

EAST CHINA CHARTER TOWNSHIP

OFFICIAL PROCEEDINGS

DECEMBER 4, 2023

CALL TO ORDER – Supervisor Westrick called the meeting to order at 7:31 p.m., with Clerk Smith, Treasurer Hart, and Trustees Reichle, Blackstock, Babel. Trustee Knotts Absent.

PLEDGE OF ALLEGIANCE

APPROVE AGENDA – Trustee Reichle, supported by Trustee Babel, moved to approve the Agenda with the addition of C-2 & NB-3. Carried.

APPROVE MINUTES – Trustee Reichle, supported by Trustee Blackstock, moved to approve the Minutes of November 20, 2023. Carried.

PUBLIC COMMENT - Seven in the audience. Mary Luongo, 5441 Pointe Dr., asked for reimbursement of running the tap each time a water main break. Connie Vanderveen, 5435 Pointe, asked for a timeline communication to residents; and her driveway is in very bad shape. Residents asked why the meetings are not on the Township Calendar on web-site. Larry Boulier, 5357 Pointe Drive, stated that he was in the shower when the water was shut off due to a water main break. The staff response when he came into the township office was not a positive experience in discussing his situation. Supervisor Westrick stated that Pointe Drive line installation completion is expected in 4 weeks.

CONSENT AGENDA – Clerk Smith, supported by Trustee Reichle, moved to accept the Consent Agenda as follows: Department Reports, Rate Increases for licenses per Union Contracts. Carried.

DISBURSEMENTS – Treasurer Hart, supported by Trustee Babel, moved to approve Payroll \$34,226.58, Accounts Payable \$500,885.70, Tax account \$21,057.53, and Invoices \$17,691.66. Roll call vote: Yea: Reichle, Westrick, Blackstock, Hart, Smith, Babel. Carried.

NEW BUSINESS

NB-1 Pay Increase for Election Inspectors/Supervisors

Clerk Smith, supported by Treasurer Hart, moved to increase Election Inspector wages as follows. Roll call vote: Yea: Westrick, Smith, Hart, Blackstock, Babel, Reichle. Carried.

- Increase hourly rate to Election Inspectors to \$14/hour
- Increase hourly rate to Election Supervisor to \$15/hour
- Increase hourly rate to Deputy Clerk for Election Work to \$15/hour

NB-2 Parks & Recreation Employees & Administration Policy

Supervisor Westrick, supported by Trustee Reichle, moved to adopt a Parks & Recreation Employees & Administrative Oversight Policy. Carried.

East China Township Parks & Recreation Employees & Administrative Oversight Policy

- Employees who perform the work necessary to operate, maintain and improve the parks within East China Township are under the oversight and direction of the East China Township Manager. This includes oversight of maintenance, improvements, and special projects of and for East China Township parks and places of recreation.
- Employees who direct, coordinate, and oversee recreational programming for East China Township are under the oversight and direction of the East China Township Manager.
- All aspects of employer responsibilities for employees working in and for the East China Township Parks and Recreation system lie with East China Township, including but not limited to: payroll, human resources, benefit administration, job descriptions, employee training/professional development, employee discipline, wages, and promotion.
- East China Township and East China Parks Commission will collaborate to insure financial and fiscal requirements, project priorities, staffing levels, revenue generating opportunities, and general operations are managed to the satisfaction of the East China Township Board and East China Township Parks Commission.
- The East China Township Parks Commission shall have office space within East China Township Hall to conduct business, and East China Township will provide the needed equipment and supplies to do so.
- East China Township will determine and provide parks and recreation employees the space, equipment, and tools needed to perform their jobs.
- Employee / administrative costs for parks and recreation employees will be contained within the East China Township 101 General Fund, of which the Township Manager has oversight and responsibility.
- Costs associated with park maintenance, improvements, and special projects will be contained within the 208 Park Maintenance Fund, of which the Parks Commission has oversight and responsibility.

NB-3 Electronic Sign for Township Hall

Treasurer Hart, supported by Clerk Smith, moved to approve the purchase and installation of an Electronic Sign from Phillips Sign & Lighting, Inc.; not to exceed \$55,000 with details to follow at

next meeting, using ARPA funds. Roll call vote: Yea: Westrick, Smith, Hart, Babel, Blackstock. Nay: Reichle. Carried.

ANNOUNCEMENTS – None.

MEMBER COMMENTS – None.

ADJOURN – Trustee Reichle, supported by Trustee Babel, moved to adjourn at 8:19 p.m. Carried.

Sandra Smith, Clerk

Verne Westrick, Supervisor

Approved 12-18-2023