spread the levy.

Supervisor Slee made the motion to increase the taxable value mills to 2 for the Ambulance Assessment. This would increase the amount to \$184 per unit with a total of \$287,040. Clerk Provines supported.

Roll Call Vote: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk Provines – yes. Motion carried. This change would be effective on the winter tax bill.

The Arborist report was reviewed. The Arborist recommends that 8 trees be removed. (Arborist report is available in Clerk’s office.) Decision was to get two quotes for tree removal. Treasurer Bawks was asked to get names of tree removal companies that the arborist would recommend.

Granger has notified the Clerk's office that the dumpster in the cemetery will be picked up on September 20th because there is not adequate space for their trash trucks to empty it. The Clerk's office will check into other options for cemetery trash pickup.

Budget Amendments:

Need: BS&A Payroll \$11,600 To: 101-215-975.000

From: Contingency Fund 101-900-950.000 \$4,600

From Clerk's Capital Outlay 101-215-975.000 \$7,000.

Need: Streetlights \$9,000. To: 101-448-920.000

From: Contingency Fund 101-900-950.000 \$4400

From: Treasurer's Capital Outlay 101-253-975.000 \$500

From: Supervisor's Capital Outlay 101-171-975.000 \$1500

From: Building and Grounds Capital Outlay 101-265-975.000 \$2600

Need: Bank Fees \$500 To: 101-000-963.000

From: Governing Body – Education 101-101-960.100 \$500

Supervisor Slee made a motion to approve the budget amendments. Clerk Provines supported. Roll Call

Vote: Trustee Jelenek – yes, Supervisor Slee – yes, Treasurer Bawks – yes, Trustee Betts – yes, Clerk

Provines – yes. Motion carried.

Old Business:

Hall roof update - No report.

Stairway on east side of building – No report.

Pitney Bowes – No report

New Business: The snowplow contract with Twin Oaks has expired. Supervisor Slee will seek prices from snow removal companies for the coming winter. An ad requesting bids will run in 3 papers.

Supervisor Slee would like a policy written stating that the ballot boxes can not be removed from the township hall. It was suggested that she write that policy.

Treasurer Bawks again requested guidance on which funds should be used to pay the road bills later this month. The board suggested that Treasurer Bawks call the road commission to ask for a delay in payment. There should be revenue coming in in October.

Public Comment: Item brought forward – steps on east side of building, road work. Officer Philip Hruska introduced himself as the liaison for our township. If we have concerns, we can call him.

Trustee Betts made a motion to adjourn the meeting. Clerk Provines supported. All ayes. Motion carried.

Next meeting is October 5, 2022.

Submitted by Cathy Provines, Township Clerk

Attachments available in Clerk's Office