

The Washington Township Trustees met in special session on Thursday, November 9, 2023 at 8:30 AM with Trustees Tucker Berg, Don Lewis and Jason Faulder present. Others present: Fiscal Officer, Lisa Miller

- I. **Call to Order** – Trustee Berg
- II. **Pledge of Allegiance** - All
- III. **Roll Call** – Trustee Faulder, Trustee Berg, Trustee Lewis and Fiscal Officer Miller. Others Present: None
- IV. **Trustee Berg advised the purpose of this special meeting is to discuss PTO for employees and Police Dept. Equipment**

Item 1 - Vacation Policy Discussion

Discussion: All

All Trustees: We don't want to have vacation / personal days separate but would prefer to give employees PTO (Paid Time Off).

And the PTO, if approved by the Dept. Head, can be taken as the employees wish. The Dept Heads responsibility is to keep a record of the PTO their employees' take and how many PTO hours remain at the end of each pay period.

Also tracking PTO will be the Trustees who serve as liaisons to the Police and Road Departments. As Trustees and Department liaisons they will take care of tracking PTO for all employees, including the Dept. Heads.

Dept. Liaison should know at all times how much PTO has been taken and how much remains throughout the year for each employee and ensure that it matches the employees' online clock in/out system that can be printed out for Dept Heads and Liaisons, by employee and month, all dates where PTO has been taken.

The Dept Head and Trustee serving as the Liaison should also match their records of PTO taken by each employee monthly and prior to giving the payroll slips to the Fiscal Officer.

Resolution 2023-011 In the matter authorizing changes to the Washington Township Vacation Policy which will takes effect on January 1, 2024. Trustee Lewis made a motion to approve and adopt the attached Washington Township PTO Policy based on time full-time, part-time and years of employment.

Trustee Faulder seconded the motion. A vote was taken and all answered "Aye" Resolution 2023-011 had three (3) votes in favor and non against. Resolution passed.

Item 2 – OPERS LE Credits

Fiscal Officer Miller – Follow-up

Lisa: Tom Watson's request for OPERS LE credits was denied by OPERS and our legal council agrees. OPERS advised not possible for WTPD as all Officers are and always have been approved for part-time work only so the clerk working at that time properly withheld Tom's OPERS according to his part-time position.

I will write a letter to Mr. Watson to advise him of same – no motion needed.

Item 3 – Dodge Durango Cruiser Lease Request

Discussion: All

Chief Thompson had asked if he could order his 2024 Dodge Durango. He also advised the final payment of the 2022 cruiser is in April, 2024. Fiscal Officer Miller advised not enough funds would be there until November of 2024. Chief Thompson advised the cruiser could be ordered now but wouldn't arrive until November so Fiscal Officer Miller advised if that was the case then in 2024, and only in 2024, would she approve two cruiser payments in the same year. Never again after 2024 as Police Department salaries and benefits take three-fourths of his entire budget. Trustee Faulder moved to approve the request to order as long as the first annual installment isn't due until November, 2024. Trustee Lewis seconded the motion and all answered "Aye" – motion to order the 2024 Dodge Durango passed 3-0.

Item 4– Pay increases for 2024

Discussion: All

Trustee Faulder: Last year I told Police and Road Dept Heads that due to their very large raises last year there would be none this year and after that maybe .50 or less, otherwise, that would put them out of a job as their budget won't support it. They know there will never be raises like that again and I said it 3-4 times to them so they do understand and we do have to watch that. We're more competitive now and we're happy to support that but no more increases like that again.

Trustee Lewis: I think Gary deserves another raise in 2024. Lisa: I agree. Trustee Lewis: I make a motion we raise Gary's monthly salary to \$1,000 (currently is \$825). Trustee Faulder seconded the motion. A vote was taken and all answered "Aye", motion passed 3-0.

With no further business to come before the group Trustee Berg made a motion to adjourn at 10:11 AM. Trustee Lewis seconded. All answered "Aye". Motion to adjourn carried 3-0.

Lisa A. Miller, Fiscal Officer

Trustee Tucker Berg, Chairman

Trustee Don Lewis, Vice Chairman

Trustee Jason Faulder, Member