

## **Record of Proceedings - April 14, 2008**

### **Washington Township Trustees, Warren County, Ohio**

The regular meeting was held with Schaefer, Dare, and Williams present. President Schaefer called the meeting to order. Minutes from the last meeting were read and approved. Receipts of \$104,115.59 were reported and filed for audit. Warrants 7488 thru 7494 totaling \$4271.89 were reviewed and signed.

There were no issues of discussion from the floor.

Our Roads Supervisor, Liston Burton, gave his report on the roads. He reported that he still does not have figures from Kenny Walker. Liston would like to focus on top-coating 1.8 miles of our roads that are in need of attention. Proposed are:

- .46 mile of Senior Rd
- .71 mile of Lincoln Rd
- .38 mile of Woodward-Claypool Rd
- .1 mile berm
- .15 mile on Strout Rd

Last year about \$139,000 was spent on chip sealing roads. We will seek bids for top-coating as soon as possible.

County is looking at culvert on Lincoln Rd at Wilmington Rd, which is plugged up. They are also investigating Shawhan-Ayres Rd. County will make that intersection a bit bigger.

Liston has a load of cold patch in and will be working on filling holes. Chipper is ready to use and needs to be insured. Fiscal Officer will make the call.

Schaefer reported that there will be a Land Use Law class in June for \$355. Tape is \$25.

Woods of Middleboro (Section 1) is completed; review with county will be April 24<sup>th</sup> at 9am at the entrance. This is subdivision where Flint Trail is located. Liston will do a preliminary inspection.

Trustees considered an "Open Records Policy", adapted from the AOS template. This informs the public that they may inspect our records and request copies, as our business is the public's business. Williams made motion, seconded by Dare to adopt such a policy. Roll call: Williams yea, Dare yea, Schaefer yea.

Doney mentioned that she had received a letter from Bruce McGary of the Prosecutor's Office, requesting that we respond to the AOS regarding Finding 2006-001. She wrote a letter saying that we are aware of the finding, and will comply with ORC.

Deposits were shown to the Trustees.

Invoice was brought forward regarding the state's Cooperative Purchasing Program costing \$100 per year. Trustees decided to belong again this year.

Doney wondered if Trustees would benefit from having business cards. It was mentioned that at 48hrs.com, can obtain 500 cards for \$9.95. Williams made motion, seconded by Dare to obtain cards for all. Roll call: Williams yea, Dare yea, Schaefer yea. Doney asked Trustees to provide her with data they wish to have printed on their cards.

Doney wondered if we could obtain a printout from the county showing our township roads highlighted to be displayed in the Township Hall. This would be an informative tool for the public. Liston will find out if the county can provide such a thing.

Williams would like Doney to follow the Records Retention Policy published by the Ohio Historical Society in order to sieve through old files. That way time will not be lost filing unneeded documents.

Prosecutor Rachael Hutzal wishes to visit with us at our June 9<sup>th</sup> meeting. It was put on the calendar.

Liston wondered who would do billing for use of the Township Hall. Schaefer volunteered the fiscal officer, who accepted. Copy of Facility Use Policy is on outside bulletin board.

Doney mentioned that Record of Proceedings will be typed from now on rather than hand-written. They will be posted outside as well as in a 3-ring binder inside the township hall's entry. The public can view them readily in this way.

Fiscal Officer mentioned that she would eventually like to post the minutes on a township website, as well as other info. She can do the website herself, which would cost nothing. The Center for Public Management and Regional Affairs (CPMRA) at Miami University partners with the Ohio Township Association, and will host township websites for free. Karen will investigate further.

Karen will attend a Payroll class next Thursday in Columbus to help with getting the payroll online.

There being no further business, Williams made motion to adjourn, seconded by Dare, and meeting adjourned at 8:32pm.

Karen Doney  
Fiscal Officer

Paul Schaefer  
Trustee Chair