

**WASHINGTON TOWNSHIP BOARD OF SUPERVISORS  
BUDGET MEETING MINUTES  
OCTOBER 16, 2023**

**CALL TO ORDER**

Chairperson David Moyer called the budget meeting of the Washington Township Board of Supervisors to order at 6:00 p.m., at the Washington Township Municipal Building. The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

The following members were present: Supervisors, David Moyer, Thomas Powanda, Rommie Long, Township Manager, Richard Sichler, and Treasurer, Missy Swanson. There were four (4) residents in attendance.

Absent: Township Secretary, Susan Brown

**TAPING OF MEETING**

The meeting was recorded as an aid in the preparation of the minutes. It was noted no one other than the Township Secretary was taping the meeting this evening.

**SUPERVISORS NEW BUSINESS**

**2024 PRELIMINARY BUDGET**

The meeting started off with the review of the proposed 2024 general fund budget-  
**General Fund Revenue-**

After some discussion it was decided to change the Real Estate Transfer Tax budgeted number from \$75,000 to \$65,000. There was discussion regarding increasing zoning hearing fees from \$600 to \$750. Missy will increase the budget number and Rich will make sure this is on the 2024 Fee Schedule to be adopted at the Reorganization meeting in January. The building permits for 2024 should be set at \$20,000 instead of \$23,000 and sewage permits was lowered from \$8,500 to \$5,000.

Under sale of general fixed assets, it was discussed the new Freightliner should be received in July 2024 and the new F-550 truck may be delivered at the end of this year but the existing 550 would probably not be sold until January of 2024.

Under Refund-Medical Insurance it was reported there have been some high medical claims in the past few years, therefore, there was no refund this year and it is anticipated there will be no refund next year.

**General Fund Expenses** – Salaries will be determined later by the Supervisors, for budgeting purposes Missy increased the salary budget 3%.

Office supplied budget increase from \$3,000 to \$3,500 since the cost of paper, etc. has increased.

There was some discussion regarding a surcharge for credit card payments which would need to be added to the township fee schedule. Rich will gather more information on this.

The rates for dental and vision insurance did not increase however there will be a 12% increase for health insurance.

Data processing software should be increased from \$4,000 to \$5,000 to cover annual fees.

Supervisor Moyer would like to get the Barto Road straightening project moving along and said he would dig it out himself and stated the engineer needs to get the silt fence put in place. This is about a 500-foot span and the cost for blacktop and stone is about \$110 per foot for about \$55,000 plus the rental of a roller. Missy was asked to increase 408.300 Engineering fees for Barto Road from \$30,000 to \$40,000.

Parking lot lighting at the administration building needs to be upgraded to LED which was included in the 2023 budget in the amount of \$5,000.

A motion was made by David Moyer, seconded by Thomas Powanda amending the agenda to include administration building outdoor lighting.

**All ayes**

A motion was made by David Moyer, seconded by Ronnie Long authorizing the upgrade of administration building outdoor lighting to LED not to exceed \$3,500.

**All ayes**

There was some discussion regarding the fire department and ambulance donations and it was decided to increase the fire department donation to \$110,000 and the ambulance donation to \$22,000.

The Codification of Ordinances will need to be increased to \$8,000 from \$2,000. This will cover the annual fee of \$2,000 and \$6,000 for the final update to the code books. The Salvation Army contribution will be increased to \$3,500.

Public Works equipment purchases were discussed. Brian stated they would like a second roadside mower to cut down on the mowing time. Brian is also looking at a zero-turn mower to replace the Scag mower and also an Eager Beaver tag trailer. Some additional items for the wish list are a Harper Blower, Asphalt Vibratory Plate, two fuel storage tanks with pumps and a new mill head.

Traffic signal repairs was increased to \$7,500 from \$4,000.

**Sewer Fund-**

Manhole risers & inserts was increased to \$5,000 from \$2,000 and WWTP miscellaneous increase to \$9,500 from \$7,500. Sewer litigation costs should be set at \$12,000 from \$7,500.

**Recreation Fund-**

Tom suggested advertising the park pavilions and community room on the Facebook page, possibly placing some type of article every week to keep it in front of people. Rich suggested he has some work to do to clean this category up a bit and possibly adding a new GL code for memberships. There was some discussion about some community activities such as egg hunts, dances, bonfires etc.

Dave said the path w/gate has not been installed at the rear of Barto Park. There was also discussion about the condition of the walking trail and bleachers. There was also discussion about the installation of wood chip trails at the Gehringer Road open space. Brian mentioned the flagstone at the war memorial is getting bad and should probably be replaced at some point.

**Street Light Fund-**

Missy stated the electric cost has gone up so the street light districts will need to be recalculated.

**Fire Hydrant Fund-**

Dave asked who is flushing the hydrants in Meadowbrook. There was discussion as to who should be doing the flushing and having a record of the exercise. Rich will look into this and report back.

**State Aid Fund-**

The line painting expense has increased so the budgeted amount will be increased to \$20,000 from \$16,000. Missy reported the MS965 now says the township may use \$187,000 for major equipment.

**ANNOUNCEMENTS**

The next regular Board of Supervisors meeting will be held on Thursday, October 26, 2023 at 7:00 pm.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

A motion was made by Thomas Powanda and seconded by David Moyer to adjourn the meeting at approximately 9:15 p.m.

**All ayes**

Respectfully submitted,

Susan J. Brown  
Township Secretary